



**Standard Operating Procedure for Prevention and Risk  
Minimization of Corona Virus Disease (COVID-19) at the  
Facilities and Work Sites of  
WEST BENGAL DRINKING WATER SECTOR IMPROVEMENT  
PROJECT (WBDWSIP)**

**Version 2 - 1 June 2020**

**Prepared by Project Management Unit,  
Public Health Engineering Department,  
Government of West Bengal**

**Phone:033-23242095;**

**Email: [pd.pmu.adb@wbphed.gov.in](mailto:pd.pmu.adb@wbphed.gov.in)**

**Utility Building, 1 st Floor, (Premises No. 09/1-0024), AA-IA (Tank  
No. 3), New Town, North 24 Parganas, WEST BENGAL, Pin -  
700156**



## Contents

	Page
I. SCOPE AND OBJECTIVE .....	2
II. INTRODUCTION .....	4
III. COVID 19 INFECTION SYMPTOMS .....	6
IV. GENERAL PREVENTION OF INFECTION & SLOW TRANSMISSION OF COVID 19 .....	7
V. DISINFECTION AND MANAGING RISKS AT OFFICE AND WORK SITE .....	8
VI. PRECAUTION DURING AND AFTER TRAVEL TO/FROM WORKSITE.....	11
VII. WORK SITE PREVENTION.....	12
IX. RESOURCE REQUIREMENT .....	18
X. INDUCTION & TRAINING .....	19
XI. COMMUNICATION AND ADVANCEMENT: COVID-19 UPDATE.....	19
XII. DOCUMENTATION BY CONTRACTOR .....	20
 Annex 1: Pandemic Plan Site Acknowledgement Form	 21
Annex 2: Regular Health Monitoring Template	22
Annex 3: Roles & Responsibilities Matrix for Managing COVID 19 risks	23



## I. SCOPE AND OBJECTIVE

1. The purpose of this Standard Operating Procedure (SOP) is to guide all staff, consultants/ service providers, and contractors engaged under the West Bengal Drinking Water Sector Improvement Project (WBDWSIP or the project) to prevent, minimize, and manage risks to workers and public at large at all project facilities and work sites, which could arise from exposure to Corona virus disease (COVID-19) when restarting/resuming projects and site activities post COVID-19 lockdown.

2. The requirements, restrictions, and guidance contained in this SOP are provided to enable all associated, including staff, consultants and contractors on effective planning and execution of pandemic-specific action and responses and minimize risks, and to comply with the National Directives & Local Authority guidelines on COVID-19.

3. Based on these SOPs, government requirements, and best practice references available, each contractor and service provider will prepare their own site specific risk assessment and based on that, a site-specific health and safety management plan (H&S plan), for COVID-19 affected period and submit to the Project Director for approval at the Project Management Unit (PMU) of the WBDWSIP prior to re-commencement of works and services under the project post COVID-19. The PMU approved H&S Plan will be accepted by the contractor/ service provider and the PMU for implementation throughout the COVID-19 affected period as part of the earlier approved environmental management plan (EMP) or contract of each service and works provider.

4. All contractors, service providers, and consultants must conduct detailed site-specific risk assessment for identification of risks and their evaluation/categorization as acceptable/ unacceptable risks based on which suitable mitigation measures need to be planned. While the overall risk categorization will be guided by the government issued present zone-wise model adopted by the Government (red zone, orange zone, green zone) during the lock-down period, stakeholders should carry out risk assessment based on the approach of scale/severity/probability/duration of potential impacts, which will be commensurate to the potential hazards associated with the activities at sites, and suitable mitigation measures shall be developed and planned around the different levels of risks anticipated during construction / operation phases. The contractors and service providers should keep in mind that once lockdown restrictions are lifted, the “green” zones in rural areas with weak healthcare systems could also change quickly. Migrant workers could offer potential pathways for the spread of the disease from high risk zones to low risk zones and PMUs need to ensure that their workplaces do not become hotspots for the spread. The contractors/ service providers, with approval from PMU, shall update:

- The H&S plan as needed adopting a risk-based approach. For the work packages where maintenance of international good practices in COVID 19 aren't feasible, the outcome of the risk assessment shall determine re-organization, postponement, or cancellation.
- Assignment roles in Annex 3, as informed by the outcome of the risk assessment process for each specific work package.

5. The contractors, service providers, and staff, should also expand on risks in their site-specific H&S plan of any actions taken to address the risks “outside” their worksite, and include their protocols for (i) reporting to the government/health department if there are suspected cases, (ii) ambulance/transport service protocols if a worker needs to be brought to a health/quarantine facility, and (iii) communications with surrounding communities. Contractors and service providers with support from PMU and project implementation units (PIUs) should liaise with local health centers including primary healthcare facilities as part of the site wide health and safety

management plans including emergency situation management plan. These should also be identified and detailed in the site-specific H&S Plan.

6. Staff, contractors and consultants working under the project and using this SOP should in addition consult the Occupational Safety and Health Act (OSHA) guidelines relating to COVID-19 and guidelines as specified by credible international organizations such as the World Health Organization (WHO), to draw best practices and applicable lessons from other reference documents listed below:

- a. WHO Guidelines ([https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7\\_6](https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6));
- b. World Health Organization. 2020. Considerations for public health and social measures in the workplace in the context of COVID-19. Geneva. Available here: <https://www.who.int/publications-detail/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19><sup>1</sup>;
- c. HM Government. 2020. Working safely during COVID-19 in construction and other outdoor work. Guidance for employers, employees and the self-employed. Available here: <https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-110520.pdf>;
- d. The Canadian Construction Association – COVID 19 Standard Protocols. Available here: <https://www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-04-16-20.pdf>;
- e. Indian Council of Medical Research (ICMR), Government of India;
- f. The Ministry of Home Affairs (MHA), Government of India;;
- g. OSHA guidance on preparing workplaces for COVID 19;
- h. Guideline Department of Health & Family Welfare and Labour Department, Government of India;
- i. Guideline for prevention of COVID 19 Pandemic by Government of West Bengal;
- j. U.S. Department of Labor Occupational Safety and Health Administration; and
- k. The Epidemic Diseases (Amendment) Ordinance, 2020 (amends the Epidemic Disease Act, 1897)

