



L&T Construction, Water & Effluent Treatment IC
H&S (Health & Safety) plan COVID-19 – Medinipur DWSP- EM02



Document No:
Covid-19/PLAN/EM02

Revision No: 01

Date: 01/06/2020

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H&S Plan for Managing Risks from COVID-19 Project- Medinipur Distribution and Water Supply Project-EM02)



	Name & Designation	Signature	Date Signed
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Authorized by:	Mr. Ansuman Rudra Project Manager		02/06/2020
Revision No.	Date of Rev.	Description	
00	12.05.2020	H&S plan for Managing Risks from COVID-19 (Restarting Operations After Lockdown)	
01	02.06.2020	H&S Plan revised as per revised guidelines (SOP) provided from the PHED	

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1 Scope

This plan prepared in line with guidelines and notifications issued by Govt. of India and State Government The H&S Plan has identified the most likely risks and controls required for managing those risks, and mitigate the spread of COVID-19 on project site.

2 Reference Documents

- a. World Health Organizations (WHO) Guidelines
- b. Indian Council of Medical Research (ICMR)
- c. The Ministry of Home Affairs (MHA), India
- d. U.S. Department of Labour Occupational Safety and Health Administration
- e. Epidemic Act 2013
- f. Master H&S PLAN received from L&T HQ.

3 Project Features

3.1 Brief details of the project such as:

Name/ Identity of the project : Medinipur Distribution and Water Supply Project. (EM-02)

Job Number (L&T): LE190889

Client: West Bengal Drinking Water Sector Improvement Project (WBDWSIP)

Location: Nandigram-I and Nandigram-II block in East Medinipur.

3.2 Overall scope of work under the Package-

- Design and Construction of 2 no's Intermediate booster pumping station cum GLSR at Nandigram-I & Nandigram-II
- Construction of 29 no's RCC overhead reservoir including foundation design, based on safe bearing capacity with a staging height of 20m all complete of assorted size from 250 Kl to 1500 Kl.
- Supply and laying or 101 km Ductile Iron Pipes (Class K9) including all specials and fittings all complete (Pipe Diameters from 150mm to 600mm)
- Design, Supply and laying of DMA based WS distribution Network with DI (Class K7) and HDPE pipes (Grade PE100 and PN-10) of 1750 km including all specials and fittings all complete (Pipe Diameters from 63mm to 200mm).
- Supplying and fixing 1860 no's Resilient seated soft sealing Ductile Iron, sluice valves (50mm to 400mm)

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- Providing and fixing 90000 no's property service connection with service saddle (20mm, 25mm)
- Providing and laying of MDPE (Grade PE-80) of 900 KM service connection (20mm, 25mm)
- Providing, installing and giving satisfactory field testing 90000 no's Domestic water meter (15mm, 20mm)
- 24 months Operation and Maintenance Services of the Intermediate Booster PS, transmission main, OHRs and WS Distribution Networks
- Budgeted period of the project : 36 months
- Operation & Maintenance period of the project : 24 months
- Budgeted manpower required : 450 Nos
- Major Plant & Machinery to be deployed :

Sr. No	Equipment Description	Quantity
1.	Excavator / back hoe loader	AS PER SITE REQUIREMENTS
2.	New Generation Hydraulic Mobile Crane	
3.	Trailer / Tipper	
4.	Diesel generator	
5.	Welding machine	
6.	Hydrostatic Testing Pump	
7.	Concrete Mixture machine	
8.	Water tanker	
9.	Dewatering pump	
11.	Weigh batcher	
12.	Filling Pump	
13.	Roller / Compactor	
15.	Transit Mixer	
16.	Bar bending cum shearing Machine	
17.	Concrete Pumps	
18.	Concrete Breakers	
20.	Tractor Dozer	
21.	Needle Vibrator	
23.	Chain Pulley Block	
15.	Material lifting Hoist	

