

SANDHAR

Protocol Manual

**for reopening after Covid-19
Lockdown**



• Growth • Motivation • Better Life

**Dear
Colleagues,**

We at Sandhar are primarily focused on keeping our employees, customers and suppliers safe while working at our facilities and supporting our business.

As we steer through this new normal or after COVID-19, we will have to meander through more disruption which may lie round the corner. We all, not only the Humane Relations Department, need to respond promptly with sensitivity, be humane and help all in trust building across all levels in this pandemic VUCA world, which is a first for all of us and hopefully the last too.

This *Protocol Manual* lays out processes to raise awareness of new health and well being and potential practices for cross functional teamwork, operating discipline and training for employees.

While this *Protocol Manual* includes practical recommendations based on guidelines from the Centre for Disease Control and Prevention and ICMR, it can't be a one-size fit all approach that could be tailored by businesses to address various scenarios one may face while returning to work.

Cont.

Regular updates and changes will be made to the *Protocol Manual* based on real time feedback. The *Protocol Manual* covers a wide range of topics including:

- Emergency Response Team
- Preliminary Work before reopening of facility
- Transportation
- Screening
- Food and Canteen
- Office disinfection
- Shop-Floor disinfection
- Isolation
- Material Movement
- Visitors
- Check Sheets
- Emergency Contact Numbers
- Do's and Don'ts for Family Members

This has been a difficult time for everyone, and we hope that by sharing these protocols and implementing these at all areas of our facilities, it will help us in taking care of health and well-being of all stakeholders.

Stay Safe,

Jayant Davar
Co-Chairman & Managing Director

Addendum to the **SANDHAR** Protocol 1.0

Version No.	Date	Changes in Content	Changes in Slide No.
1.1	May 22, 2020	Guidelines by Ministry of Health & Family Welfare	45 - 59 ↑
1.2	May 25, 2020	Guidelines to be followed during Lunch & Tea Time	28 ↑
1.3	May 31, 2020	Set up of Sandhar Helpline	63 ↑
1.4	July 2, 2020	Guidelines to be followed during Lunch & Tea Time	28 ↑
1.4	July 2, 2020	Guidelines for shop floor	36 ↑
1.4	July 2, 2020	Home Quarantine Protocol	42-43 ↑
1.5	August 27, 2020	District Administration, Gurugram notices	60-62 ↑

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Emergency Response Team

- Set up of Emergency Response Team (ERT)
- ERT is a cross functional team lead by CHRO with members in the following areas:
 - Employee access and control
 - Sanitization and Disinfection
 - Specifications and SOPs
 - PPE and Material Procurement
 - Communication and Training
 - Suppliers Preparedness
- ERT should meet once daily to discuss and update the situation.
- WhatsApp groups of contractual associates are formed to know about their well being and whereabouts.



Emergency Response Team & Task



Guidelines for preliminary work before reopening of plant

- Disinfection and Deep cleaning of plant 3 days prior to reopening. It will include cleaning of offices, canteens, restrooms, plants, derusting of machinery, cleaning of tools and maintenance of ETP / STP plants and coolants.
- Disinfection of plants, offices, canteens, restrooms and company vehicles, one day prior to reopening.
- Area which is not in use inside the plant should be barricaded and not to be disinfected.
- Same sanitization and disinfection rules to be implemented for Tier II / Tier III suppliers, vendors and outsourced caterers.



Guidelines for preliminary work before reopening of plant

- Format for Undertaking (Annexure I) to be sent to staff and company associates on mail/WhatsApp, which needs to be submitted to the security personnel at the gates before entering the plants/offices.
- Contractor/Contractor's Supervisor shall also ask for self declaration from Contractual Associates, which also needs to be submitted to the security personnel at the gates before entering the plants/offices.
- HR & CPD to ensure availability of requisite number of thermal screening guns for plants/offices.

S. No.	Yes	No
1		
2		
3		
4		



(Annexure 1 Refer page no. 10)



Self Declaration Form

{Applicable for all Employees/ Trainees / Associates / Contractual Associates / Piece Rate workers}

{to be handed over to Security Guard}

Name: _____ Employee Code: _____

Contact Number: _____

Date : _____

S. No		Yes	No
1	Have you travelled to or been in close contact with any person who has travelled to any of the Countries in the Quarantine list (Greater China Region, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, USA and UK) or has been to the Markaz in Nizamuddin, Delhi, within the last 14 days?		
2	Have you been in close contact with anyone who has been diagnosed with corona virus within the last 14 days?		
3	Are you or anyone in your family suffering from fever, cough or cold?		

In case you have answered "Yes" for any of the above questions, please inform your Unit HR/Contractor's supervisor.

If any of your responses change after submission of the undertaking, you need to inform your Unit HR/Contractor's supervisor.

Body Temperature {should be within the range of 36.5 to 37 °C {96.8-98.6 °F}}: _____

Signed: _____

Guidelines for preliminary work before reopening of plant

Annexure - 1



Guidelines for preliminary work before reopening of plant

- Strategies to be made for phased reopening after lockdown.
- Accordingly, plans to be made for white collared employees to work from office or from home on rotational basis and for blue collared employees to work at plants on rotational basis.
- As per govt. directive, all employees need to install the Aarogya Setu app otherwise they will not be allowed to enter their workplace.
- War Room to be made in each plant/office to help employees in case of any health related issues.



Guidelines for preliminary work before reopening of plant

- To follow social distancing, marking of space to be done in parking area, security gate, shop floor, office area, canteen area, in and around wash room area.
- Display of STL Policy on COVID-19, Do's and Don'ts, Helpline and Emergency Contact Numbers on all the Notice Boards, Security gates and canteens.



Guidelines for preliminary work before reopening of plant

- HR, CMD and CPD Team to ensure that Plant Sanitization Kits are available on or before 15th April, 2020.
- As per govt. directive, two sets of triple layered cotton masks for all employees, company associates and contractual associates.
- N95 masks, PP suits and Rubber gloves for security personnel, drivers, housekeeping staff carrying out disinfection and canteen staff should be available at all plants / offices.
- HR & CPD to ensure adequate availability of soaps, disinfectant, sanitizers and spray bottles at plants/offices.



Guidelines for preliminary work before reopening of plant

- As Gram Panchayats are not allowing any migrant workers to return to their rented accommodations in their villages, it is advised to rent a place outside the village which the Panchayat is providing for Quarantining them for a period of 14 days.



Inventory of Preventive PPEs

#	Item	Spec	Quantity
1	Mask (surgical)	Disposable surgical masks (1-day)	Min. 30-day supply
2	Nitrile gloves	Touchflex/ Surgical Nitrile Gloves	Min. 30-day supply
3	Infrared thermometer	Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employees/shift
4	Disinfectant spray/wipes	5 % bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
5	Spray bottles	1-liter plastic spray containers	Min. 5 bottles
6	Sanitization floor stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
7	Hand sanitizer (refills)	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
8	Hand soap	Hand soap / Local brand "Serviquim"	Min. 30-day supply
9	Paper towels	Paper Towel "Tork"	Min. 30-day supply
10	Glasses/face shields	Safety glasses / Polycarbonate	Min. 30-day supply
11	Bio-hazard container	Bags that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply



Guidelines For Disinfection Frequency

Disinfection Frequency Guidelines As per Ministry of Health and Family Welfare				
S.No.	Cleaning area	Particulars	Chemicals to be used	Minimum Cleaning frequency
1	Office and plant area	entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, staff rooms, meeting rooms, cafeteria etc.	1% sodium hypochlorite	Once a day
2	Plant machineries	All machineries, equipments, safety equipments, etc.	1% sodium hypochlorite	Twice a day or more
3		Switches of machineries, machine handles, valves etc.	70% alcohol	Frequently
4	High contact surfaces	elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines	1% sodium hypochlorite	Twice a day
5	For metallic surfaces	door handles, security locks, keys etc.	70% alcohol	Frequently
6	Common area	Toilet pot/ commode, Toilet floor, Sink,	1% sodium hypochlorite	Once a day