7. All parties should note that these SOPs will be updated based on the changing government requirements and information/knowledge on COVID-19. For the latest updated copy of the SOP, the Contractors, service providers, consultants, staff and all stakeholders should refer to the project website, <https://wbdwsip.org/>, under Manuals and Guidelines, for the latest updated SOP, or email the Project Director at [pd.pmu.adb@wbphed.gov.in](mailto:pd.pmu.adb@wbphed.gov.in), or visit the PMU's office at WBDWSIP Project, Utility Building, 1st Floor, (Premises No. 09/1-0024), AA-IA (Tank No. 3), New Town, North 24 Parganas, West Bengal, Pin – 700156.

---

<sup>1</sup> This guidance contains some risk factors and an approach to undertaking the risk assessment at workplaces.

## II. INTRODUCTION

### ***Project Background***

8. Public Health Engineering Department (PHED), Government of West Bengal through its Project Management Unit and Project Implementing Unit is implementing the “West Bengal Drinking Water Improvement Project”. The Loan for WBDWSIP (ADB Loan 3696-IND) was signed between Government of India and the Asian Development Bank (ADB).

9. The project will provide safe, sustainable and inclusive drinking water as per the standards set by the Government of India in the arsenic, fluoride, and salinity affected selected areas of Bankura, North & South 24 Parganas, and Purba Medinipur districts of West Bengal (project districts). Project Director (PD) is the main authority of the project and PMU operates centrally from New Town, office under the guidance of PD and project management consultant (PMC) is there to support PMU.

10. All the three districts have individual PIU office headed by SE, PIU located at each district, which reports to PMU. Under each PIU, separate Design Construction Supervision and project Implementation Support Consultants (DSISC) team is available to support PIU in project implementation. Apart from there are NGOs in each district to take care different activities allotted to them.

11. It is pertinent to mention that all the districts under this project has basic components like water intake system, raw water rising main, Water Treatment plant, clear water rising main, pumping stations, overhead reservoirs (OHR), ground level storage reservoir (GLSR), distribution system, house metering connection and related electro-mechanical and SCADA system.

12. The project locations, package name and brief project's components is mentioned below:

District name	Inputs (Package No.)	Brief Project Components
<b>North 24 Parganas</b>	<b>DWW/N24P/01</b>	Design, Construction and Operation of Water Treatment-Plant, Transmission Main, Boosting Pumping Stations & Ground level reservoirs work in Haroa, Rajarhat, and Bhangar II.
	<b>DWW/N24P/02A</b>	Design and Construction of Overhead Reservoir including design, supply and laying of Water Supply Distribution Network in Haroa Block.
	<b>DWW/N24P/02B</b>	Design and Construction of Overhead Reservoir including design, supply and laying of Water Supply Distribution Network in Bhangar II Block.
<b>Bankura</b>	<b>DWW/BK/01</b>	Design, Construction and Operation-Maintenance of Raw Water Intake Well, Water Treatment Plant, Reservoir, Transmission Main for Indpur and Taldangra block in Bankura.
	<b>DWW/BK/02A</b>	Design and Construction of Intermediate Pumping Station, ground level reservoirs, overhead reservoirs, water distribution network and metering works in Indpur block including secondary transmission mains to Indpur block.

District name	Inputs (Package No.)	Brief Project Components
	<b>DWW/BK/02B</b>	Design and Construction of Intermediate Pumping Station, Secondary transmission mains, overhead reservoirs including water distribution network and metering works in Taldangra Block.
	<b>DWW/BK/03</b>	Design, Construction and Operation-Maintenance of Raw Water Intake Well, Water Treatment Plant, Raw and Clear Water Transmission Main for Mejhia and Gangajalghati Block in Bankura.
	<b>DWW/BK/04</b>	Design and Construction of Overhead Reservoir including Water Supply Distribution Network and Metering Works in Mejhia and Gangajalghati Blocks including Rehabilitation of Existing Scheme.
<b>East Midnapore</b>	<b>DWW/EM/01</b>	Design, Construction and Operation-Maintenance of Raw Water Intake Well, Water Treatment Plant, Raw and Clear Water Transmission Main for Nandakumar, Chandpur, Nandigram-I and II blocks in East Medinipur.
	<b>DWW/EM/02</b>	Construction of Intermediate Pumping Station, Secondary transmission mains, overhead tanks including water distribution network and metering works in Nandigram-I and Nandigram-II block in East Medinipur

13. There are following major offices and project sites are available where suitable remedial measures to be taken as per protocol indicated in this guideline.

**Under Office category:**

- PMU and PMC
- Three number PIU and DSISC offices
- NGO offices
- All site offices and camps of Contractors

**Under work components:**

- Intake locations included pump house and substations
- WTP locations
- Ground Level Storage Reservoirs (GSLRs) cum pump house
- Overhead reservoirs (OHRs)
- Pipelines: Raw water rising main, clear water rising main and distribution network system

**Coronavirus Disease 2019 (COVID-19)**

14. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It was first reported in China and then to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

15. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. The virus is thought to spread mainly from person to-person, including:



- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

16. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

17. The people most at risk of COVID-19 infection are those who are in close contact with a suspect/confirmed COVID-19 patient and those who care for such patients.