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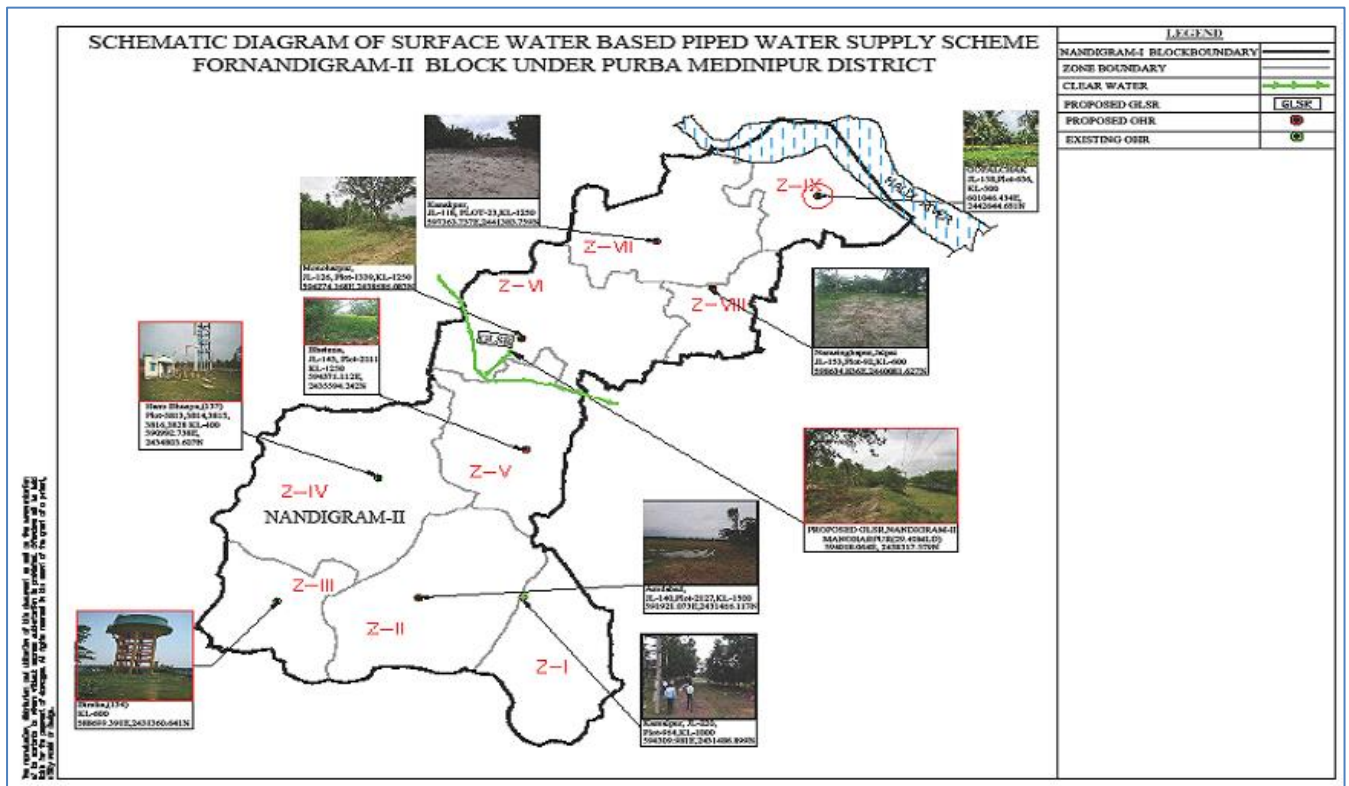
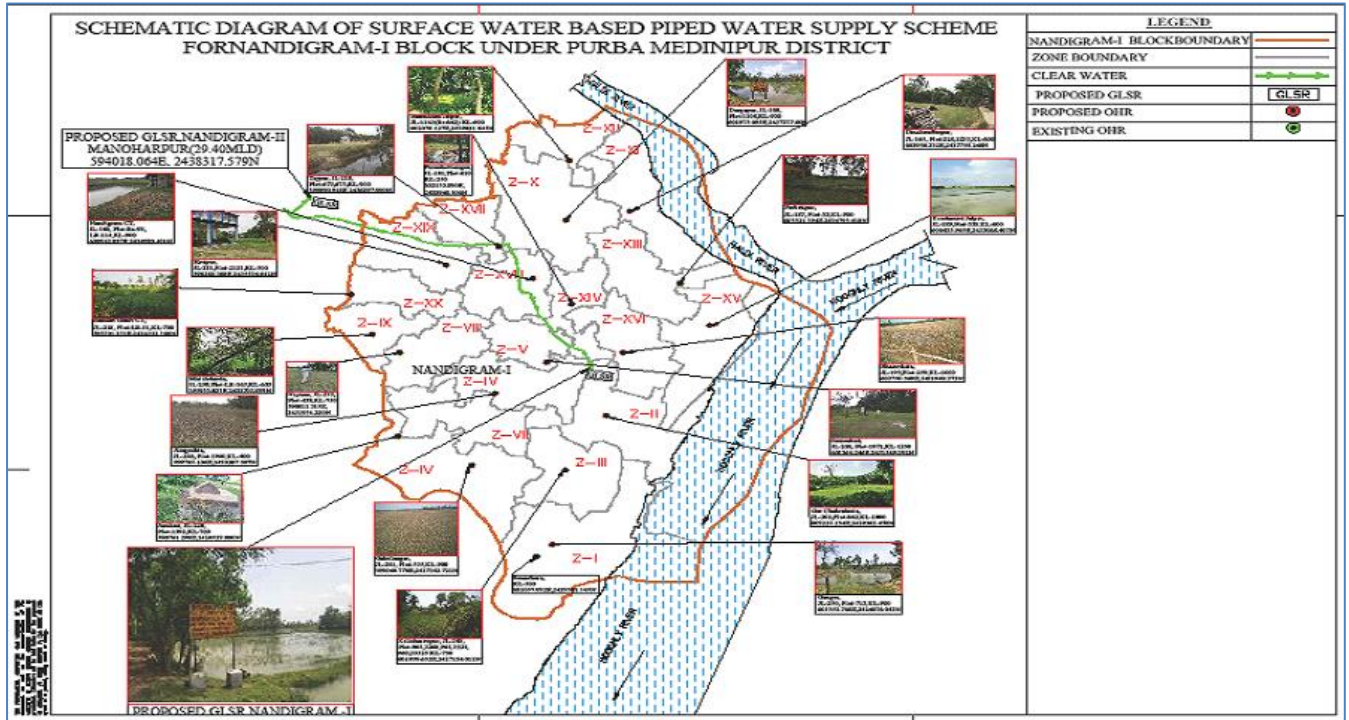
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3.3 Project Key Plan:



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4. Roles and Responsibilities

4.1. Top Management & Functional Departments

Top Management shall provide necessary resources and support to meet the requirements of these standards. Operations/ SCM/ Admin & IR/ HR/ HR (W) shall ensure that the requirements of this standards are communicated to all Staffs, Employees, Contract Workmen, Visitor, Sub-contractor, Vendor and Clients.

