



**COVID - 19
READINESS
OF
GILARD
ELECTRONICS**

Objective:

To create a safe working environment in accordance with Government guidelines for prevention of COVID-19 at our workplace.

Purpose:

For all practical purposes, each employee will be presumed to be a Carona Virus carrier. The purpose of this documentation is to review, plan, prepare guidelines and implement them strongly so as to keep each Employee safe from others and from visitors, if any.

Scope:

All Employees working at Gilard Electronics as well as Visitors and Service Providers

Responsibility:

Top Management, HRD, Safety Committee, Security Guards, Sweepers and All Employees.

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Initiatives Taken During Lockdown Period **(23rd March-3rd May 2020)**

- A mono-log titled as "**Bolte Alfaaz**" was posted daily on Gilard's Facebook page which was viewed by most of the Gilardians on a regular basis and link shared by them to other few Gilardians who are not on facebook. This initiative was taken to communicate with Gilardians to prevent depression and de-motivation during this stressful period. The initiative was also majorly focused on importance of tolerance, hope, goodness and patriotism in the hearts of listeners so that they willingly accept and follow the rules laid down by the Government.
- They were guided on ways to prevent Covid-19 via various videos and written information posted on this facebook page.
- Important instructions related with the organization were also shared on this social media.
- Daily Birthday Wishes of Gilardians were also posted to keep up the high spirits of our people.

Pre - Opening Planning

- An online survey was conducted starting last week April,2020 to know the status of location and other Covid-19 related concerns of all Employees.
- Details of each Employee was reviewed by HRD and to ensure only Safe Employees are called to work. This is crucial to prevent the spread of covid.
- Questions in the above Survey were as below :

Please fill the Form	
Employee declaration form	
Ecode : A0203	Employee Name : Nidhi Bali
My Address since 1st of April 2020 :	
From 1st April to 30th April :	<input type="text" value="Hno 400, Block B, kharar Mohali"/>
1. Have you had any symptoms like cough, cold, fever in the past 14 days ? क्या आपको पिछले 14 दिनों में खांसी, जुकाम, बुखार जैसे कोई लक्षण थे?	<input type="text" value="No"/>
2. Have you been in physical vicinity of any person who has subsequently been found COVID positive ? क्या आप किसी ऐसे व्यक्ति के शारीरिक आसपास के क्षेत्र में हैं जो बाद में COVID सकारात्मक पाया गया है?	<input type="text" value="No"/>
3. Have you heard of any person who has COVID 19 near your place of stay? क्या आपने किसी ऐसे व्यक्ति के बारे में सुना है जिसके पास आपके ठहरने की जगह के पास COVID 19 है?	<input type="text" value="No"/>
4. If YES, please elaborate : Who and how far from your place of stay : यदि हाँ, कृपया विस्तृत करें: आपके ठहरने के स्थान से कौन और कितनी दूर है:	<input type="text" value="Two wheeler"/>
5. Have you moved out of your home at all, during the Lock Down period ? क्या आप लॉक डाउन अवधि के दौरान अपने घर से बिल्कुल बाहर चले गए हैं?	<input type="text" value="No"/>
6. How far is your present place of stay from the factory ? आपका वर्तमान स्थान कारखाने से कितनी दूर है?	<input type="text" value="15"/> Kms.
7. What was your usual mode of transport to and from the factory ? कारखाने से परिवहन का आपका सामान्य तरीका क्या था?	<input type="text" value="Two"/>
For the moment, when the factory starts, the Public transport like Buses, Taxies and Auto rickshaws shall not be available. Even in private cars, only 2 persons (including the driver) will be allowed. Double riding on 2-wheelers will also not be allowed. Under these circumstances, how do you plan to come and go from the factory. फिलहाल, जब कारखाना शुरू होगा, तो सार्वजनिक परिवहन जैसे बस, टैक्सी और ऑटो रिक्शा उपलब्ध नहीं होंगे। यहां तक कि निजी कारों में भी केवल 2 व्यक्तियों (ड्राइवर सहित) को अनुमति दी जाएगी। 2.व्हीलर्स पर डबल सवारी की भी अनुमति नहीं होगी। इन परिस्थितियों में, आप कारखाने से आने और जाने की योजना कैसे बनाते हैं।	
8. How do you plan to come to the factory ? आप कारखाने में आने की योजना कैसे बनाते हैं?	<input type="text" value="Self driven 2-wheeler"/>
I declare that the above are true to the best of my knowledge. I also promise that I shall strictly follow all the conditions set by the management to control the spread of the COVID 19 virus.	
<input type="button" value="Submit"/>	