18. This document gives advice on:

- general instruction to follow to prevent the spread or slow transmission of COVID-19 in workplace;
- detail procedure to getting the workplace and office ready under COVID-19 situation;
- worksite prevention practice;
- precaution taken at workmen habitat/camp;
- control measures taken for deploying new workmen at site;
- resources requirement;
- relevant induction and training;
- communication and advancement – COVID Update; and
- declaration – Medical fitness and Filling up work starting Checklist

### **III. COVID 19 INFECTION SYMPTOMS**

a. Most common symptoms:

- fever
- dry cough
- tiredness

b. Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

c. Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

d. All concerned should be well briefed to seek immediate medical attention, and where they could go as per the H&S Plan, if they have serious symptoms. They could also call before visiting their doctor or health facility for information at Central help lines at 011 23978046, or West Bengal state helpline number at 1800313444222, 033 23412600, 1070.

e. People with mild symptoms like fever, dry cough, sore throat who are otherwise

healthy should manage their symptoms at home. They should isolate themselves from other members at home and stay at separate room.

- f. On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

#### IV. GENERAL PREVENTION OF INFECTION AND TRANSMISSION OF COVID-19

- Preliminary medical checking of body temperature, symptoms of cold, cough, difficulty in breathing will be done before worker's entry in the project. Format for daily checking template is attached as **Annexure 2**. Pandemic plan Site acknowledgement form is attached as **Annexure 1**.
- Workers with underlying health conditions such as diabetes, respiratory illness, etc. will be screened before start of work, as part of pre-employment screening tests as specified under Section 10 of this SOP. Contractors and service providers should clearly outline if such health screenings will be undertaken on site through questioning. As needed for cases deemed to be found necessary for further testing, contractors and service providers should seek PMU's support to liaise with local health centers to facilitate these screening and even testing for COVID-19.
- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimize contact between workers
- Wash hands often with soap for at least 20 seconds<sup>2</sup>
- Brief and remind staff regularly to cover mouth and nose when coughing or sneezing<sup>3</sup>
- Use hand sanitizer (alcohol based as per norms) at office, workplace. Preferably use of contactless, sensor-based/ pedal operated sanitizer to avoid minimum touching
- Regular filling of sanitizers container should be carefully monitored
- Avoid biometric system and head count practice to be followed - Contact less attendance system shall be used.
- Regular thermal screening to be carried out without contact through thermal scanner. Logbook to be maintained mentioning temperature of the staff. In case temperature is found above 100°F, staff should be advised to go home and consult doctor and take suitable measures accordingly.<sup>4</sup>
- No person should enter the work site other than the authorized persons mentioned by supervisor during start of work
- All must implement social/physical distancing by maintaining a minimum distance of 6-feet from others<sup>5</sup> at all times to eliminate the potential of cross contamination.
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 7 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion

<sup>2</sup> Please refer to effective handwashing techniques should be demonstrated to workers and visual postings on site.

<sup>3</sup> Use of mask should be mandatory in line with local government guidance and international good practice

<sup>4</sup> Please refer to international best practice on use of thermal scanners in the shared referenced WHO Guidance.

<sup>5</sup> Social distancing may not be practical for undertaking certain specific activities within the workplace. It is therefore important to review the work method statements for these types of activities to assess impact and how to find safe ways of doing in line with best available guidance.

- All individual work group meetings/ talks should follow social distancing.
- At each job briefing/toolbox talk, employees are asked if they are experiencing any symptoms, and are sent home.
- Each worksite should have laminated COVID-19 safety guidelines, responsibility and contact list, and hand washing instructions displayed at multiple locations and clearly visible for all, in line with international good practice.<sup>6</sup>
- All restroom/toilet facilities should be cleaned<sup>7</sup>, and hand washing facility must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including tabletops /surfaces, door handles, laptops, printers, records, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Provide for or ask workers to bring their own water bottle, and not share.
- Adequate toilets with required facilities should be provided at offices and work sites
- To avoid external contamination, recommend everyone to bring food from home or provide safe food options at site following protocols.
- Maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough /sneeze into your upper sleeves or elbow. Do not cough or sneeze into your hands.
- Brief and remind adequately and regularly on cleaning hands after coughing or sneezing thoroughly by using soap and water (minimum for 20 seconds), and use adequate soap and good quality water or hand sanitizer. The Contractor shall ensure adequate quantities of sanitizer and soap are made available at all locations including site offices, meeting rooms, corridors, washrooms /toilets, etc. as appropriate.
- Brief and regularly remind to avoid touching eyes, nose, and mouth with hands.
- To avoid sharing germs, brief and remind staff to clean up after themselves, and DO NOT make others responsible for moving, unpacking and packing up their personal belongings
- If worker or family member is feeling ill, advise to stay home<sup>8</sup>
- Brief workers to refrain from smoking and other activities that weaken the lungs.
- In worst case scenario if any workers found to be COVID 19 positive, project manager/ employer need to report authority and take appropriate measures as per Government procedure. Tentative format for Roles & Responsibilities Matrix for Managing COVID 19 risks and contact number etc. will be filled up by contractors is appended in **Annexure 3**.

## V. DISINFECTION AND MANAGING RISKS AT OFFICE AND WORK SITE<sup>9</sup>

### a. General

19. All areas in the premises shall be disinfected, or fumigated completely using user friendly disinfectant mediums for all locations viz. Entrance, Meeting room, Conference halls, Cubicles, Cabins, Seating Area, Reception, Entrance Gate of Site, Pota Cabins, Building, Equipment, Washroom, Toilet, Sink, Walls, Open areas available, all other surfaces . Please note that

<sup>6</sup> Please check free downloadable copies at the WHO webpages.

<sup>7</sup> Check the international good practice methods for disinfecting such frequently used places at the workplace.

<sup>8</sup> The workers with no sick-leave would be supported with additional leave while affected by COVID-19 by the Contractor.

<sup>9</sup> Refer to International good practice within the referenced guidance documents.

fumigation of humans should not be carried out at any point in any premises.

20. For Disinfection 1% sodium hypochlorite or phenolic disinfectants is generally used. For metallic surfaces like doorknobs, handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.

21. Disinfection should be done one to two times in a day and for meeting room it should be done before and after the meetings.