4.2. Project Manager

The Project Manager should demonstrate the commitment in managing safety and health and bear the final responsibility and accountability for the safety and health at the site. The responsibilities of the Project Manager shall include:



- Providing a safe and healthy working environment;
- Providing the necessary resources for implementing the requirements of this H&S plan.
- Ensuring that the responsibilities for managing safety and health are appropriately assigned, and the duties are effectively carried out by the staff concerned; and
- Ensuring that all suspect cases are reported to internal authorities as per the procedures laid down.
- MoU with nearby Hospital for attending medical emergencies.
- Isolation rooms & Emergency vehicle for handling emergency cases
- Implementation of H&S plan for all the tasks.
- Ensuring Applicable Legal compliances.

4.3. Line Management.

The line management personnel, Section-in-charge, Site engineers, foremen or supervisors, are responsible for managing safety and health at the site on a day-to-day basis and should take up their supervisory role in discharging their duties. The responsibilities of the line management personnel include:

- Assessing the risk of infection in performing the activities at the site.
- Maintaining Social Distance and avoid gatherings wherever possible such as PEP Talks, at Rest Sheds, Lunch intervals etc.
- Ensuring that all necessary PPEs & disinfectants are available at the site.
- Understanding and acting in accordance with the EHS rules, safe operating procedures and emergency response procedures;
- Making full use of the safety equipment and personal protective equipment necessary to perform the assigned task, and reporting all shortages and defects to management.

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- Reporting to the management any suspect cases.
- Compliance to H&S plan.
- Aware of emergency procedures to handle any such medical emergency.
- Reporting of sick cases if any observed in the work location, as per the reporting matrix.
- Contact numbers of Project Accounts & Admin Head, EHS In charge /Local police station shall be made available to all concerned for emergency.

4.4. EHSO (EHS Officer)

The responsibilities of the EHSO include,

- Training of workmen & Staff to manage risks of COVID 19 and other infectious disease.
- Issuing EHS rules and safe operating procedures, and ensuring that the rules and procedures comply with relevant legislation;
- Assessing the risk in performing the site activity and establishing appropriate safety measures, such as social distancing, work rotation etc;
- Investigating break-out of any infection and undertaking follow-up actions;
- Establishing emergency response plans, and conducting drills whenever necessary; and
- Providing necessary information and instructions, as well as providing and arranging training to the workers and supervising them to follow safety rules and safe working procedures strictly.
- Ensure availability of activity specific PPEs and used at site.
- Ensure the Implementation of H&S plan & SEC through VIEW EHS.
- EHS Alerts and Good Practices awareness programs for workmenand Staff.
- Conduct EHS Induction and Awareness programs for workmen and staff.
- Reporting of sick cases if any observed in the work location, as per the reporting matrix.
- Contact numbers of Project Accounts & Admin Head, EHSO /Local police station shall be made available to all concerned for emergency.
- Shall follow the Management Circulars and share with all employees for implementation.

4.5. Admin & IR/ HR workmen

- The responsibilities include,

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- Screening of all the new workers and collecting their previous medical and travel history.
- Ensuring all Workers are medically fit before being deployed at the sites.
- Issuing Masks, Hand gloves and other necessary mandatory PPEs to the workmen and staffs.
- Conducting regular health check-ups at the sites, offices, guest house & Workmen Habitat.
- Ensure regular Housekeeping, sanitization, and fumigation of workmen habitat, staff accommodation, Offices and other work premises.
- Ensure communication and implementation of relevant guidelines and requirements released by the local authorities.
- Ensure availability of essential supplies such as sufficient amount of ration, medicines and other basic daily need items are stocked and maintained at the workmen habitat & offices.
- Reporting any suspect cases and isolation of the concerned persons.
- Establish isolation rooms for self-quarantine.
- Thermal scanning of workforce and Staff.
- Doctor’s visit as per standard requirement.
- Arrange testing of those who are early symptoms of infections do not subside as per doctor’s advice.
- Keep all staff/workmen informed about contact numbers for any emergencies
- Shall follow the Management Circulars and share with all employees for implementation.
- Identify team members (1:20) to ensure reporting of symptoms of fellow workmen, and to assist them for appropriate care

4.6 Roles & Responsibilities matrix for managing COVID 19 risks

Process	PM	Accts & Admn	Section IC	All staff	EH SO	ERT Team	Super visor	Work men
Conducting Meeting regarding this H&S PLAN before restarting the Works	A	R	R		R	R		
Preparing a site- specific action Plan	A	R	R		R	R		