Planning A Day Before Opening 03.05.2020 (Sunday)

- A small team for COVID - 19 preparedness was formed and called to the company at 9:30 am for discussion and planning.
- Team comprised of 6 members of the Top Management (MD, Dir. Commercial, Director HRD, Head Operations, Head Sales & Head New Business) , Team HRD, Admin & Security, 2 persons from Maintenance department and HODs of all Departments, totalling the team members to 22. The meeting was headed by the M.D.
- Everyone was wearing a mask and were sanitized on entry by the Security Staff. The team gathered in the front lawn area, keeping 2 metres gap from each other.
- MD made everyone present aware of the basic rules to be followed and to be included in our new code of conduct.

General Precautions Decided to Prevent COVID - 19

1. Initial approval of workforce to be called to work was decided as maximum 30% of our total strength. Later it could be increased upto 40%, if required.
2. Two Disinfectant Spray Cans which were purchased one day earlier by Manager Marketing, Mr. Rocky Monga were charged and training was given to Security Guard, Sulakhan Singh on how to use disinfectant spray cans. In the process of training the entire company including all departments, was sanitized. The work was supervised by Mr. Rocky Monga and Mr. Malkiat Singh of Maintenance.
3. Floor markings in the main entry area were planned to maintain social distancing. The company's regular job worker was called on the same afternoon to mark sanitization checkpoints and marking for the waiting queue, to ensure social distance of 1.5 metre.
4. Staggered timings for entry, exit and lunch break of employees was decided.
5. HRD suggested "Tea for Operators" not to be outsourced from the tea contractor, for safety against corona 19. Material to be purchased by our staff under strict supervision and handling instructions and tea to be prepared and served by Assembly Operators. Initially HRD and later when the company starts working full strength the Tea Committee, will be responsible for safe working. The suggestion was accepted for implementation.

6. All gatherings like morning assembly, daily exercise drill, trainings & meetings including CFT meetings will be suspended.
7. Sanitization of all Employees and disinfection of their belongings will be mandatory at the entry point. Same rule will apply to the Top Management as well. Three entry-exit points will be closed and a single entry-exit point will be used by all to ensure no one by-passes the rule.
8. All employees will go through thermal screening upon entry.
9. During work everyone will be required to sanitize their hands every two hours.
10. No inter-department visits shall be allowed unless a special pass is issued by HRD with guidelines. People are to be sensitized not to move within the department on work stations of peers.
11. All non-essential visitors will be banned from entering the premises. Guidelines will be prepared for Security Guards on how to handle and permit visitors.
12. Wearing of mask and closed footwear is mandatory for all. No one is allowed to enter without mask and closed footwear.
13. All the information/instructions will be given through Public Address system.
14. Common use areas like Hand Wash, Drinking Water, Toilets, Walkways, lockers, Pantry: Proper distancing to be maintained in all these areas. maintaining 1.5 meters gap between each other at all times while waiting and using. **For clear understanding set a simple rule: Maintain distance from all 4 sides from others, of two stretched arms.**
14. Staggered timings to be set for lunch breaks and rules to be set for the areas to be used for lunch. No sharing of food/drinks to be permitted.
15. Regular cleaning (after every 2 hours) of common touch surfaces like washroom door handles, latches, staircase railings, electrical switches, water dispensers etc. Check-sheets to be prepared for the same.
16. Sanitizers available in every department, outside washrooms, liquid soap for hand wash available in all washrooms.
17. **Hand Wash Procedure after using toilets, to be taught:** Open the tap to wet your hands, apply soap on hands and rub as per 6 steps procedure. While doing this rub your soapy hand on the tap also to disinfect it. This will ensure that corona virus, if any, on your hands and tap has been made neutral. Close the disinfected tap with your clean hands. Now you are leaving the tap clean for the next user but you could

have infected your hands while holding the door handle to exit. Use the sanitizer kept outside the toilet.