Schedule for frequency of disinfection page 1

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work cell common surfaces	Including control buttons, tools, and other common surfaces	As per Ministry of Health & Welfare: 1% Sodium Hypochlorite concentration solution	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	Minimum at the end of each shift
3	Conveyor belts	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	Moveable trays or containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; otherwise, between users
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
6	Work cell common surfaces	Including control buttons, tools and other common surfaces		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals



Schedule for frequency of disinfection page 2

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
7	Tableware	Disinfection of tableware	As per Ministry of Health & Welfare: 1% Sodium Hypochlorite concentration solution	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning
8	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Daily
9	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
10	Multi-user safety vest and other PPE	All surfaces		Spray with sprayer	Between use
11	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	After each use
12	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily



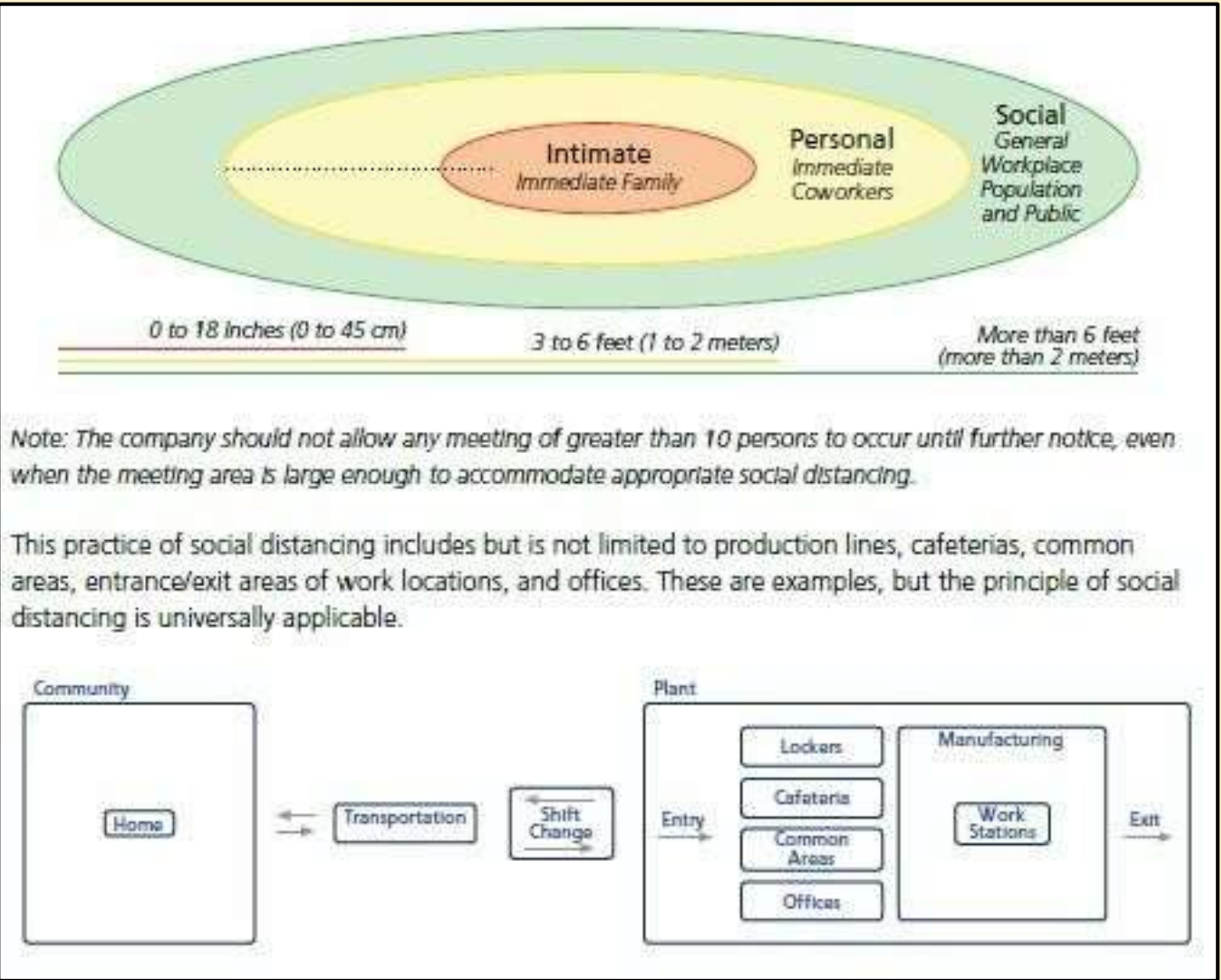
Audit Card for Deep Cleaning

Conforming Audit Card

Shift:	Card #
Inspection Area:	
General Disinfection Measures	
<input type="checkbox"/> 1. Did the cleaning crew / employees receive training about the disinfection method and frequency?	
<input type="checkbox"/> 2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?	
<input type="checkbox"/> 3. Did the team conduct a comprehensive cleaning in all work cell common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)?	
<input type="checkbox"/> 4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)?	
<input type="checkbox"/> 5. Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?	
<input type="checkbox"/> 6. Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?	
<input type="checkbox"/> 7. Did the team conduct a comprehensive cleaning in all common surfaces of personnel buses (Seat surfaces, rails, belts, door, windows, floor)?	
<input type="checkbox"/> 8. Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?	
2nd Layer Audit Audit of the above performed by a higher-level manager	3rd Layer Audit Audit of Layer 2 by EHS or a higher-level manager
9. Were non-conformities raised? Y/N	13. Were all non-conformities closed? Y/N
10. If yes, were they actioned?	14. If no, please provide reasons:
11. If no, please provide reasons:	



Social Distancing Protocol



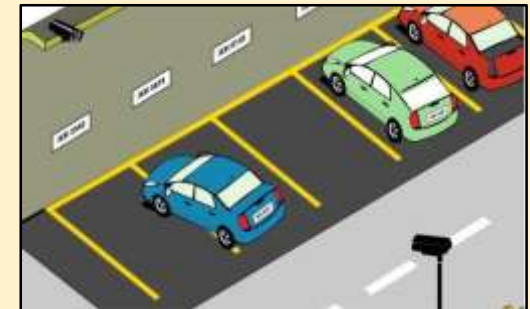
Precautionary measures

- Sanitize your hands with alcohol based sanitizer.
- Wear triple layered cotton face mask.
- Sanitize any parts of your car/bike that you touch with sanitizer.
- Maintain social distancing.
- Avoid touching hand rails / handle of company vehicle.
- Avoid physical contact with fellow passengers.
- Avoid touching your face.



Guidelines for transportation of employees

- Temperature checking for employees/associates using company transport should be done before boarding the vehicle. If the temperature is above 100.4°F, the concerned employee should not be allowed to board the vehicle.
- In parking area, there should be minimum 4 ft distance between vehicles.
- Employees are requested to park their vehicles one by one. They are advised to get out of the vehicle once the other person has left the parking area.



Transport Sanitation Check List

Transportation Sanitation Checklist					
Division					
Plant					
Date					
Supplier Name	Task		Action (in case it applies)	Date	Responsible
Before Starting Pick Up	Yes	No			
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Employees Arrive to Plant					
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
After Final Employee Drop-off					
Is there antibacterial gel?					
Clean / Sanitize - Aisle					
Clean / Sanitize - Stairs					
Clean / Sanitize - Upper Rail					
Clean / Sanitize - Seats & Armrests					
Auditor Name / Signature			Driver Responsible		
Name			Name		
Signature			Signature		



Guidelines to be followed at Main Gate

- Employee should stand in queue while entering the Plant premises and maintain a minimum distance of 1 meter.
- One HR person and Contractor's supervisor to be present at the gate during beginning and end of all shifts.
- Security guard to check body temperature of each employee with thermal gun. In case the temperature is above 37 °C or the employee is suffering from cough, cold and breathlessness, the employee will not be allowed to enter the premises and sent back home.
- HR person and contractor's supervisor present at the gate should take care of that person's quarantine and medical tests.



Guidelines to be followed at Main Gate

- All employees should submit undertaking (refer page 10) to the security guard, duly signed by them with reference to Covid-19. If it is found that the declaration by the employee is not correct, strict disciplinary action will be taken, including termination of his / her services.
- Security Guards to pour / spray sanitizer on hands of the employees at the entry gate.
- Biometric machines will remain sealed till further instructions. Hence, the Security guards will mark the attendance of the employees themselves in the register.
- Fumigation of all incoming and outgoing vehicles and materials to be done.