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Screening of workmen		A	R	R	R		R	R
EHS Induction		R			A		R	R
Access Control measures		A	R	R	R		R	R
Training on COVID 19 response		R		R	A	R	R	
Dis infection		A		R	R		R	
Risk Control in Workmen Camp		A						
Social distancing in site office & facilities	A	R	R	R	R	R	R	
Pre startup checks location / area wise	A	R	R	R	R		R	
Promoting Self Hygiene & Respiratory Hygiene		R		R	A		R	
Display of posters for COVID 19 Response	R	R			A			
Organizing resources for COVID 19 response		A	R		R	R		
Maintaining social distance	A	R	R	R	R	R	R	R
Monitoring of compliance	A	R	R		R		R	
Reporting in case of symptoms		A	R	R	R	R	R	R
Checks for COVID during safe to start of activities				A	R		R	
Periodical review	A	R	R		R	R		
Emergency Response	A	R	R		R	R		

A – Accountability

R – Responsibility

SI – Section In charges

SE – Site Engineers

ERT – Emergency Response Team

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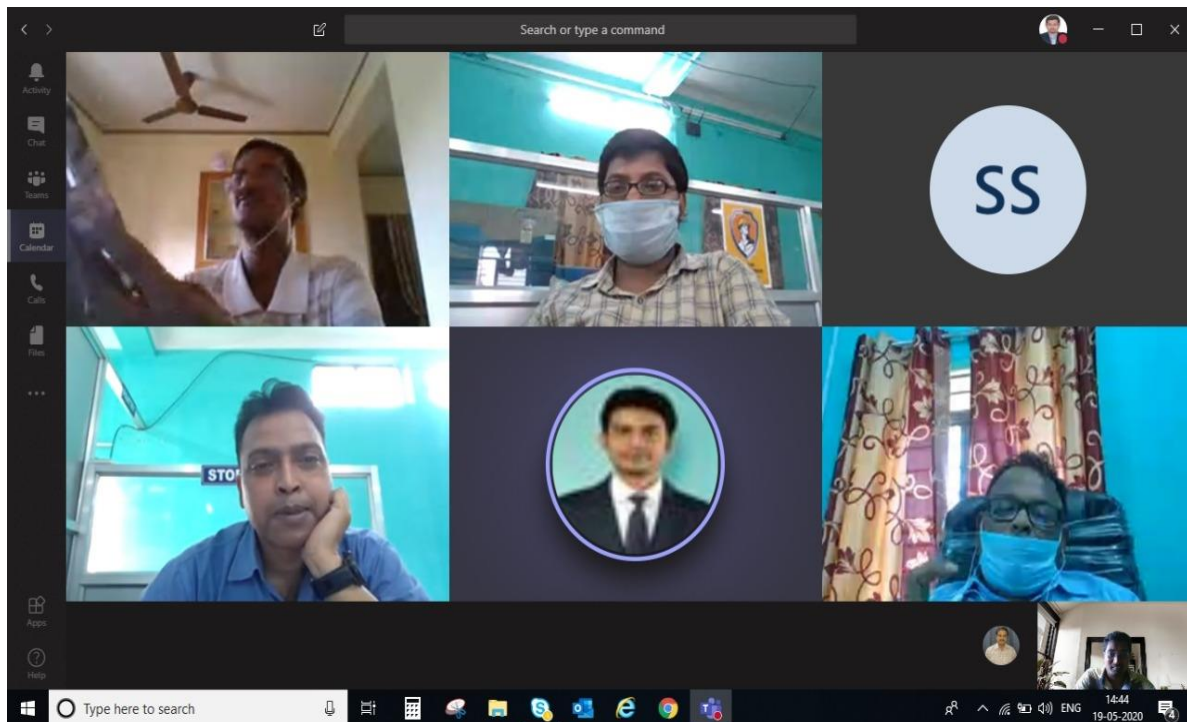
4.7 Individual/s in charge & responsible for the Activity (CRT Members)

SN	Name	Occupation / Designation	Contact no	Company	Roles & Responsibility
1	Mr. Ansuman Rudra	Project Manager	9831963947	L & T	Project Manager
2	Mr. Sujan Goswami	EHSO	7837175749	L & T	EHS
3	Mr. Shaikshavali K	Accoun/Admin in charge	8327703494	L & T	Account/Admin/IR
4	Mr. Rupankar Dey	Store in charhe	9534500026	L & T	Store
5	Mr. Jayakuma A	Const. Manager	9677217018	L & T	Site Execution
6	Mr. Avanish Kumar	Planning in charge	9800707686	L & T	Planning
7	Mr. Bharaneetharan G	Quality in charge	7204440608	L & T	QA/QC
8	Mr. Subham Paul	Site Engineer	94633729043	L & T	Site Execution



5. Management Review

The implementation status of this H&S plan is required to be complied with, and reviewed pointwise before allowing permission for the restarting the activities.

The compliance level shall be reviewed there after every week till the COVID 19 risks are Completely mitigated.



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5.1 Operational Control

A specific meeting shall be organized at the site chaired by PM with all Section In charges and senior staff members.