18. Landline phones will be used only by fixed users.
19. All employees have been instructed in Bolte Alfaaz to download "**Aarogya Setu App**" in their mobile phones. This is to be checked at entry point also.
20. Frisking not permitted but verbally a confirmation is to be taken from the Employee/drivers of vehicles of couriers & transporters that they do not consume Gutka/Tobacco or any such item. Inform them that Spitting is banned as it is a legal offence under covid prevention guidelines.
21. Mobile phones of Operators will not be collected by the Security Guards. They will leave their mobiles in their vehicles/lockers.
22. Employee zones (Employee Portal Access Stations) will be inaccessibility.
23. Since the company was shutdown abruptly because lockdown was announced by Punjab Chief Minister on the midnight of 21.03.2020 Janta Curfew, all work stations and machines particularly moulding machines need to be cleaned and blocked raw material to be removed. This work is to be planned by the HODs for the first working day ie. 4th May.
24. Regular announcements to be planned by HRD for sensitizing everyone.
25. All work procedures to be documented gradually by HRD to ensure correct long term implementation.

Precautions- Production Shops Specific

1. Moulding Shop :

Machines are placed at a distance of more than 1.5 metres apart so the distance between operators is natural. Some operators who do inspection, trimming and packing sit on stools/chairs sharing same table. Here a distance of 1.5 metre can be maintained by allowing only 2 persons per table(8 feet long)instead of 3 operators. Since there is no "single piece flow system", it can be easily implemented. Bulk material will move in bins to the next station. Operators need to sanitize their hands every 2 hours and wear a mask all the time. The raw material in machines will have to be cleared before starting production, in case there is any blockage.

2. Press and Auto Shop:

Here machines are at a distance of more than 1.5 metres apart and distance between operators is natural. The Inspection staff that comes from IGI will need to maintain distance from operators. One Inspection table can be designated and placed outside the press shop. Press operators can place their samples for inspection on this table. The Inspector will take samples from here and inspect them. Both Operator and Inspector shall sanitize their hands before and after touching the samples. The Operators do not follow a single piece flow system. Bulk material will move in bins to the next station. Operators need to sanitize their hands every 2 hours and wear a mask all the time. In hand presse and toggle presses area, alternate stations shall be made idle to ensure more than 1.5 metre distance between 2 operators.

3. Plating Shop :

Here tanks and equipment are at a distance of more than 1.5 metres apart and distance between operators is natural. Although operators who do inspection and packing sit on a table at close proximity, now the distance between them can be maintained as 1.5 metre by allowing only 2 persons per table instead of 3 (8 feet long table). The Operators always wear masks and gloves. Bulk material will move in bins or plastic bags to the next station.

4. Assembly Lines :

Here operators shall maintain a distance of 1.5 metre between them by allowing only 2 persons per table instead of 3 (8 feet long table). Team PLM will do line balancing and ensure social distance on the workstations. Operators will be provided with chuters to

pass the piece to next operator in line, hand presses will be re-fixed accordingly. Wherever the work is without the hand press, visual indication will be given for operator to know right sitting location. The Operators follow a single piece flow system, as such there is a chance of the virus spreading via the product being handled on the assembly line. Since we are strictly following the practice of mask on the face at all times and hands sanitisation every 2 hours, the operators will be safe from covid-19 infection, if any.

5. Tool Room:

Here machines are at a distance of more than 1.5 metres apart and distance between operators is natural. Tool Makers sometimes tend to sit together to discuss or even work jointly on one tool. This is to be dis-allowed. Discussions can take place in the common area which has a 4 feet diameter table and max 3 persons can meet.