**b. Preparedness prior to work resumption**

- Reconfiguration of offices to ensure physical/social distancing. Workstations or tables should be segregated at least 6 ft. apart;
- Contractors to ensure provision of safe and potable drinking water;
- Cleaning of all water coolers and testing the water quality (at outlet) for at least bacteriological contaminant should be ensured and reports should be recorded for reference;
- Heating, ventilation, and air conditioning (HVAC) system cleaning or changing of AC filters, Chillers / cooling water plants to be addressed;
- Entire office premises should have at least one round of pesticide control activity before resuming the office;
- Availability of hand sanitizers in strategic locations and stock of hand sanitizer liquids for refilling them. Preferably contactless, sensor-based/ pedal operated sanitizers to avoid minimum touching;
- The chemical having quaternary ammonium, sodium hypochlorite or hydrogen peroxide as active ingredient should be used for area disinfection;
- Disinfection of the whole work sites and offices before opening.
- Clean visibility dirty surfaces with soap and water prior to disinfection. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas;
- Details of disinfection discussed below in section 5.3 and 8  
Guidance provided by CDC in disinfecting areas based on how long these were unoccupied to be followed ([https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf))
- Disinfection should be continued throughout the implementation of the project;
- Appropriate PPE like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and appropriate disinfecting gadgets like sprayer, brush, etc. shall be made available at work site;
- Face Mask - Face Mask 3 layered IS16289 standard or equivalent;
- Gloves - Glove length should be 240 mm, Cuff should be beaded, Finger Thickness should be at least 5.7mil. AQL (Acceptable Quality Level) should be 1.5 ASTM D6319- 10 / EN 455, EN 374 & EN 388;
- Shoe Cover- Premium quality Disposable Shoe Covers. These shoe covers are used in Protected Areas (EPA) to prevent the dust on the shoes from contamination
- PPEs need to be washed and disinfected on regular basis.
- In case any COVID 19 symptoms arise for workers, used PPEs will be disposed as per biomedical waste disposal rule of Government of India and

relevant international good practice guidance. PPEs disposed off in a bio-hazard bag (yellow bag). Inside would be sprayed with Sodium Hypochlorite (1%) and after tying the exterior will also be sprayed with the same. It would be disposed off at destination hospital. This shall again be followed by hand washing.

- Display board regarding the procedure of disinfection shall be displayed in local language with pictorial demonstration at entrances / prominent places.

**c. *Disinfection at workplaces and site offices***

- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Disinfection of entire office – Before start of office and after end of office walls –weekly once
- Disinfection of toilet – At least 3 times within work period with regular interval
- Disinfecting of surfaces (e.g desktop, laptop, desk, printer, chair, table, door, window, file rack) – Twice in a day - before and after use
- Disinfecting of door knobs, handles, locks – 2 times in a day
- Disinfection of hand tools – 2 times in a day
- When choosing cleaning chemicals for disinfection, projects shall consult with local authorities or *subject matter expert* for appropriate disinfectant against emerging viral pathogens of COVID19. The chemical having quaternary ammonium, sodium hypochlorite or hydrogen peroxide as active ingredient should be used for area disinfection.
- Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Focusing disinfection efforts on frequently touched surfaces such as handrails, door handles, etc.
- Conference rooms shall be disinfected before and after the meeting.
- Site offices shall be disinfected on daily basis and social distancing shall be followed at the projects
- Dining area shall be disinfected before and after the dining hours.

**d. *Managing risks During Meetings***

**i. Before Meeting**

- Consider whether a face-to-face meeting or event is needed, plan for an online meeting using MS teams, skype, or other mediums, or simply conference call.
- If the above step is not feasible, restrict the number participants with important and relevant people.
- Ensure sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
- Maintaining social distancing of 6 ft to be mandatorily followed.
- Meeting room should be spacious (not cramped at all) and number of persons should be restricted accordingly so that social distancing can be

- maintained
- Advise participants in advance that if they have any COVID 19 symptoms like coughing, sneezing, breathening or feel unwell, they should not attend.
- ii. **During and after the meeting**
  - Briefly explain the participants on the actions being taken to prevent COVID-19
  - Avoid handshake and practice ways to say hello without touching
  - Sanitizer should be placed strategically so that it easily accessible to all participants. Preferably contactless, sensor-based/ pedal operated sanitizer to be placed to avoid minimum touching
  - Mandatory use of masks by all meeting participants at all times for the entire duration of meetings, except when eating or drinking. During breaktimes like snack or meal times, maintain strict social distancing as well.
  - Meeting should be specific and short duration time
  - Encourage regular handwashing or use of an alcohol rub by all participants at the meeting
  - Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them.
  - Display dispensers of alcohol-based hand rub prominently around the venue.
  - If there is space, arrange seats so that participants are at least one meter apart.
  - Open windows and doors whenever possible to make sure the venue is well ventilated.
  - Soon after the meeting, the area shall be disinfected and dust bins shall be cleared.

## VI. PRECAUTION DURING AND AFTER TRAVEL TO/FROM WORKSITE

### a. *Before traveling*

- Make sure your organization and its employees have the latest information on areas where COVID-19 is spreading. Government mobile App – ‘Aarogya Setu’ or any other form of mobile tracking to be used by all for securing such information
- Based on the latest information, your organization should assess the benefits and risks related to upcoming travel plans at project site
- Avoid sending employees who may be at higher risk of serious illness (e.g. aged employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
- Make sure all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local health partner)
- Consider issuing employees who are about to travel with small bottles (under 100 ml) of alcohol-based hand rub. This can facilitate regular handwashing.

### b. *While traveling*

- Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
- Ensure employees know what to do and who to contact if they feel ill while traveling.

- Ensure that your employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Employees should comply with any local restrictions on travel, movement or large gatherings.

***c. Return from traveling***

- Travel may be prioritized based on risk categories e.g. No travel in containment zone; Restricted travel to Red Zone etc.
- Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3°C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local health department/ local hospital, giving them details of their recent travel and symptoms.