This H&S Plan shall be discussed pointwise and site-specific action plan shall be drawn including,

- Action points location wise / dept. wise
- Allocation of responsibilities and accountabilities for each action item
- Resources required
- Target dates
- Pre-requisites before starting the activities

5.2 Monitoring & Control

- The points mentioned in this H&S Plan shall be converted into an action plan and periodically verified for compliance.
- Targeted inspection specific to COVID 19 risks shall be conducted to verify compliance to this H&S Plan.
- The summary of the compliance shall be reported to Project Manager before starting the operations and after that on a weekly basis.

Introduction:

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. In humans, the transmission of COVID-19 can occur via respiratory droplets directly (through droplets from coughing or sneezing) or indirectly (through contaminated objects or surfaces). 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.

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub/liquid hand wash.
- Maintain at least 1 metre distance between you and people coughing or sneezing.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.

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- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.

Preparedness prior to work resumption

<p>Area Disinfection:</p> <p>All areas in the premises shall be disinfected, 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 .</p>	<ol style="list-style-type: none"> To ensure 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. 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. Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc. The chemical having quaternary ammonium, sodium hypochlorite or hydrogen peroxide as active ingredient should be used for area disinfection. Disinfection of the whole factories, sites and offices before opening. Disinfection twice a day and to be continued. Appropriate PPE like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and appropriate disinfecting gadgets like sprayer, brush, etc. shall be made available. Display board regarding the procedure of disinfection shall be displayed at entrances / prominent places.
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Official Working Procedure

Changes in the working methodology shall be made to avoid crowding/maintaining social distance while working.

2.1 Working days:	<p>a. Divide into two cohorts of up to 50% employee strength in each cohort - Team A working one week from office and Team B working the next one week from office. Looking at various logistics to make place ready on resumption, it is recommended that less than 50% of total workforce should be present at any given point of time for first 4 weeks after resumption or as per Govt. Instruction.</p> <p>b. This can be decided by the concerned IC Head and HR Head based on the workload, employee convenience, official need etc.</p>
2.2 Working Hours:	The employees are to be rostered in staggered shifts/staggered start and end time, wherever possible (like provide relaxation of up to 1 hour while coming in the office and leaving the factory/ office to ensure deep cleaning between shifts , avoid crowding in a factory/office/site as applicable.)

5.3 Staff & workmen at high risk

- Individuals with other comorbid conditions such as diabetics, blood pressure, renal ailments, asthma etc. are at high risk from COVID 19 infection.
- Hence new workmen who falls in the above category shall not be deployed.
- Staff with the above conditions shall be instructed to take additional care & precautions from COVID 19. In addition to the precautions taken by other staff members, they shall consult a doctor and follow the precautions as per his advice.
- Emergency response Team (ERT) team shall be reconstituted if required
- EHS Officer shall train all the ERT members on COVID 19 response and their roles & responsibilities as Emergency response Team (ERT) member.
- A site specific COVID 19 emergency response shall be evolved based on this H&S Plan requirements.
- Recommendations from local authority.
- Availability of assistance from local authority.
- Customer specific requirement if any.

That response shall specifically cover:

- Reporting of suspected cases from site
- Quarantine of suspected individuals
- Isolation & treatment
- Reporting to local authorities

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- Disinfecting areas worked by the suspected individual
- Contact tracing of people worked with the suspected individual
- Reporting to Cluster for further coordinated response.
- Using government ambulances only as far as possible for transporting suspected cases to health care facilities.

5.4 Controlled access inside the project

- Pre-approval for deployment of new workmen from PM.
- Avoiding entry of new workmen from known hotspots of COVID 19
- Allocating separate isolation rooms for Staff and workers.
- Ensuring availability of medical practitioner at office and Sites



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- To obtain “Self-Declaration Form” from all workmen during screening to identify the COVID-19 risk level of workmen.
- Medical checkup by doctor
- Contact less thermal scanning



- Contactless attendance system



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6 Verifying compliance to safety standards before restarting of activities

Before allowing any workmen into the project, all the workplaces shall be verified for the safe condition of work. The following significant elements are listed below with safety measures and the same shall be followed for all the activities/ process

6.1 Pedestrian pathway and access to workplaces

- Bifurcation of vehicular movement roads & pedestrians shall be inspected.
- Handrails shall be ensured in all the places and provided if found missing.
- Reversing zone shall be ensured.
- Signboards availability for pedestrians shall be ensured.
- Any changes in the logistics shall be displayed in appropriate locations.

6.2 Fall protection arrangements

- Opening, leading edges, staircase openings shall be inspected and ensured for 100% protection with a checklist.
- Fragile and protection for working on roof shall be ensured.
- Any materials on the edges shall be removed and/ secured for incidental falling.
- Lifeline provided at present (before the lock down) shall be inspected for its strength and anchoring points. If required, these shall be removed and tied again.
- If any of the floors are not secured for fall protection arrangements, which shall be closed & secured to human access.

6.3 Plant & Machinery

- All the critical equipment's such as passenger hoist, Tower cranes, RSP, Batching plant, mobile cranes, etc., shall be critically inspected for its safe conditions.
- All the equipment's/ vehicles shall be inspected by P&M and EHS personnel and provided with 'Safe' Sticker indicating the date of inspection.
- All the operators and workforce shall be informed that without the 'Safe' sticker shall NOT be operated.
- During the restarting activities, LOTO shall be strictly followed while cleaning drum, conveyor in batching plant and other plants.