6. People in IGI, IGD, FGI and Stores are limited and they are handling material touched by others. Mask at all times and hands sanitization every 2 hours will ensure their safety from Covid-19.

7. LAB to review the calibration calender to know calibration of instruments which got expired during the lockdown period and ensure their celebration is done before usage.

Special Cases Requiring External / Internal Interface

8. Outer Security:

Ensure that no unauthorized person enters or exits the premises. Inform HRD initially before permitting entry to anyone. Once the security guards get trained and their work instructions are documented then informing HRD will be discontinued.

9. Inner Security :

- To ensure proper distance between employees when entering and exiting.
- Bio-metric punches not allowed. Entry by Face recognition / IRIS only.
- Thermal scan using no touch infra-red thermometer for each employee and same to be recorded.
- Hand sanitization & disinfecting of belongings like purses, tiffin carriers etc.
- Mobile phones not to be taken from employees. Mobile phones shall be switched off and kept by the employees in their vehicle or lockers.

- Visitors : Thermal scan using no touch infra-red thermometer and same to be recorded. This includes courier boys, transporters and water delivery boys.

10. Reception :

No surprise or walk-in visitors. No interviews for employment. Reception is shut down till further orders.

11. Office Areas :

- Work culture to be created for maintaining social distance. Minimal printouts/photocopies and handing over or sharing of documents, files, samples etc. Wherever un-avoidable, pre and post sanitizing of hands is mandatory.
- Lunch breaks on the work station only after clearing the table of documents and cleaning the table after finishing lunch.

12. Dispatch Logistics team

Need to deal with external persons from Courier services.

- Visitors to wear masks and sanitize their hands at the entry point before inner security.
- To maintain safe distance while dealing with them.
- Only one person from Billing is permitted to go in Loading/Unloading area - Packer from Billing. His duty is to load the courier's vehicle with the consignment which is to be dispatched.
- The Packer has to sanitize hands before and after use of material trollies because the trollies are shared with FGI.

13. Tea Preparation & Serving : Tea is served twice a day by a contractor but under covid 19 prevention activities following changes are being made :-

- Tea will be prepared by specific female Gilardians from Assembly Department, following covid-19 safety rules. Raw material (verka milk packets) will be purchased on daily basis ensuring packets are washed with soap and water on arrival. Other ingredients - tea leaves and sugar will be bought on weekly/monthly basis and packets will be disinfected.
- Each employee shall use his/her personal cup/glass for taking tea. Maintaining safe distance, each employee shall walk up to the tea trolley after it reaches his area and place his cup on the tray. The Assembly Volunteer will pour tea in the cup and move

back. The employee shall then pick up the cup and move back to his seat. Cleaning of cup is individual's responsibility.

14. Employees leaving premises for purchase of lunch:

No one will be allowed to leave the premises once they enter Gilard till the shift end time. No permission to step out of the factory during lunch break. It is recommended that Employees bring their lunch from home. However after initial settlement Employees who have difficulty in bringing their own lunch may be given an option to register their order with HRD and lunch for all such persons will be ordered from a fixed source by HR. The outer tiffins will be disinfected at Security and delivered at resp. Work stations by the Guard.

15. Material being received from External Suppliers: Every item/container is to be unloaded and disinfected. It is to be left in the Unloading area for 2-3 hours under the sun and then C. Stores is to be informed to collect the material. Sanitizing hands before and after is amndatory.

16. Transit of Employees from home to work and back:

- They have been informed on the Facebook Bolte Alfaaz that Public transport may not be available and is also not recommended. Using own conveyance is the best option. Walking is another good option if you are in the near vicinity. Information regarding commuting has been taken from them in the Employee Declaration Form. The meaning of different covid zones like Red/Orange/Green & Containment Areas and related zone specific rules has been explained to them - Number of persons permitted in 2 and 4 wheelers varies as per the zone. The status of their zone might vary and will be updated by the government on a weekly basis so they need to keep checking it. They have been guided not to socialize on the way when they step out of their house. If getting fuel filled in the vehicle payment should be made by mobile phone or exact amount if paying in cash. Taking back balance cash could be a source of covid infection.
- Letters to be sent to families of employees guiding them on precautions to be taken when they step out of the house. This is important because a Gilardian could get affected by careless approach of a family member. This is also our social responsibility to spread awareness to control spread of this disease.