Guidelines to be followed at Main Gate

- Employees' clothing should be disinfected with 1 % Sodium Hypochlorite solution while entering the plant/office premises.
- Employees need to wear triple layered cotton face masks at all times.
- Spitting anywhere inside the Plant/office premises is completely prohibited.



Guidelines to be followed during lunch and tea time

- Canteen re-opened from 1st June, 2020 with menu changed to Rice / Roti / Dal / Rajma / Chana / and Papad keeping in mind Covid-19. Vegetables / Salad / Raita will not be served.
- Earlier from 25th May 2020 to 31st May, 2020 Canteen Facility at all units as well as Corporate Office were kept non operational.
- Employees should maintain hygiene and wash their hands with soap.
- Employees / Associates to be encouraged to bring home cooked food. They should not share food with each other.
- Lunch and tea time to be staggered to avoid crowding and maintain social distancing.
- Employees who have been allocated Cabins, should eat their food in their Cabins.



Guidelines to be followed during lunch and tea time

- At workstations, every alternate person should have their lunch/tea at the canteen and the remaining persons should have their lunch/tea at their respective workstations.
- Curd, raita, salad and cut fruits should be avoided
- All the Utensils to be washed with hot water and soap.
- **Spitting anywhere inside and outside the Plant/office premise is completely prohibited.**



Guidelines for offices

- Sanitize entire office area with 1% sodium hypochlorite solution.
- Sanitize switch boards and door knobs in office area with 70 % ethyl alcohol solution. Sanitization should be carried out before commencement of work on a daily basis.
- Departmental and Shop floor Managers must share these guidelines before commencement of operation on a daily basis.
- As lifts are high risk zone, people should avoid using lifts and use stairs.



Guidelines for offices

- Maintain at least 1 meter distance between two desks.
- Avoid speaking directly to each other in office / plant. Use intercom or mobile instead.
- Employees should avoid physical contact with each other.
- Movement should be restricted from one department to other.
- Avoid touching railings.
- House keeping staff should pour alcohol based sanitizer on employees' hands, at regular intervals.



Guidelines for offices

- Employees should wear triple layered cotton mask at work place.
- Warm Drinking water will be served at work place.
- Air Conditioner settings should be on fresh air rather than internal air circulation.
- Cleaning of Air Conditioner filters to be done on weekly basis.



Guidelines for offices

- Movement of physical documents like files and papers to be avoided within departments and instead e-approvals to be followed for next 3 months.
- Employees should use Zoom Meetings / Skype / video conferencing / Tele conferencing. Meetings in person should be avoided.
- Employees should bring their own water bottles.
- **Spitting anywhere inside the Office premise is completely prohibited.**



Guidelines for shop floor

- Shop floor and machines should be sanitized with 1% sodium hypochlorite solution.
- Shop floor sanitization should be carried out every day before commencement of work, during Lunch time and after closing of shift.
- Shift timing should be reduced by half an hour and not to be overlapped. If one shift ends at 7 pm then the next shift should start at 7.30 pm. 30 minutes to be used for deep cleaning of the shop floor.
- To ensure social distancing, work should be staggered to all three shifts as per load.
- Switch boards and electrical panels should be sanitized at shop floor with 70 % ethyl alcohol solution sprayed on a tissue. Before doing this it is to be ensured that electricity is switched off.



Guidelines for shop floor

- Engineering department to look at re-designing of Lines / layout to ensure multi machines operations by minimum number of work-force
- 1 meter distance to be maintained between people at shop floor.
- Plastic curtain to be placed in between two work stations, if 1 meter distance maintaining is not possible.
- Avoid speaking directly to each other at shop floor. Instead, use intercom or mobile for communication.
- Employee should avoid physical contact with each other.
- Movement should be restricted from one department to other or from one shop floor to other.
- Avoid touching railings.



Guidelines for shop floor

- Locker Rooms to be Dis-functional till further notice.
- Housekeeping staff shall pour sanitizer having 70% alcohol on employees' hands, as and when required.
- Employees to wear triple layered cotton face mask at all times.
- People who work near fire / furnace should wash their hands with soap and water after entering the premise.
- Face Shield has been provided to Associates to have additional precaution, as social distancing is not possible in assembly area.
- **Spitting anywhere inside the Plant premise is completely prohibited.**



Leaving for Home

- Thermal screening to be done before leaving the plant.
- Hands to be sanitized and clothes to be disinfected with 1% Sodium Hypochlorite solution while leaving.
- Car door handle, steering and keys to be sanitized.
- At home one should avoid touching door knob, handle etc.
- Immediately after reaching home, person should change clothes and wash it in hot water and Dettol and take a shower before mingling with other family members.
- Mask to be washed with hot water and then kept for drying. Used mask should not be kept anywhere without washing.
- Person should brief their family members as well to take all precautions related to Covid-19.



Isolation Protocol

Procedure

1. Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID-19 Case Form and call the local health authority or medical officer to seek advice regarding transportation and location.
3. The Isolation Coordinator and any others attending the suspected infected person should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority.



Isolation Protocol

- Public transportation should not be used.
- If the infected person is well enough to drive their own vehicle, ask them to use it.
- If the ERT team is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
- The driver must wear a mask, gloves and PP suit while making the journey and keep them on for the return journey for proper disposal.
- Once the vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles seatbelts etc. have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while doing so.



Isolation Protocol

5. The Isolation Coordinator, in coordination with Human Resources (HR) must:

- Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
- Advise employees who may have been in contact with the suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
- Advise employees to contact a physician to obtain medical clearance to return to work.

6. Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee.



Isolation Protocol

- All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work.
- **Location**
- Where possible, the isolation room should be an exterior room (building or tent structure). If not, then an enclosed area away from the general population can be used. In plant it can be near the main gate.



Home Quarantine Protocol

- A person who had been in contact with an infected Covid 19 positive person or a contaminated environment and is therefore at a higher risk of developing disease should get himself / herself tested and home quarantine for 7 days.
- If one person in whole family is under home quarantine, he / she should isolate himself / herself from other members of the family. And in case if there are two or more people tested positive in a family they should isolate themselves from each other strictly following the guidelines by WHO / MHA.
- The symptom may develop within a 14-day period before the onset of illness in the case of home quarantine .



Home Quarantine Protocol

- During Home quarantine follow some home remedies like :
 - Drink Kadha (morning), Kadha recipe – Take Tulsi 5 to 6 leaves, black pepper (Kali mirch), little cloves (laung), ginger (adrak), a little bit of turmeric, cinnamon stick or powder. Mix and boil them in water.
 - 1 tablespoon chavanprash a day
 - Gooseberry (Amla) juice – Twice a day
 - Gargle and steam twice or thrice (Even if you don't have a cold or cough)
 - Avoid cold water and air conditioner (warm water is preferred)
 - Eat veggies and fruits (preferably citrus fruits)
 - Drink Haldi milk before going to sleep every night
 - Eat food that is either hot or warm. Don't eat cooked food which is cold.
- Take sunshine for 15 minutes everyday
- Diet and Positive mind-set is very important during home quarantine
- Sanitize your place every day



Sample Covid-19 Case Form

Name:	Date:
<input type="checkbox"/> Visitor <input type="checkbox"/> Employee <input type="checkbox"/> Contractor	
Job Title:	Worksite:
Location of Isolation:	
Address:	
Symptoms noticed:	
<input type="checkbox"/> Temperature >38°C (100.40F) or higher	
<input type="checkbox"/> Shortness of breath, difficulty breathing	
<input type="checkbox"/> Cough	
<input type="checkbox"/> Running nose	
<input type="checkbox"/> Sneezing	
<input type="checkbox"/> Muscle Pain	
<input type="checkbox"/> Tiredness	
Time of fever on-set: _____ Time of isolation: _____	
<i>Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.</i>	
Where referred to:	
Notes:	
DETAILS OF REPORTER	
Name:	Job title:
Telephone Number:	



Guidelines by Ministry of Health and Family Welfare

- Guidelines on preventive measures to contain spread of COVID-19 in workplace settings, by Government of India, Ministry of Health & Family Welfare, Directorate General of Health Services (EMR Division) notification dated 18th May, 2020.