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6.4 Temporary electrical installation

- All the panel boards shall be checked for earthing and continuity.
- Earth pits shall be checked for earth resistance value and recorded in the checklist
- RCCBs and panel boards shall be checked and given a ‘safe’ sticker.



6.5 Excavation

- Soil condition around the excavation shall be verified for any chances of sliding or collapse.
- Access and slope to the excavation shall be checked
- Dewatering pump and electrical installations to the pump shall be verified.
- Barricades & sign boards shall be ensured for its safe condition.

6.6 Formwork, Scaffolds and working platforms

- Any left out de-shuttering shall be checked and ensured for safe condition.
- Clearance shall be obtained from formwork team on number of de-shuttered areas.

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- Stair tower shall be checked for all the essential parts like bracings, pins, and supports.
- Access to scaffolding and working platforms shall be verified.
- Handrails, bracings, toe boards and other parts in scaffolds and working platforms shall be verified.
- All the scaffolds shall be verified and recorded in the inspection register and tagged accordingly.
- Access to safety screen and slip forms shall be checked thoroughly. Hydraulic system shall be checked for leakages if any.

6.7 Managing the social distancing while deployment and working

Developing a strategy for workmen deployment at sites considering the social distancing requirements and COVID 19 risks which may include:

1. Sequence of work - ensure the planning of work as per sequence of work with minimum number of workmen.
2. Deploy workmen in different locations, wherever feasible to ensure social distancing. Marking shall be made available to facilitate social distancing.
3. Staggered deployment of workmen in case of congested work locations
4. Working in shifts to minimize crowding of workmen in one place wherever possible
5. Discourage workers from using other workers' phones, clothes, wallets, things or other work tools and equipment, as far as possible.
6. Clean the phones, clothes and other daily work tools on daily basis.
7. Identifying multiples access and egress pathways
8. Before restarting Identifying multiple rest areas within the site premises considering number of workmen at the project
9. Adopting queue system while entry to buildings, workplaces, passenger hoist, loading points, bus, etc.,
10. Restricting the number of users in passenger hoist, bus, etc.,
11. Sanitize conveyance vehicle / bus of staff and workmen prior to start of each trip

6.8 Integrating the risk management of COVID-19 in all existing EHSMS

Additional measures in,

6.8.1 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.

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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.

6.8.2 Medical Checkup

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



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6.8.3 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.



Note: 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
- 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.



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	Document No: Covid-19/PLAN/EM02	Revision No: 01	Date: 01/06/2020	

6.8.4 Training & Awareness

Targeted training for ERT members, staff, and frontline supervisors specific to COVID 19 risks and controls measures:

The training shall include,

6.8.4.1 ERT Members

- Strategy adopted for COVID 19 risk management.
- Social distancing measures.
- Isolation, containment, treatment of symptomatic workmen.
- Handling suspected cases of COVID 19
- Keeping updated on COVID 19 response from HQ / Cluster/ Local Government authorities.
- Handling Myths, Misconceptions, misinformation & rumors related to COVID19
- Specific roles & responsibilities related to COVID 19 response as ERT member.

6.8.4.2 Staff Members

- Strategy adopted for COVID 19 risk management.
- Action items from this H&S PLAN related to staff members.
- Specific roles & responsibilities related to COVID 19 response.
- Social distancing measures.
- Promoting self-hygiene & respiratory hygiene.
- Handling suspected cases of COVID 19 & informing to ERT members.

6.8.4.3 Frontline Supervisors

- Action items corresponding to Frontline supervisors from this H&S PLAN
- Specific roles & responsibilities related to COVID 19 response
- Social distancing measures
- Promoting self-hygiene & respiratory hygiene
- Handling suspected cases of COVID 19 & informing to Staff / ERT members

7.8.4.4 Safe to Start Card

The safe to start work process shall include hazards, risks and controls related to COVID-19. The checks shall include:

- Whether social distancing is followed in that activity

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- Whether any workmen showing symptoms
- Whether hand washing facility available in the workplace in proximity
- Whether spots of high risk for transmission of virus such as handrails, door handles etc. are disinfected where applicable.

6.8.4.5 Disinfection at workplaces and site offices

- 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.



6.8.4.6 Managing risks during meetings

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Before the meeting,	<p>a) 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.</p> <p>b) If the above step is not feasible, restrict the number participants with important people.</p> <p>c) Ensure sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.</p> <p>d) Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.</p>
During and after the meeting	<p>a) Briefly explain the participants on the actions being taken to prevent COVID-19</p> <p>b) Avoid handshake and practice ways to say hello without touching</p> <p>c) Encourage regular handwashing or use of an alcohol rub by all participants at the meeting</p> <p>d) 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.</p> <p>e) Display dispensers of alcohol-based hand rub prominently around the venue.</p> <p>f) If there is space, arrange seats so that participants are at least one meter apart.</p> <p>g) Open windows and doors whenever possible to make sure the venue is well ventilated.</p> <p>h) Soon after the meeting, the area shall be dis-infected and dust bins shall be cleared.</p>

7 Additional PPE for COVID-19

- 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.
- Coverall - 70 GSM Non-woven Fabric. Body Protection Suits are just the right product for handling Fluids, aerosol particulates, pathogens or Live Virus, Bacteria etc.
- Face Mask - Face Mask 3 layered IS16289 Standard or Equivalent

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- Gloves - Glove length should be 240mm, 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.