## **VII. WORK SITE PREVENTION<sup>10</sup>**

***a. Controlled access inside the project***

***i. Offices, camps***

- Prior to entry, a mandatory orientation be provided to the worker/ staff or personnel on the proper use, handling and disposal of disposable PPEs, particularly face masks.
- Mandatory requirement of wearing masks upon entry and maintained at all times
- Unauthorized entry is strictly prohibited. All the persons should report office/ camp follow the protocol of COVID 19 and if it is found in order then only, he/she will be allowed to join.
- Adopting queue system while entry to buildings, workplaces, passenger hoist, bus, etc.,
- Avoiding entry of new staff/ workmen from known hotspots of COVID 19
- Allocating separate isolation rooms for Staff and workers.
- Ensuring availability of registered medical practitioner as per tied up between contractors/ offices and local hospital/ health facility
- Ensuring doctor from a government approved dispensary / hospital / COVID19 testing centers
- Contactless thermal scanning. Recording of temperature of each staff/ workers
- Contactless attendance system

***ii. Intake, WTP, Reservoir, Pumping stations – fixed location***

- Prior to entry, at work site a mandatory orientation be provided to the worker or personnel on the proper use, handling and disposal of disposable PPEs, particularly face masks.
- Mandatory requirement of wearing masks upon entry and maintained at all times while at work sites.
- Pre-approval for deployment of new workmen from Project Manager (PM).
- Unauthorized entry is strictly prohibited. All the persons should report office/ PM follow the protocol of COVID 19 and if it is found in order then only, he/she will be allowed to join.
- Adopting queue system while entry to workplaces, bus, etc.,
- Avoiding entry of new workmen from known hotspots of COVID 19

---

<sup>10</sup> Job specific Analysis (JSA) is critical for all the works under this section in line with the recommendations in footnote 1 of this SOP (see page 6) to inform the level of scope changes/sequencing to work schedules and re-engineering.

- To obtain “Self-Declaration Form” from all workmen during screening to identify the COVID-19 risk level of workmen.
- Contactless thermal scanning
- Contactless attendance system

**iii. Pipe laying locations - Linear project sites**

- Prior to start of work, a mandatory orientation be provided to the worker or personnel on the proper use, handling and disposal of disposable PPEs, particularly face masks.
- Mandatory requirement of wearing masks upon entry and maintained at all times while at work sites.
- Pre-approval for deployment of new workmen from Project Manager (PM).
- Unauthorized entry is strictly prohibited. All the persons should report office/ PM follow the protocol of COVID 19 and if it is found in order then only, he/she will be allowed to join.
- Avoiding entry of new workmen from known hotspots of COVID 19
- To obtain “Self-Declaration Form” from all workmen during screening to identify the COVID-19 risk level of workmen.
- Contactless thermal scanning
- Contactless attendance system

**b. Managing the social distancing while on deployment and working**

**a. Offices, camps**

- At office, camp wherever feasible to ensure social distancing.
- Marking shall be made available to facilitate social distancing of 6 ft.
- Working in shifts to minimize crowding in one place wherever possible
- Discourage staff/ workers from using other staffs/ workers’ phones, clothes, wallets, things or other work tools and equipment, as far as possible. These items should be disinfected before and after use
- All the trips in bus/ car should be planned in such a way that norms of travelling should be maintained
- Social distancing will be maintained while travelling in bus, car. Seating arrangement (at least one seat apart) will be depending on configuration of bus and car.
- Sanitize conveyance vehicle / bus of staff and workmen prior to start of each trip

**b. WTP, Intake, Reservoir, Pumping stations – fixed location & pipe laying locations - Linear project sites**

- Developing a strategy by contractor for workmen deployment at sites considering the social distancing requirements and COVID 19 risks which may include:
- Sequence of work - ensure the planning of work as per sequence of work with optimum number of workmen.
- Deploy workmen in different locations, wherever feasible to ensure social distancing.
- Marking shall be made available to facilitate social distancing of 6 ft.
- Staggered deployment of workmen in case of congested work locations
- Working in shifts to minimize crowding of workmen in one place wherever possible
- Plan for working during late shifts / late hours to minimize disruption to traffic / people contact in congested areas
- Discourage workers from using other workers’ phones, clothes, wallets, things or other work tools and equipment, as far as possible. These items should be disinfected before and after use



- Clean the phones, clothes and other daily work tools on daily basis. Common property tools at the work sites should be disinfected before and after it is used by a particular worker.
- Identifying multiples access and egress pathways
- Before restarting Identifying multiple rest areas within the site premises considering number of workmen at the project
- All the trips in bus/ car should be planned in such a way that norms of travelling should be maintained
- Restricting the number of users in passenger hoist, bus, etc., Social distancing will be maintained while travelling in bus, car. Seating arrangement (at least one seat apart) will be depending on configuration of bus and car.
- Sanitize conveyance vehicle / bus of staff and workmen prior to start of each trip
- In addition to the regular PPE, nose masks and hand gloves for teams who are screening workmen, conducting medical checkup & disinfection and others those who need to work in proximity to a greater number of people.
- Masks (homemade<sup>11</sup> can be thought of) to be provided to all the persons/labourers on the worksite. The procedures to be followed for maximum precaution to protect all persons/labourers at all times.