1. Background

- Offices and other workplaces are relatively close setting, with shared spaces like (corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc.) and thus COVID-19 infection can spread relatively fast among officials, staffs and visitors.



Guidelines by Ministry of Health and Family Welfare

- Thus there is a need to prevent importation of infection in workplace settings and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

- This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in workplace settings. The document is divided into the following subsections
- basic preventive measures to be followed at all times
- measures specific to offices
- measures to be taken on occurrence of case(s)
- disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.



Guidelines by Ministry of Health and Family Welfare

- **3. Basic preventive measures**
- The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:
 - Physical distancing of at least one meter to be followed at all times.
 - Use of face covers/masks to be mandatory.
 - Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).



Guidelines by Ministry of Health and Family Welfare



- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing / sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest

4. Preventive measures for offices:

Guidelines with respect to preventive measures specific to offices have been issued by DoPT. These guidelines are available at:

<https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf>.



Guidelines by Ministry of Health and Family Welfare

- Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities [e.g. CGHS wellness center, medical attendance under CS (MA) etc.]. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.
- Any staff requesting home quarantine based on the containment zone activities in their residential areas should be permitted to work from home.
- DoPT guidelines with respect to organizing meetings, coordinating visitors shall be scrupulously followed.



5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

5.1. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

5.1.1. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.

5.1.2. Report to concerned central/state health authorities. Helpline 1075 will be immediately informed.



Guidelines by Ministry of Health and Family Welfare



5.1.3. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.

5.1.4. The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under home isolation, subject to fulfilment of criteria laid down in MoHFW guidelines (available at:
<https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsolationofverymildpresymptomaticCOVID19cases10May2020.pdf>)

5.1.5. Suspect case, if assessed by health authorities as moderate to severe, he/she will follow guidelines at:

<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf>.



Guidelines by Ministry of Health and Family Welfare



5.1.6. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.

5.1.7. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

5.2. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.



5.3. Management of contacts:

- The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the **Annexure i**.
- The high risk exposure contacts shall be quarantined for 14 days. They will follow the guidelines on home quarantine (available on: <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>).
- These persons shall undergo testing as per ICMR protocol (available at: <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>).
- The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.



6. Closure of workplace

- If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. **There is no need to close the entire office building/halt work in other areas of the office** and work can be resumed after disinfection as per laid down protocol (see para 7).
- However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.



7. Disinfection Procedures in Offices

- Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available on:
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

Risk profiling of contacts

- Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).



Guidelines by Ministry of Health and Family Welfare

High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.