First Working Day (04.05.2020 - Monday)

1. 30% employees called. They were all found safe in online survey.
2. Staggered timings for entry.
3. No entry without mask or in open shoes.
4. Social distance of 1.5 metre maintained.
5. Sanitization before entering the company.
6. Thermal screening (temperature check at the entrance).
7. Attendance through face scan not punching system.
8. On first day of their reporting after covid-19 all Gilardians are addressed for 15-20 minutes while maintaining social distancing in the Assembly area for training on new code of conduct and safety precautions.
9. Cleaning of machines, workstations and line setting to be done by all incharges, supervisors and team leaders before the start of production.

Training on New Rules of Conduct **after reopening during COVID - 19**

1. New Code of Conduct:

- Wearing of mask is mandatory for all employees at all times. It is to be removed only for drinking and eating.
- A mandatory gap of 1.5 meter will required to be maintained between two employees at all times.
- No handshakes, hugs or even a pat on the back is allowed. Strict physical distance to be maintained.
- Do not share food or drinks with anyone.
- Do not sit on anyone else's chair or use other person's mobile phones, laptops or computers.
- Landline phones have now been assigned to single persons and only they can make or receive calls from it. In the absence of that person, do not attend the call if the phone is ringing.

- All equipments with common usage like printers, photo copiers, cupboards are to be used with hand sanitisation before and after usage. Share soft copies with each other as far as possible to avoid taking printouts. A work culture of minimum handing over or sharing of physical documents files samples to be implemented. Wherever unavoidable pre and post sanitization of hands is mandatory.
- **Washrooms:** Sanitisers are available outside all washrooms. It is mandatory to wash hands with soap and water (20 seconds) after using washroom and while doing so also apply soap on the knob of the tap and wash it with water. Use the sanitiser kept outside the washroom because you will be touching the door handle to make final exit.
- **Drinking Water Areas:** Sanitise your hands before reaching out to “Common Touch Points” and again sanitise your hands after usage.
- All doors to be kept open at all times to avoid touching door handles. Wherever doors are required to kept closed engineering controls are in place on PULL side of the door to avoid hand contact. From the PUSH side of the door use your shoulder or elbow to push.
- For awareness and implementation various announcements are made during the day on the PA system . Example: Hands sanitisation every two hours, no use of common utilities, etc.
- Inter-department visits are banned except for approved people. Special passed are issued by the HRD for this purpose. Anyone miss-using the pass will be answerable for misconduct. Your department head will decide based on your work if you are to be permitted entry to any specific area.
- **Movement:** Avoid touching unnecessary objects i.e walls, windows, chairs & tables of others, unnecessary material, etc. inside your department and also while moving in the passage.
- **Lunch Break:** You are not permitted to step out of the company premises during lunch break, please carry your food from home. Hand wash with soap and water (20 seconds) is mandatory. Sitting is as per marked areas.

2. Entry at main gate:

- Entry and exit time for employees will be staggered.
- All employees shall sanitize their hands and belongings before entering the company
- Any employee without mask will not be allowed to enter.
- Thermal screening will be done for all employees at the entrance of the company. If temperature is higher than 99° F then the security guard will make you sit in the Quarantine Room and recheck your temperature after sometime. Please cooperate.
- All non essential visitors will be banned from entering premises. Any such visitor will be returned from the main gate. Security to contact director HRD for any query.

3. Inner security:

- Entry by face recognition only and not by biometric punches.
- All employees to keep their phones (switched off) in their lockers and not to submit with security. For that purpose all employees to carry their own lock and key. Management will not e responsible for any loss.

4. New HRD practices:

- All in house training sessions to be suspended.
- All non urgent meetings including CFT meetings are suspended. For any meeting prior approval to be taken from safety committee.
- Morning assembly will be suspended.
- 11 am exercises are suspended for the time being.
- All interviews are suspended.