**All types of PPE must be:**

- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers

**c. Prevention at Workspace**

- Make sure workplace clean and hygienic; all surface and worksite properly sanitized (*For office and all work sites*)
- Adequate provision of safe water should be made available for all staff and contact less water tap should be preferable (*For office and all work sites*)
- First day, before resuming the work on site post lockdown period, mandatory medical check-up for preliminary symptoms will be arranged for all workers. Only medically fit workers will be deployed at site and medical assistance will be arranged for unfit workers. Medical check-up camp also covering COVID 19 pool test should be arranged every month. (*For all work sites*)
- At the start of each shift, confirm with all employees that they are healthy and inform all workers / staffs of reusable and disposable PPE (*For office and all work sites*)
- Use of face masks at all times is mandatory, except when eating or drinking (*For office and all work sites*)
- Outside person should be strictly prohibited at office, camp and worksite (*For office and all work sites*)
- All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (reusable safety goggles/face shields) is recommended. The supply of eye protection equipment to the workers is considered as a standard part of PPE during construction works. (*For all work sites*)

---

<sup>11</sup> Advisory on use of Homemade Protective Cover for Face & Mouth by Govt. of India

- In work conditions where required social distancing is impossible to achieve, such employees shall be supplied with standard face mask, gloves, and eye protection. (*For office, camp and all work sites*)
- All employees shall drive to work site in a single occupant vehicle. Staff shall not ride together in the same vehicle (*For office and all work sites*)
- When entering in equipment or vehicle which not sure were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant (with 1% sodium hypochlorite solution daily) prior to entry. Adequate quantity of the disinfectant shall be provided by the Contractor at all such site-specific locations. (*For office and all work sites*)
- Workers should maintain separation of 6 ft from each other. (*For office, camp and all work sites*)
- Multi person activities will be limited where feasible (two persons lifting activities) (*For all work sites*)
- Gathering places on the site such as sheds and/or break areas will be eliminated, and instead small break areas will be used with seating limited to ensure social distancing. (*For all work sites*)
- Contact the cleaning person of the worksite/ office/ camp and ensure proper COVID-19 sanitation processes. Increase cleaning/disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with gloves, gown and face mask for each cycle of cleaning. The Contractor shall make available adequate supply of PPE and chemicals while the threat of COVID-19 continues. (*For office, camp and all work sites*)
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops, key board, printer etc. and vehicles (*For office*)
- Maintain your good health by getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids. (*For office and camp*)
- Continuation of works in construction project with workers available on site and no workers to be brought in from outside (*For all work sites*)
- The site offices shall have adequate ventilation. The air conditioning or ventilation systems installed at the site offices would have high-efficiency air filters to reduce the risk of infection. The frequency of air changes may be increased for areas where close personal proximity cannot be fully prevented such as control rooms, elevators, waiting rooms, etc. (*For office and camp*)
- The Contractor shall carry out contactless temperature checks for the workers prior to site entrance, during working hours and after site works to identify persons showing signs of being unwell with the COVID-19 symptoms. (*For all work sites*).

**d. Washing Facility**

**i. Offices, camps, work sites**

- All worksites should have access to toilet and hand washing facility.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if water is not available
- Preferably contactless, sensor-based/ pedal operated sanitizer to be placed to avoid minimum touching
- Washing facility with hot water, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- All onsite workers must help to maintain and keep work sites clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors

- Garbage bins will be placed next to the hand wash facility for discarding of used tissues/towels with regular removal and disposal facility (end of each day).
- e. *Cleaning Procedures***
  - Increase cleaning/disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with gloves, gown and face mask for each cycle of cleaning.
  - Each worksite should have enhanced cleaning and disinfection procedures that are posted and shared including sheds, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site. These include common areas and high touch points like
    - Taps and washing facilities (*office, camp and fixed work sites*)
    - Toilet flush and seats (*office, camp and fixed work sites*)
    - Door handles and push plates (*office, camp*)
    - Handrails on staircases and corridors (*office*)
    - Lift and hoist controls (*office*)
    - Machinery and equipment controls (*work sites*)
    - Food preparation and eating surfaces(*camp*s)
    - Telephone equipment / mobiles, Keyboards, printer, photocopiers and other office equipment (*office*).

## VIII. MANAGING COVID 19 RISKS in WORK-CAMPS

- a. *Cooking***
  - Daily thermal screening and health check of the cooks and helpers at the guest houses and camps
  - Cooking staff should be prohibited from reporting to work if they experience COVID 19 symptoms
  - Cleaning and disinfection on daily basis once the cooking is over
  - The cooks and helpers shall wear masks and hand gloves while preparation, serving food to the staffs and workmen
  - Adequate provision of safe water should be made available for all staff and contact less water tap should be preferable
  - After cooking food items should be covered
- b. *Dining***
  - Staggered Timings shall be adopted to limit the no of workmen using the hall to maintain social distance
  - Increase the Space of dining facility where possible
  - Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Preferably contactless, sensor-based/ pedal operated sanitizer to be placed to avoid minimum touching
  - Workers should sit 2 m apart from each other whilst eating and avoid all contact
  - Hygiene conditions shall be ensured during serving of foods in Guest houses / Messes / Workmen Stay Places, so that common serving spoons etc. are not touched by all the staff/workmen taking food
  - Only Persons serving food shall be allowed to handle the serving spoons, common utensils, etc.
  - Tables should be cleaned between each use and sanitized

- All rubbish should be put straight in the bin and not left for someone else to clear up; only covered pedal operated bins should be used and the bins should be cleared and cleaned regularly, with strict adherence to safety protocols for disposal and hygiene maintenance
- All areas used for eating must be thoroughly cleaned and sanitized at the end of each break and shift, including chairs, door handles, etc.
- Regular inspection of the kitchen/ dining area to be conducted by the Admin/ EHS Officer personnel.

***c. Usage of common facilities***

- Areas or places of high risk for transmission of virus such as doorknobs, handles, latches, handrails in common facilities shall be cleaned and disinfected at regular intervals

***d. Disinfection***

- Disinfection of the workmen habitat in all the places shall be carried out on a periodical basis and closely monitored by camp in-charge and verified by health & safety officers.

***e. Toilet Facility***

- Restrict the number of people using toilet facility at any one time
- Sufficient toilets with facility need to be provided, separate for men and women
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

***f. Changing Facilities, Showers and Drying Areas***

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on camp if possible
- Provide suitable and sufficient garbage bins in these areas with regular removal and disposal.

***g. Separate Staying arrangement for new workmen/women***

- New workmen shall not be accommodated in the same rooms as the existing workmen Dwelling units / rooms shall be suitably organized to ensure the avoidance of proximity of the workmen groups

***h. Resources at workmen/women habitat***

- Limiting the number of workmen/women in dwelling units
- Contractor to arrange all daily need items and grocery at site itself and no worker is allowed to go to shops for daily need items.