Guidelines by Ministry of Health and Family Welfare

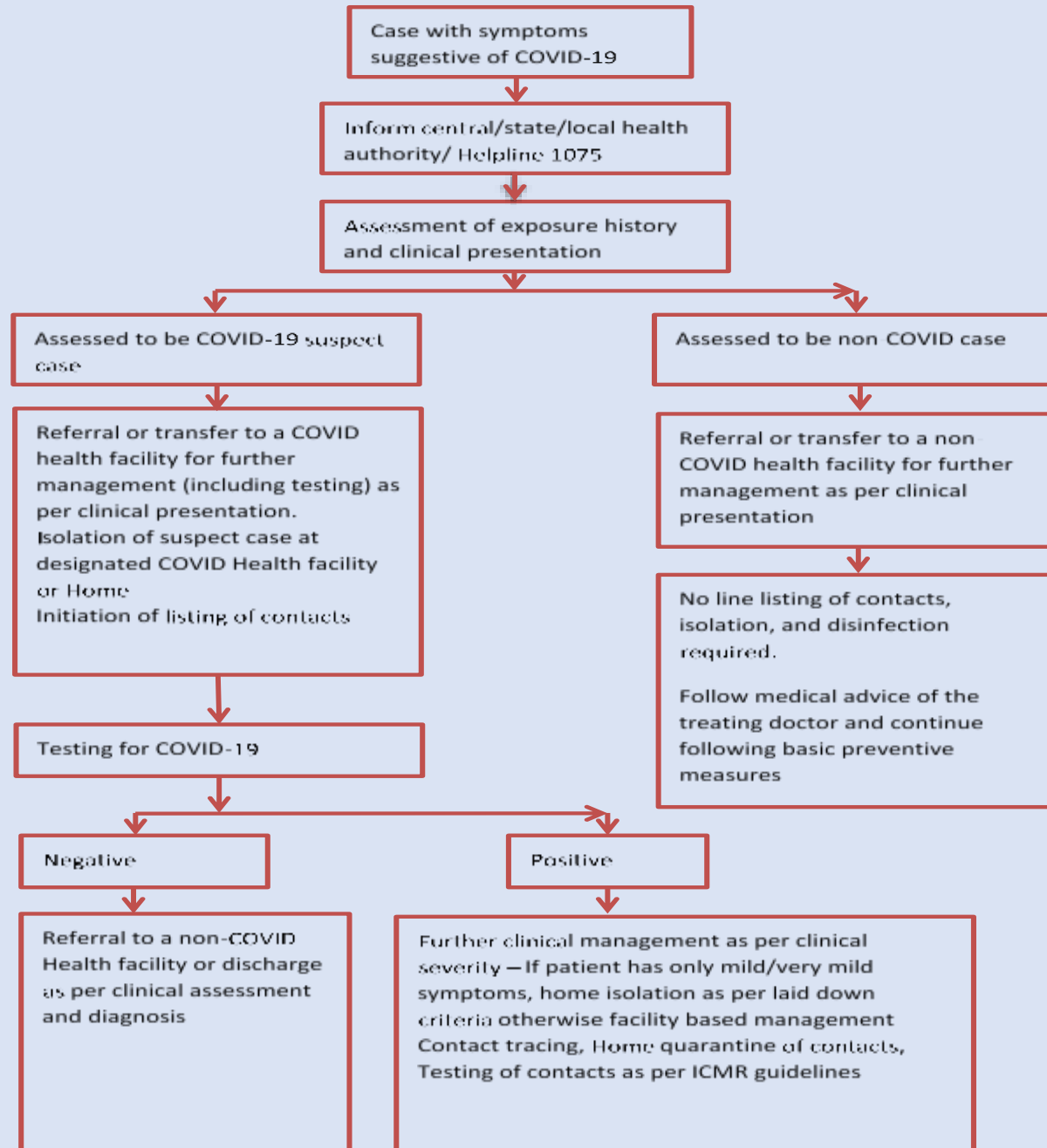


Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

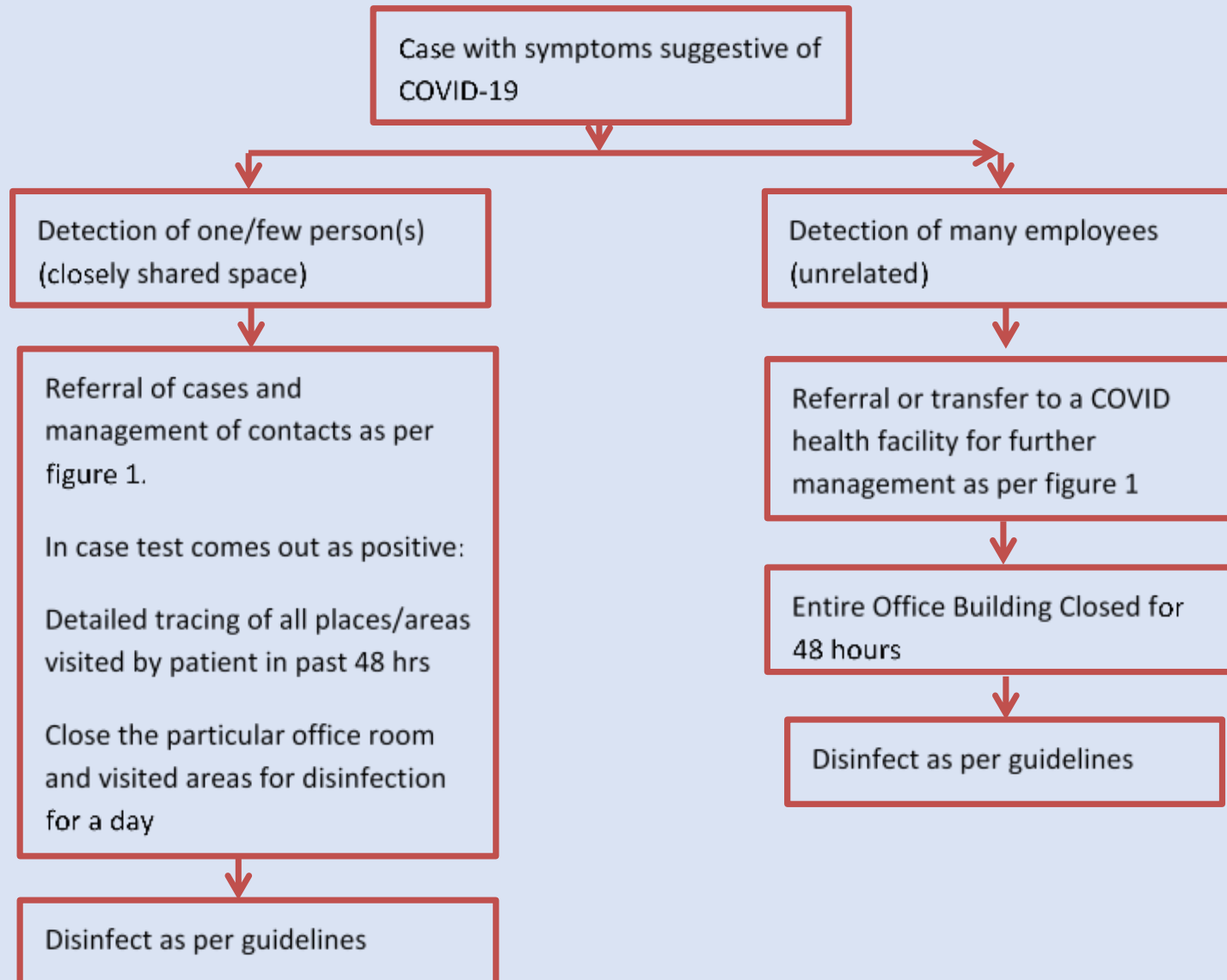


Figure 1: Management of the case(s) and contacts



Guidelines by Ministry of Health and Family Welfare

Fig-2: Disinfection of workplace



**Guidelines by
Ministry of Health
and Family Welfare**



District Administration, Gurugram notices

Dated 04th July, 2020 on Wearing Mask



Dated 31st July, 2020 on Intensive Sampling of Workforce

- Sufficient number of Teams for conducting screening & sampling of manpower for the industries covered in the scheduled areas shall be deployed by the Civil Surgeon, Gurugram. All the staff on duty shall be provided with personal protective equipment and other required devices.
- Intensive testing / sampling shall be carried out, as per the ICMR guidelines, there shall be mandatory testing exercise for ten percent randomly chosen manpower by 15th August, 2020 and thereafter five percent randomly chosen manpower every month.
- The industrial management shall be free to choose between RTPCR or Rapid Antigen based testing method. However, Rapid Antigen testing shall be carried out ONLY under Health department supervision to ensure that testing protocols are not compromised, thus kits will have to be procured and handed over to Health department / UPHC Manesar for the testing exercise.
- Deputy Labour Commissioner II Gurugram tie-up with HSHDC & UPHC Manesar and shall convene regular guidance session for smooth conduct of the exercise and shall submit a compliance and progress report in this regard every fortnight.



District Administration, Gurugram notices

Dated 21st August, 2020 on Weekend restrictions

GOVERNMENT OF HARYANA
HARYANA STATE DISASTER MANAGEMENT AUTHORITY

No. DMC-SPO-2020/10046.

Dated: 21st August, 2020

ORDER

In continuation of SDMA order No. DMC-SPO-2020/9033 Dated 30th July, 2020, the undersigned in my capacity as Chairperson, State Executive Committee hereby directs that in order to contain further spread of Coronavirus(nCov) in Haryana, all public and private offices except those dealing with essential services and all shopping malls and shops in the market area, except those dealing with essential goods and services shall remain closed on Saturday and Sunday throughout the territory of Haryana. All other National Directives and SOPs issued by NDMA for COVID-19 management that are currently in force shall continue to be strictly followed.

These orders shall remain in force till further orders.


Chief Secretary-cum-Chairperson
Haryana State Executive Committee

To

1. All Administrative Secretaries in the State of Haryana;
2. All Deputy Commissioners in the State of Haryana.



Set up of **SANDHAR** Helpline for Covid-19



- **SANDHAR** Helpline team has been created on 31st May 2020 for undertaking following activities:
 - Sharing of Covid 19 dashboard on daily basis with SMT which includes data about **SANDHAR** family like; number of Covid 19 test conducted till date, number of positive cases, number of negative cases, number of test results awaited, number of members hospitalized, number of members home quarantined and number of cases recovered.
 - CHRO interacting with **SANDHAR** employees who have tested positive for Covid 19
 - Ladies in the **SANDHAR** Helpline team speaking on daily basis to family members (wives) of **SANDHAR** employees who have tested positive.
 - **SANDHAR** Helpline team in constant touch with all employees who have tested positive for Covid 19 on daily basis to boost their morale.



Guidelines for Visitors

- Visitor should avoid visiting in person.
- Discussions to be held through Zoom, Skype or telephone.
- In case it is necessary to visit in person, then a self-declaration shall be submitted by the Visitor at the Security Gate.
- All the precautionary measures to be taken by the Security Guard for visitor similar to the ones followed in case of employees ,like thermal screening etc.
- No visitor card to be given.
- Spitting anywhere inside the Plant premise is completely prohibited.

SANDHAR COVID-19 Visitor Questionnaire

The safety of our employees, supplier partners, customers, facilities and visitors remain our top priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread globally, SANDHAR and security are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. Only business critical visitors are permitted at any SANDHAR facility at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's Name:	Personal Phone Number (optional):
Visitor's Company/Organization:	Name of SANDHAR host:
Facility Name:	

Self-Declaration by Visitor

1	Have you been exposed OR in close contact with any person, who has traveled to any of the Countries in Quarantine list (Greater China Region, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, USA, and UK), or any person who was in Quarantine, within 14 days?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you experienced any cold or flu-like symptoms in the last 14 days (do include fever, cough, sore throat, respiratory illness, difficulty breathing)?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is "yes" to any of the questions, access to the facility will be denied.

Signature (visitor): _____ Date: _____

(Annexure 2 Refer page 45)



Sandhar COVID-19 Visitor Questionnaire

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

(Visitors include: employees from OEM, Suppliers, Drivers, Helpers, Canteen food supplier)

Visitor's Name:	Personal Phone Number (mobile/home)
Visitor's Company/Organization:	Name of Sandhar Host:
Facility Name:	

Self-Declaration by Visitor	
1	<p>Have you travelled to or been in close contact with any person who has travelled to any of the Countries in the Quarantine list (Greater China Region, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, USA and UK) or has been to Markaz in Nizamuddin, Delhi within the last 14 days?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2	<p>Have you been in close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
3	<p>Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat or difficulty breathing)?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

If the answer is "yes" to any of the questions, access to the facility will be denied.

Signature (visitor): _____ Date: _____

Guidelines for Visitors

Annexure - 2

Guidelines for Incoming Parts / Materials

- PPE such as gloves and mask should be worn while handling incoming parts / materials.
- Disinfection of surfaces with a 1% sodium hypochlorite solution made fresh daily.
- Fumigation to be done for shipments received.



Guidelines for Dispatch

- Disinfection of outward material as per the instructions received from respective customers to be done.
- Fumigation of consignment before leaving the plant to be done.