Equipment (PPE) – Specifications (for Contact & Airborne precautions).

Note: above specification for basic reference only, project site shall refer Central material department and approved medical practitioner while procurement.

1. 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.

2. Disposal of PPE's

- The biomedical waste generated (including PPE) to be 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 their destination hospital. This shall again be followed by hand washing.



8 Managing COVID-19 risks in workmen camp

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Cooking	<p>a. Daily thermal screening and symptom checking of cooks.</p> <p>b. Cleaning and disinfection on daily basis once the cooking is over</p>
Dining	<p>a. Staggered Timings shall be adopted to limit the no of workmen using the hall to maintain social distance</p> <p>b. Increase the Space of dining facility where possible</p> <p>c. 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</p> <p>d. Only Persons serving food shall be allowed to handle the serving spoons, common utensils, etc.</p>
Usage of common facilities	<p>a. 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</p>
Quarantine and isolation rooms	<p>a. Adequate number of rooms shall be identified and reserved to accommodate symptomatic workmen</p> <p>b. Facilities required within the Isolation rooms to be ensured in co-ordination with the local/Company Medical center/department</p> <p>c. The types of PPEs shall be specified for Caregivers, Isolated person etc.</p>
Disinfection	<p>a. Disinfection of the workmen habitat in all the places shall be carried out on a periodical basis and closely monitored by camp boss and verified by IR officers.</p>

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Separate dwelling for new workmen	<p>a. New workmen shall not be accommodated in the same rooms as the existing workmen</p> <p>b. Dwelling units / rooms shall be suitably organized to ensure the avoidance of proximity of the workmen groups</p>
Resources at workmen habitat	<p>a. Limiting the number of workmen in dwelling units</p> <p>b. As far as possible, Grocery shop, Saloon, and other items shall be made available within the</p> <p>c Workmen habitat to avoid the movement of workmen outside the habitat.</p>
Restriction of workmen from habitat	<p>a. To avoid infection from outside the community, workmen exit access shall be restricted</p> <p>b. Any workman goes out of the habitat shall get a gate pass from camp boss</p> <p>c. A hand washing facility shall be kept at the entrance of the habitat, any people entering the habitat shall be asked to wash their hands and enter into the habitat</p>
Hand washing facilities	<p>a. 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</p>
Toilet Facility	<p>a. Sufficient toilets with facility shall be provided, separate for men and women.</p> <p>b. Disinfection shall be carried out on a daily basis.</p> <p>c. Hand Wash facility shall be provided.</p>
Promoting self-hygiene and cleanliness	<p>a. Pictorial posters in local language shall be placed across the workmen habitat to create awareness on maintaining self – hygiene and respiratory hygiene</p>

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9 DOS and DON'TS:

DON'TS

DO'S



Limited PPEs for Housekeeping staff



Housekeeping staff to use **prescribed PPEs**



Weekly cleaning of all workplace surfaces



Frequent cleaning/ sanitisation of all workplace/offices



Twice a day cleaning / disinfection of Washrooms/ toilets



All workplace surfaces to be cleaned/ sanitised **end of every shift**



Frequent physical meetings



Online meetings / strict social distancing in physical meeting

DON'TS

DO'S

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No face mask
required by
employees
in offices
(except as PPE in plant)



Mandatory face mask at
all times at work



Hard copy files



Soft copy
correspondences/
approvals



No face cover
while stepping
out



Face mask made
mandatory while
stepping out



Pillion riding



One person per
two-wheeler

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DON'TS



Assembling for discussion

DO'S



Social Distancing (of minimum 1 mt) to be practiced



Common washable water bottles/dishes/mugs/glasses



Individual water bottles/dishes/mugs/glasses



Crowding at common areas



Employees follow **social distancing** at all times

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10 Promoting self-hygiene and cleanliness

Pictorial posters in local language/ English/ Hindi shall be placed across the sites and office to create awareness on maintaining self – hygiene and respiratory hygiene.


স্বাস্থ্য এবং পরিবার কল্যাণ মন্ত্রক
ভারত সরকার

করোনা ভাইরাস-এর সংক্রমণের ঝুঁকি কমান নীচের সহজ উপায়গুলি কাজে লাগান

করোনা ভাইরাস একটি নতুন রোগ যা আজকাল চীনে ছড়িয়ে পড়েছে এবং অন্য দেশগুলিকেও প্রভাবিত করছে। এটি একটি ফ্লু-জাতীয় রোগ যার লক্ষণ হল :

১



জ্বর

২



কাশি

৩



শ্বাসকষ্ট

যদি আপনি গত ১৫ জানুয়ারি ২০২০-র পরে যুহান-চীন থেকে ফিরে থাকেন, তাহলে ২০১৯-nCoV এর জন্য অবশ্যই নিজের স্বাস্থ্য পরীক্ষা করান। পরীক্ষা করানোর স্থানের বিষয়ে জানতে স্বাস্থ্য এবং পরিবার কল্যাণ দপ্তর, পশ্চিমবঙ্গ সরকারের হেল্পলাইনে ফোন করুন :