**i. Hand washing facilities**

- Dedicated hand washing facilities with soap shall be kept at conspicuous locations in the workmen habitat with sign boards for DO's and DON'T's in hand washing

**j. Promoting self-hygiene and cleanliness**

- Pictorial posters in local language shall be placed across the workmen habitat to create awareness on maintaining self – hygiene and respiratory hygiene
- Masks (homemade<sup>12</sup> can be thought of) to be provided to all the persons/labourers for use at the camp site as well as at the worksite. Increase cleaning/disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with disposable gloves, gown and face mask for each cycle of cleaning.

**k. Quarantine and isolation rooms**

- Adequate number of rooms shall be identified and reserved to accommodate symptomatic workmen
- Facilities required within the Isolation rooms to be ensured in co-ordination with the local health facility.
- The types of PPEs shall be specified for Caregivers, Isolated person etc.

**IX. RESOURCE REQUIREMENT**

22. Resources required specifically managing the COVID 19 risk shall be identified, planned, procured, and made available at site in adequate quantities. The resources which are required to manage COVID 19 risks may include:

- Thermal scanners. All persons at the worksite should have their temperature screened with Infrared Thermometer (handheld non-contact).
- Contactless attendance system.
- Liquid Soap & Hand washing arrangement at site in workmen habitat
- Contactless, sensor-based/ pedal operated sanitizer
- Team for cleaning & disinfection.
- Nose/ face masks for teams who are screening workmen, conducting medical checkup & disinfection.
- Hand gloves for teams who are screening workmen, conducting medical checkup & disinfection.
- Quarantine Facilities for accommodating symptomatic workmen.
- Additional rest areas at sites and dining spaces in Workmen habitat
- Ensure availability (even tie-up) of Ambulance equipped with all necessary items like nose masks, first aid kits, aprons, disinfect solutions etc.
- First aid kits with hand sanitizers and hand wash liquids shall be mandatory available in all the vehicle without any lapses.
- Regular notification by state government, district authority should be adhered and all the staff should be compulsorily made aware of that
- Job protection of workers during crisis period of COVID 19 pandemic needs to be ensured.

---

<sup>12</sup> Advisory on use of Homemade Protective Cover for Face & Mouth by GOI

## X. INDUCTION AND TRAINING

### a. **Medical Check-up by Doctor**

- All workmen shall be subjected to stringent medical check-up by the medical practitioner before allowing for EHS Induction.
- The doctor shall consider the additional information provided by the workmen in the screening, while checking the workmen.

### b. **EHS Induction**

- Number of workmen participating in EHS Induction shall be restricted so as to maintain the social distance during training. EHS induction shall be reviewed at each project to include COVID 19 controls & Risk as per H&S Plan (Number of programs may be required to be increased in case more workmen and social distancing during induction).
- In addition to the regular EHS induction, workmen will be trained on COVID 19 risks and the precautionary measures, covering the following topics,
  - Symptoms of COVID 19
  - How virus spreads
  - System and management of symptoms for the cases detected
  - Importance of maintaining social distancing
  - Importance and DO's and DON'T's of hand washing
  - Overview of the precautionary measure taken at site for COVID 19
  - Roles & Responsibility of workmen specific to the precautions towards COVID 19
  - Reporting in case of symptoms similar to Flu

### c. **Importance and DO's and DON'T's of hand washing**

- Overview of the precautionary measure taken at site for COVID 19
- Roles & Responsibility of workmen specific to the precautions towards COVID 19
- Reporting in case of symptoms similar to Flu

### d. **Training & Awareness**

- All the staff members, Emergency Response Team (ERT) Members, Supervisor & all workmen shall be trained specific to COVID 19 risks and controls measures through regular interval CWT (contractor workmen training), Site specific Trainings & daily Tool box talks.
- PMU and PIU to ensure all workers get training on above requirements before start of any construction activity
- During construction period frequent visual and verbal reminders to workers can improve compliance with hand hygiene practices and thus reduce rates of infection. Handwashing posters should also be displayed at work site and labour camps

### e. **Emergency Contact**

- Provide emergency contact number at work site and labour camp for reporting COVID-19 symptoms.

## XI. COMMUNICATION AND ADVANCEMENT: COVID-19 UPDATE

23. The Contractor shall be in touch with the Department of Health & Family Welfare and Labour Department to identify any potential worksite exposures relating to COVID-19, including:

- Strictly follow the guidelines issues by Ministry of health
- Contractor strictly follow the instruction of PMU/ PMC and PIU relating to COVID 19 pandemic
- Other workers, vendors, inspectors, or visitors to the worksite with close contact to the individual

- Labour Camps / Work areas such as designated workstations or rooms /sheds
- Work tools and equipment
- Common areas such as break rooms, tables and sanitary facilities.

**a. Screening:**

Apart from the regular information collected during the screening process, additional self-declaration form shall be obtained to identify the COVID-19 risk level of workmen. This information shall include:

- Place of his latest stay (to identify whether, it is a hotspot)
- Contact with any confirmed or suspected COVID 19 individual
- Contact with persons who have a travel history to hot spots
- Whether they have any symptoms for COVID 19

**b. Daily Safety checks for Resuming of work after Lockdown**

- Monitor the workmen body temperature.
- Analyze the COVID symptoms.
- Before starting of work Hand sanitizer to be use by all.
- PEP Talk/Toolbox Talk conduct for all workmen before starting of work & covered the COVID precaution measures & site work safety.
- During Work Social distancing should be minimized.
- Regular interval Health check-up conduct for all workmen.
- Health hygiene should be ensured for all.