Check sheet for plant utilities

SANDHAR Plant Start-Up Check Sheet (After Lockdown) <small>Growth. Motivation. Better Life.</small>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
A	Plant Utilities			
	GO Switch :			
A1	Check Earthing Condition	Maintenance		
A2	Check contacts for any rust & carbon	Maintenance		
	HT Panel :			
A3	Visually Check for Moisture in VCB Area	Maintenance		
A4	Check for Rust Cleaning if Required by	Maintenance		
	Transformer :			
A5	Check Transformer Earthing	Maintenance		
A6	Visually check the Oil level	Maintenance		
A7	Check Silica Gel Condition.	Maintenance		
A8	If there is any leakage then arrest the leakage immediately (with safety)	Maintenance		
	OLTC :			
A9	Check the OLTC Earthing	Maintenance		
A10	Check the OIL Level - Top-up if Required	Maintenance		
A11	Check the OLTC Performace Tape Changing According Load			



Check sheet for plant utilities – Electrical

<div>  Plant Start-Up Check Sheet (After Lockdown) </div>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
A	Plant Utilities - Electrical			
	LT Panel :			
A1	Check Earthing for complete LT Panel	Maintenance		
A2	Visually Check for Moisture in ACB's	Maintenance		
A3	Check the transformer output voltage at LT panel as per standard mentioned	Maintenance		
A4	Before Power Charge the ACB's make sure all Shop floor's PDB & SDB are in OFF condition	Maintenance		
A5	Do the Power Charge all ACB's One by One - Check for any abnormality	Maintenance		
A6	Make ON one by one MCCB/MCB in LT panel area	Maintenance		
	APFC Panel :			
A7	Check Earthing for APFC Controller	Maintenance		
A8	Check the input Voltage of APFC Controller	Maintenance		
A9	Check the transformer output voltage at LT panel as per standard mentioned	Maintenance		
A10	Before Switch ON the ACB's make sure all Shop floor's PDB & SDB are in OFF condition	Maintenance		
A11	Make all ACB's ON - Check for any abnormality	Maintenance		
A12	Make ON one by one MCCB in LT panel area	Maintenance		
	PDB & SDB Panel :			
A13	Check Earthing for complete PDB's & SDB's Panel	Maintenance		
A14	Visually Check for Moisture in PDB's & SDB's	Maintenance		
A15	Check the Incoming voltage at PDB's & SDB's panel as per standard mentioned	Maintenance		
A16	Before Switch ON the PDB's & SDB's make sure all Shop floor's Machines are in OFF condition	Maintenance		
A17	Startup one by one all PDB's & SDB's	Maintenance		



Check sheet for plant utilities

<div> <div> SANDHAR Growth. Motivation. Better Life. </div> <div> Plant Start-Up Check Sheet (After Lockdown) </div> </div>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
A	Plant Utilities			
	Compressor			
A1	Drain the receiver tank & close the valve after draining	Maintenance		
A2	Check the incoming voltage at Compressor panel	Maintenance		
A3	Perform Filter cleaning (as per standard)	Maintenance		
A4	Check Oil level as per standard	Maintenance		
A5	Perform greasing as required	Maintenance		
A6	Trial run for filling the receiver tank	Maintenance		
A7	Check air leakages & arrest them immediately	Maintenance		
	DG			
A6	Check Fuels for DGs & topup if Required	Maintenance		
A7	Check DGs terminal & Battery Voltage (12/24VDC)	Maintenance		
A8	Check the for Filters Clean if Required	Maintenance		
A9	Check the DGs Coolant or Do top-up if Required	Maintenance		
A10	Check DGs Oiling/Greasing as per standard	Maintenance		
A11	Trial run the DG & check for any abnormality	Maintenance		
A12	Check all parameters displayed on panel screen	Maintenance		
	Cooling Tower			
A13	Check for any Scaling & water quality of the water	Maintenance		
A14	Check the water level & maintain the required level	Maintenance		
A15	Visually Check for Moisture in Control Panel	Maintenance		
A16	Check the Incoming voltage at Control panel as per standard mentioned	Maintenance		
A17	Trial run the cooling tower as per process	Maintenance		
A18	Check for water pressure (as per standard requirement)	Maintenance		
A19	Check for any water leakage at the machine	Maintenance		



Check sheet for LPG LOT

<div> <div> SANDHAR Growth. Motivation. Better Life. </div> <div> Plant Start-Up Check Sheet (After Lockdown) </div> </div>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
B	LPG LOT			
B1	Check all Manifold, Nozzles & Valve for any Gas Leakage OR for any abnormal Smell	Maintenance		
B2	If there is any leakage - Arrest the leakage immediately	Maintenance		
B3	If there is No Abnormality - Make Manifold Valves to ON Position	Maintenance		
B4	Check water level in Vaporizer	Maintenance		
B5	Switch ON the Vaporizer for Temperature & wait for Required Temperature	Maintenance		
B6	Check the Gas pressure - If at Required level	Maintenance		
B7	Make all the Output valves in ON Position	Maintenance		
	At the Shop floor			
B8	Check for Leakage or Any abnormal smell at the Shop floor Gas train/burner	Maintenance		
B9	If there is any leakage - Arrest the leakage immediately	Maintenance		
B10	Check for Gas Pressure - make it as per standard	Maintenance		
B11	Operate the Burner for trial purpose	Maintenance		
B12	If all well - wait till the required temperature	Maintenance		




Check sheet for Safety System

<div> <div>SANDHAR Growth. Motivation. Better Life.</div> <div>Plant Start-Up Check Sheet (After Lockdown)</div> </div>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
C	Safety System			
	Fire Hydrant System:			
C1	Monitoring of Server Room, UPS Room, Emergency Lighting, CCTV	IT/Maintenance		
C2	Switch on the Hydrant Power Control Panel MCCB/MCB	Maintenance		
C3	Check for Incoming voltage - as per standard	Maintenance		
C4	Check the water level of the water storage tank - if found sufficient level	Maintenance		
C5	Perform the trial run Fire Hydrant System	Maintenance		
C6	Check Hydrant Water Supply Pressure (5-6KG/cm ² ±.5)	Security/Maintenance		
C7	Check for any leakage of Water at the Shop floor / Field (Water Pressure drop)	Security/Maintenance		
	Server & UPS Room			
C8	Check Incoming Voltage at UPS & Server Input	Maintenance		
C9	Check for any abnormal smell & Distilled water leakage from battery	Maintenance		
C10	Check for all Battery terminals (for scaling & strength of terminal connection)	Maintenance		
C11	Check Battery Charging Voltage (12 V / 24V)	Maintenance		
C12	Check proper working of AC at Server Room	Maintenance		
	CCTV & Emergency Lights			
C13	Check CCTV working - all Cameras	Maintenance		
C14	Check DVR working	Maintenance		
C15	Check Proper supply of Un-Intrupted Power Supply	Maintenance		
C16	Check Battery backup for Emergency Lights	Maintenance		
	Drinking Water Coolers			
C17	Cleaning and chlorination of all the water tanks (Drinking water tanks etc.)	HR		
C18	Check for any leakage in Drinking water coolers	HR		



Check sheet for ETP/STP/RO/DM

<div>  Plant Start-Up Check Sheet (After Lockdown) </div>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
E	ETP/STP/RO/DM			
E1	Monitoring of ETP/STP/RO/DM system for Startup the Plant	HR/Maintenance		
E2	Check for any stagnant water in the tank Or any smell or any other abnormality	HR/Maintenance		
E3	Check for any abnormal voltage in Control Panel ETP/STP/RO/DM	Maintenance		
E4	Check for sufficient water level in the incoming storage tank.	HR/Maintenance		
E5	check for any abnormal reading for any sensor like (pH sensor, water level/ TDS etc)	Maintenance		
E6	Check for any water leakage from any tank/pump system - Arrest the leakage immediately	Maintenance		
E7	Visually Inspect Oil leakage & V-Belt condition of Air Blower	Maintenance		
E8	Check the working of Chemical dosing pumps	Maintenance		
E9	Check proper working of online monitoring system	Maintenance		
E10	Check Membrane condition for proper working	Maintenance		
E11	Trail run the plant & see the out put water quality	Maintenance		



Check sheet for Solar Power Generation

SANDHAR Start-Up Check Sheet (After Lockdown) <small>Growth. Motivation. Better Life.</small>				AMMD
S.No.	Activity	Responsibility	Status	Remarks
A	Solar Power Generation			
	Solar Inverter:			
A1	Check Earthing for Solar Inverter	Maintenance		
A2	Visually Check for Moisture in Solar Inverter	Maintenance		
A3	Check the Solar Inverter output voltage	Maintenance		
A4	Check Online connectivity of Solar Inverter	Maintenance		
A5	Solar Inverter - Check for any other abnormality	Maintenance		
A6	Check Solar Power Generation at Solar Inverter Display	Maintenance		
	Solar Panels:			
A7	Check Earthing for Solar Panels & Structure	Maintenance		
A8	Visually Check for any physical damage	Maintenance		
A9	Complete Solar Panel Cleaning	Maintenance		
A10	Check for DC/AC Voltage at Inverter terminals	Maintenance		



Sandhar Plant Safety Work Permit Adherence

Following work permits should be strictly adhered:

- Hot work permit
- Confined space work permit
- Excavation work permit
- Height Work permit
- General work permit



Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts

State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Haryana	Sandhar Technologies Limited- Corporate Office	8558893911	Mr. Chandan Sengupta	Mr. Rakesh Singh / Mr. Omkar Maurya
	Plot No. 13, Sector 44, Gurugram	9953618102 / 0124-2322412	9810409053	9811008192 / 7838999569
			chandan.sengupta@sandhar.in	rakesh.singh@sandhar.in/ omkar.maurya@sandhar.in
	Sandhar Automotives Gurgaon	8558893911	Mr. Sanjay Sapra	Mr. Sunil Yadav
	Plot No. 3 & 4, HSIIDC Industrial Area, Sector-18, Old Delhi-Gurgaon Road, Gurugram	9953618102 / 0124-2322412	9818992398	9810875276
			sanjay.sapra@sandhar.in	sunil.yadav@sandhar.in
	Sandhar Automotives - JEM Div.	8558893911	Mr. J.H. Appadurai	Mr. Sunil Yadav
	Plot No. 3 & 4, HSIIDC Industrial Area, Sector-18, Old Delhi-Gurgaon Road, Gurugram	9953618102 / 0124-2322412	8860651587	9810875276
			jh.appadurai@sandhar.in	sunil.yadav@sandhar.in
	Sandhar Centre for Innovation & Development	8558893911	Mr. D.K. Naik	Mr. Sunil Yadav
	Plot No. 3 & 4, HSIIDC Industrial Area, Sector-18, Old Delhi-Gurgaon Road, Gurugram	9953618102 / 0124-2322412	9818084605	9810875276
			dillip.naik@sandhar.in	sunil.yadav@sandhar.in
	Sandhar Distribution Division	8558893911	Mr. Ashish Vatsa	Mr. Bharat Ram
	Block - C-48, Ansals Palam Udyog, Sector - 18, Gurugram	9953618102 / 0124-2322412	8860606115	9711570254
			ashish.vatsa@sandhar.in	ram.bharat@sandhar.in
	Sandhar Automotives Dhumaspur	8558893911	Mr. Umesh Singh	Mr. Kuldeep Chandel/Mr. Suresh
	Village-Dhumaspur, P.O.- Badshahpur, Sohna-Gurugram Road, Gurugram	9953618102 / 0124-2322412	9873677444	9811465047/9811332576
			umesh.kumar1@sandhar.in	kuldeep.chandel@sandhar.in/suresh.kumar2@sandhar.in
	Sandhar Automotives, HSCI Div., Dhumaspur	8558893911	Mr. Ajay Rathi	Mrs. Dimple Kalra
	Village-Dhumaspur, P.O.- Badshahpur, Sohna-Gurugram Road, Gurugram	9953618102 / 0124-2322412	9871075959	9582289885
			ajay.rathi@sandhar.in	dimple.kalra@sandhar.in

Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts

State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Haryana	Sandhar Whetron Electronics Pvt.Ltd.	8558893911	Ms. Vinita Shaw	Mr. Amarnath Pandey
	Village-Dhumaspur, P.O.- Badshahpur, Sohna-Gurugram Road, Gurugram	9953618102 / 0124-2322412	9650052414	8595429477
			vinita.shaw@sandhar.in	amarnath.pandey@sandhar-whetron.com
	Sandhar Components Manesar	8558893911	Mr. Sachin Rastogi	Mr. Kuldeep Chandel
	Plot No. 24-25, Sector-3, IMT Manesar, Gurugram	9953618102 / 0124-2322412	9643701210	9811465047
			sachin.rastogi@sandhar.in	kuldeep.chandel@sandhar.in
	Sandhar Technologies Ltd. Bawal Unit II	8558893911	Mr. Harish Kumar	Mr. Sanal Kumar
	Plot No. 13, Sector-5, Growth Centre Phase II, Bawal	01274-221950, 2507654	7027569714	7027569703
		1950	harish.kumar@sandhar.in	sanal.kumar@sandhar.in
	Sandhar Components Bawal	8558893911	Mr. Ajay Raghav	Mr. Vikash Kumar
	Plot No. 14, Sector-5, Growth Centre Phase II, Bawal	01274-221950, 2507654	9910169970	9582320401
		1950	ajay.raghav@sandhar.in	vikash.kumar@sandhar.in
	Sandhar Components Behrampur	8558893911	Mr. Vipin Rawat	Mr. Kuldeep Singh
	Village & Post Khandsa, Behrampur Road, Gurugram	9953618102 / 0124-2322412	8588803605	8588803603
			vipin.rawat@sandhar.in	kuldeep.singh@sandhar.in
	Sandhar Hansung Technologies Pvt.Ltd., Behrampur	8558893911	Mr. Deepak Pandey	Mr. Anand Rathore
	Village & Post Khandsa, Behrampur Road, Gurugram	9953618102 / 0124-2322412	9650261616	7027569703
			deepak.pandey@sandhar.in	anand.rathore1@sandhar.in
	Sandhar Tooling Pvt. Ltd.,	8558893911	Mr. Deepak Looned	Mr. Amit Kumar
	Plot No. 92, Sector 3, IMT Manesar, Gurugram	9953618102 / 0124-2322412	9810149146	8882138528
			deepak.looned@sandhar.in	amit.kumar7@sandhar.in
	Sandhar Amkin Industries Pvt.Ltd.	8558893911	Mr. Satish Dev Sanduja	Mr. Vipin Pathak
	Plot 26, Sector - 5, IMT, Manesar, Gurgaon	9953618102 / 0124-2322412	9818186460 / 8989207103	9319398427
			satishd.sanduja@sandharamkin.com	vp.pathak@sandharamkin.com

Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts				
State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Haryana	Sandhar Daewha Automotive Systems Pvt.Ltd.	8558893911	Mr. Mukesh Malhotra	Mr. Inderjeet Singh
	Plot No. 44, Sector 3, IMT Manesar, Gurugram	9953618102 / 0124-2322412	9810409887	7027569721
			mukesh.malhotra@sandhardaewha.com	inderjeet.yadav@sandhardaewha.com
MAHARASTRA	Sandhar Automotives Pune	9158001110	Mr. Kamlakar Adasul	Mr. Prasad Lokhande
	Plot No. E-10, Phase-3, Chakan Industrial Area,Tal.-Khed, Pune	020-26127394	9604036452	9158001110
		9423553707	kamlakar.adasul@sandhar.in	prasad.lokhande@sandhar.in
	Sandhar Technologies Ltd- Cabin & Fabrication Div., Pune	020-26127394	Mr. R.M. Shrivastva	Mr. Sandip Talekar
	Gate No. 418 Village Ambethan, Taluka Khel, PO-Chakan, District- Pune		8308811937	7066046685
			rm.shrivastva@sandhar.in	sandip.talekar@sandhar.in
Rajasthan	Sandhar Technologies Ltd.-Cabin & Fabrication Div., Jaipur	0141-2225624	Mr. Chandar Shekhar Gautam	Mr. Chandan Pandey
	Plot No. 004-003 & 004-004 Mahindra World City Ltd. Ajmer Road, Jaipur	104	6359818748	8699275248
			chandar.gautam@sandhar.in	chandan.pandey@sandhar.in
	Sandhar Technologies Limited Pathredi	0141-2225624 / 2225000	Mr. Devender Sharma	Mr. Manoj Kumar
	Plot No. SP-I-889, RIICO Industrial Area, Pathredi, Bhiwadi	104	9810285454	9818892866
			devender.sharma@sandhar.in	manoj.kumar2@sandhar.in
HIMACHAL PRADESH	Sandhar Automach Nalagarh	104	Mr. Sanjay Kumar	Mr. Amit Kumar
	Bharatgarh Road, Dabhata, Nalgargh, Dist.-Solan		7832924006	9814181067
			sanjay.kumar@sandhar.in	amit.kumar12@sandhar.in
UTTRAKHAND	Sandhar Automotives Haridwar	01334-223999	Mr. SP Kamboj	Mr. Nishant Kumar
	Plot No. 16, Industrial Park-4, Begumpur, Haridwar	7055258800	9810164366	7055607090
			sp.kamboj@sandhar.in	nishant.kumar@sandhar.in

Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts

State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Karnataka	Sandhar Components Attibele	104	Mr. I S G . Subrahmanyam	Mr. Sunil Kumar
	7A, KAIDB Industrial Area, Attibele - 562107, Taluk-Anekal, District - Bengaluru		8884409008	9513551837
			isg.subrahmanyam@sandhar.in	sunil.kumar11@sandhar.in
	Sandhar Automach Attibele	104	Mr. D Parvathisam	Mr. B G Sreepadhan
	Plot No 12-C & 13-A, KAIDB Industrial Area, Taluk-Anekal, Dist.-Bengaluru		953889401	9538299944
			d.parvathisam@sandhar.in	bg.sreepadhan@sandhar.in
	Sandhar Automotives Bommasandra	104	Mr.Muthukumar	Mr. Sekar V
	Plot No. 8, Bommasandra-Jigani Link Road, KIADB Industrial Area, Taluk-Anekal, Bengaluru		9513551201	9513551425
			manickavasakam@sandhar.in	sekar.v@sandhar.in
	Sandhar MAG Engineering	104	Mr. Chandan Roy	Mr. Sachin Kumar KS
	Plot No. 46/A, 3rd Main, 2nd Phase, Peenya Industrial Area, Bengaluru		9538889220	9741392132
			chandan.roy@sandhar.in	sachin.ks@sandhar.in
	Sandhar Automach Mysore	104	Mr. R S Vasanth Kumar	Mr. Tilak K
	Survey No 27, Madaragalli, Mysore-Ooty Road, Post-Kadakola, Taluk-Karnataka, Mysuru		9916123586	7899753503
			vasanth.kumar@sandhar.in	k.tilak@sandhar.in
	Winnercom Sandhar Technologies Private Limited	104	Mr. Venkat Sudhakar	Ms.Prathibha HV
	Plot No. 8, Bommasandra-Jigani Link Road, KIADB Industrial Area, Taluk-Anekal, Bengaluru		9538896362	9686392173
			venkat.sudhakar@winnercomsandhar.com	prathibha.h@winnercomsandhar.com
	Sandhar Han Shin Auto Technologies Private Limited	104	Mr. Nagesha Ramamurthy	Mrs.Sowmya N
	Plot no. 27/4A4, Yarandahally, Jigani Link Road, 4th Phase, KIADB Indl. Area, Bommasandra		9971469658	9886646636
			nagesha.ramamurthy@sandhar.in	sowmyan1@sandhar.in

Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts

State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Tamilnadu	Sandhar Technogloes Ltd. Hosur -Wheel Assembly Div.	044-29510500	Mr. K Rajkumar	Mr. Jagadeeshababu S
	Plot No.758/B2, Poonapalli (Village & Post), Hosur Taluk, Krishnagiri District		7022622371	7022622373
			k.rajkumar@sandhar.in	s.jagadeesh@sandhar.in
	Sandhar Technologies Ltd.- Hosur - ADC Div.	044-29510500	Mr. Ganesan S	Mr. Purushotham.K
	Plot No.758/B2, Poonapalli (Village & Post), Hosur Taluk, Krishnagiri District		8884755771	9513551640
			ganesan.subramanian@sandhar.in	purushotham.k@sandhar.in
	Sandhar Technologies Ltd.Oragadam -Wheel Assembly	044-29510500	Mr. Udhayakumar	Mr. N Rajasekar
	No. B-2, Sipcot Industrial Growth Centre, Oragadam, Sriperumbdur Taluk, Kancheepuram District - 602 105		9840001172	9962979562
			s.udhayakumar@sandhar.in	n.Rajasekar@sandhar.in
	Sandhar Technologies Ltd.- Oragadam- ADC Div.	044-29510500	Mr.K S Jeyagnanavel	Mr. Praveen
	No. B-2, Sipcot Industrial Growth Centre, Oragadam, Sriperumbdur Taluk, Kancheepuram District - 602 105		9880395353	9943126100
			ks.jeyagnanavel@sandhar.in	j.praveen@sandhar.in
	Sandhar Technologies Ltd.- Oragadam- CFD Div.	044-29510500	Mr. Vincent	Mr. D Ramesh Kumar
	No. B-2, Sipcot Industrial Growth Centre, Oragadam, Sriperumbdur Taluk, Kancheepuram District		9176562020	8884515055
			vincent.a@sandhar.in	d.kumar@sandhar.in
	Sandhar Hansung Technologies- Chennai	044-29510500	Mr. K Marimuthu	Mr. Hareesha
	No. B-2, Sipcot Industrial Growth Centre, Oragadam, Sriperumbdur Taluk, Kancheepuram District		9840719426	9500509114
			marimuthu.k@sandhar.in	a.hareesha@sandhar.in



Emergency contact Numbers

Help Line Numbers & List of Emergency Contacts				
State	Unit	State & District Helpline No.	Unit Head-Contact Details	Unit HR Head-Contact Details
Tamilnadu	Jinyong Sandhar Mechatronics Pvt.Ltd.	044-29510500	Mr.Kim Man Seok	Mr. Vijayaraj
	Plot no. G-80/1, Sipcot Industrial Park, Vallam Vadagal Village, Sriperumbdur Taluk, Kanchipuram Distt.		9962085151	9787407410
			kms@jem-techno.co.kr	hr@jsmindia.co.in
	Kwangsung Sandhar Automotive Systems Private Limited	044-29510500	Mr.V. Srinivasan	Mr.N. Rajasekar
	31A/9, 31A/10, Sidco Ambattur Industrial Estate (North Phase), Chennai		9910338318	9962979562
			v.srinivasan@kwangsungsandhar.com	n.rajasekar@sandhar.in
Ministry of Health				
	24 x 7 Central Control Room number	91-11-23978046 / 1075		
		ncov2019@gmail.com		





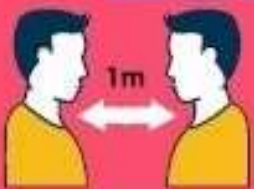
Ministry of Health & Family Welfare
Government of India



Help us to
help you

NOVEL CORONAVIRUS (COVID-19)

Protective measures against Coronavirus



A distance of at least 1 meter is necessary to ensure safety for all



Wash your hands with soap and water regularly



If soap and water is not available, use hand sanitizer with at least 60% alcohol



Wash hands before touching eyes, nose and mouth



Throw used tissues into closed bins immediately after use



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Avoid mass gathering and crowded places

If you are experiencing symptoms like fever, cough or difficulty in breathing, please call the state helpline number or 24x7 helpline numbers of Ministry of Health and Family Welfare, Government of India and follow the instructions.

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1075 (Toll Free) | 011-23978046

Email to: ncov2019@gov.in , ncov2019@gmail.com

mohfw.gov.in

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[mohfwindia](https://www.youtube.com/mohfwindia)

SANDHAR
Growth. Motivation. Better Life

Do's and Don'ts for Family Members

Created by **SANDHAR** Emergency Response Team

Do's and Don'ts for Family Members

- All the family members should stay at home and be safe
- Only one person should go to bring essential material from outside wearing a cotton face mask.
- Maintain social distance when outside.
- After returning to home change your clothes and wash them and the mask in hot water. Wash your hands and face before mingling with other family members.
- Wash the packets and vegetables with hot water.
- Avoid eating raw vegetables.