## **XII. DOCUMENTATION BY CONTRACTOR**

24. In addition to the approved H&S Plan, the contractor for each package under WBDWSIP must keep the following documents ready before re-starting of work:

- Roles, responsibilities and accountability matrix for each site, developed under the H&S Plan, clearly published or visibly shown at all sites for managing COVID 19 risks, including contact number of responsible persons. This should be included as part of their approved H & S plan (Template in Annexure 3).
- Filling up format for Medical Fitness on resuming the duty
- On-line Self-Declaration to be filled by employee resuming duties
- Self-attestation by persons/labour prior to work

25. Prior to starting a work, each labour /worker will self-attest to the supervisor:

- No signs of COVID-19 symptoms within the past 24 hours.
- No contact with an individual diagnosed with COVID-19. (contact means living with a positive person, being within 6 ft of positive person or sharing things of positive person)
- Not undergone quarantine or isolation (in case of any labourer /worker who has been quarantined or isolated previously, the engagement shall be only after obtaining the requisite clearance from trained and registered medical practitioner)

26. The engagement of workers falling in the high-risk category such as workers over the age of 55 years, with underlying medical conditions or health issues, etc. should be done only after obtaining the requisite clearance from trained and registered medical practitioners.<sup>13</sup>

---

<sup>13</sup> Caution is needed to avoid exclusion from workplace on grounds of one's age. Although there could be a direct correlation of age and underlying health conditions, the emphasis should be on those with underlying health conditions and not necessarily on age.

27. The self-attestation would be verified in collaboration with trained and registered medical practitioners deployed at site through discussions with laborers /workers and/or preliminary checks such as temperature checks, etc. prior to their engagement at site.

28. In addition, the contractor shall mandatorily follow all medical test requirements for the workers prior to their engagement and/or mobilization at site as per the guidelines issued by the Central and State government agencies and WHO from time to time.

29. Persons/Labourers showing COVID-19 symptoms or not providing self-attestation shall be directed to leave the work site and report to the fever clinic/quarantine centre immediately. Labourers should be asked to not return to the work site until cleared by fever clinic/ quarantine centre.

30. Contractors must identify personnel for and report every month the following:

- Filling up Checklist for Post lockdown work resumption compliances at Project Site;
- Filling of Daily Safety checks for resuming of work after Lockdown; and
- Initial submission of and conformation of prominent display on a monthly basis of IEC poster and responsibility matrix with contact details for display at each site.



**Annexure 1 Pandemic Plan Site XXXXX Acknowledgement Form**

<b>Project Name:</b>		<b>Location</b>	
<b>Date:</b>		<b>Client Name:</b>	
<b>S. No.</b>	<b>Description</b>	<b>Yes ( ✓ ) NO (X)</b>	<b>Remarks</b>
1.	Temperature (Fever)		
2.	Cold		
3.	Cough		
4.	Difficulty in Breathing		
5.	Are you having any medical illness? (BP, Sugar, Cardiovascular, lung, obesity, kidney etc.)		
6.	Is any of your family members are suffering from above symptoms.		
7.	Have you met any confirmed COVID -19 person?		
8.	Is any of your neighbors are confirmed with Covid-19?		
9.	Is your locality falls in covid-19 containment / Red zone area?		
10.	Have you done hand sanitization before entering site?		
11.	Did you travel beyond your state boundaries earlier (holidays/weekly off)		
12.	Any history of international travel		
13.	Have you received - Nose mask & Hand sanitizer		
14.	Mode of travel used to reach site.		
15.	Whether social distancing (Min-6feet) maintained in case of public transport, site related activities and site office.		
16.	Are you aware about Resilience plan, MHA (Ministry of Home Affairs) updates, and National Directives, State Govt order, Local authority order on Covid-19?		

**Declaration by Employee**

I \_\_\_\_\_ declare that the information given by me above is true and correct to the best of my knowledge.

Signature of Staff with Date: \_\_\_\_\_

Medical Professional at site Signature of Appropriate authority or any nearby assigned government approved dispensary/hospital

Signature of Admin. with Date: \_\_\_\_\_

\_\_\_\_\_

Signature with Date

Signature of PM/TL with Date: \_\_\_\_\_



**Annexure 2: Regular Health Monitoring Template at Site XXX**

<b>Project Name:</b>		<b>Location</b>	
Name:		Client Name:	
<b>S. No.</b>	<b>Description</b>	<b>Yes ( ✓ ) NO</b>	<b>Remarks</b>
1.	Temperature (Fever)		Logbook to be maintained
2.	Cold		
3.	Cough		
4.	Difficulty in Breathing		
5.	Have you done hand sanitization before entering site?		
6.	Has the person wearing mask		
<p>Signature of Staff with Date: _____</p> <p>Signature of Admin. with Date: _____</p>			



**Annexure 3: Roles & Responsibilities Matrix for Managing COVID 19 risks\* at Site XXXXX**

Process	TL/ DTL /PM	Accts & Admin	Office Manager/ Section Inch charge	All staff	EHSO	ERT Team	CM/ Super-visor	Workmen
Conducting Meeting regarding this H&S PLAN before restarting the Works								
Preparing a site-specific action plan								
Screening of workmen								
EHS Induction								
Access Control measures								
Training on COVID 19 response								
Disinfection								
Risk Control in Workmen Camp								
Social distancing in site office & facilities								
Pre startup checks location / area wise								
Promoting Self Hygiene & Respiratory Hygiene								
Display of posters for COVID 19 Response								
Organizing resources for COVID 19 response								
Maintaining social distance								
Monitoring of compliance								
Reporting in case of symptoms								
Checks for COVID during safe to start of activities								
Periodical review								
Emergency Response								

(\* Note- To be submitted by contractor of each package)

A - Accountability

R – Responsibility

EHSO- Environment, Health and Safety Officer, ERT – Emergency Response Team, PM- Project Manager,

CM- Construction Manager

**Individual/s in Charge and Responsible for the Activity at Site XXXXX  
(COVID-19 Resource Team Members)**

<b>SN</b>	<b>Name</b>	<b>Occupation / Designation</b>	<b>Contact no</b>	<b>Company</b>	<b>Roles &amp; Responsibility</b>
1					
2					
3					
4					
5					
6					
7					
8					