যদি আপনি গত ১৫ দিনের মধ্যে চীন থেকে ফিরে থাকেন, বা করোনা ভাইরাসে সংক্রামিত কোনো ব্যক্তির সংস্পর্শে এসে থাকেন, তাহলে নিম্নলিখিত বিষয়গুলি মাথায় রাখুন :

১



আগামী ১৪ দিনের জন্য পরিবারের অন্য সদস্যদের সঙ্গে সংস্পর্শ থেকে বিরত থাকুন এবং আলাদা ঘরে শোবার ব্যবস্থা করুন।

২



হাঁচি বা কাশির সময় নাক-মুখ ঢাকুন

৩



নিয়মিতভাবে সাবান আর জল দিয়ে হাত ধুয়ে নিন

৪



আপনার কাছাকাছি যদি কোনো ব্যক্তির মধ্যে কাশি, সর্দি বা জ্বরের লক্ষণ দেখেন, তার থেকে দূরে থাকুন

চীন থেকে ফেরার ২৮ দিনের মধ্যে যদি আপনার জ্বর, কাশি বা শ্বাসকষ্ট জাতীয় কোনো সমস্যা হয়, তাহলে শীঘ্রই স্বাস্থ্য এবং পরিবার কল্যাণ দপ্তর, পশ্চিমবঙ্গ সরকারের হেল্পলাইনে নথি ফোন করুন :

24x7 ১৮০০-৩১৩-৪৪৪-২২২

**সুরক্ষিত
থাকুন !**

**করোনা ভাইরাস
থেকে বাঁচুন !**

যদি কাশি, জ্বর বা শ্বাসকষ্ট হয় তাহলে শীঘ্রই ডাক্তারের সঙ্গে যোগাযোগ করুন

www.mohfw.nic.in
www.mygov.in
www.pmindia.gov.in

YouTube mohfwindia
@MoHFW_INDIA

http://ncdc.gov.in/
@director_NCDC





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HOW TO HAND WASH ?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

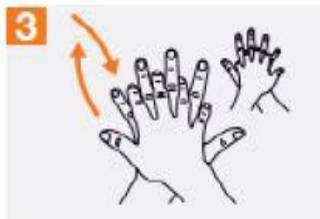
⌚ Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

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स्वास्थ्य एवं परिवार कल्याण मंत्रालय
भारत सरकार

नोवल कोरोनावायरस (COVID-19)



रोज़मर्रा की सभी वस्तुएं हर किसी के लिये हमेशा उपलब्ध हैं
घबराएं नहीं | भीड़ न लगाएं | जमाखोरी न करें



-  बाजार, मेडिकल स्टोर, अस्पताल आदि जगहों पर कम से कम 1 मीटर की दूरी बनाए रखें
-  धैर्य रखें और आवश्यक सामान/चिकित्सा संबंधित सामानों की खरीदारी संयम के साथ करें
-  किराने/ चिकित्सा सामग्री खरीदने के लिए बार-बार बाजार न जाएं
-  अभिवादन के लिए हाथ न मिलाएं और न ही गले लगाएं
-  घर पर अनावश्यक लोगों की भीड़ जमा न करें
-  मेहमान नवाज़ी न करें या किसी दुसरे के घर पर न जाएं

एक-दुसरे से उचित दूरी हमेशा बनाए रखें

यदि आप खांसी, बुखार या सांस लेने में कठिनाई जैसे लक्षण महसूस कर रहे हैं, तो खुली जगहों में न जाएं और तुरन्त हेल्पलाइन नंबर पर कॉल करें

COVID-19 संबंधित जानकारी के लिए

राज्य हेल्पलाइन नंबर या स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के 24x7 हेल्पलाइन नंबरों पर कॉल करें 1075 (टोल फ्री) | 011-23978046 , ई-मेल करें: ncov2019@gov.in , ncov2019@gmail.com

हमें मिलकर COVID-19 से लड़ना है

mohfw.gov.in
[@MoHFWIndia](https://www.facebook.com/MoHFWIndia)
[@MoHFW_INDIA](https://twitter.com/MoHFW_INDIA)
[mohfwindia](https://www.youtube.com/channel/UCmohfwindia)

davp 17102/13/0032/1920



Ministry of Health and Family Welfare
Government of India

NOVEL CORONAVIRUS (COVID-19)



There is enough of everything, everyday for everyone
Don't Panic | Don't Rush | Don't Overstock



-  Maintain at least 1 metre distance in market places, medical stores, hospitals, etc.
-  Have patience and keep calm while shopping for essential goods/medical supplies
-  Avoid frequent trips to the market to buy groceries/medical supplies
-  Avoid shaking hands and hugging as a matter of greeting
-  Avoid non-essential social gatherings at home
-  Don't allow visitors at home or visit someone else's home

Observe social distancing at all times

If you have symptoms like cough, fever or difficulty in breathing, avoid any kind of exposure and immediately call the helpline numbers

Together we will fight COVID-19

For information related to COVID-19
Call Ministry of Health and Family Welfare, Government of India's 24x7 Control Room Number 1075 (Toll Free) | 011-23978046 , Email at ncov2019@gov.in , ncov2019@gmail.com

mohfw.gov.in
[@MoHFWIndia](https://www.facebook.com/MoHFWIndia)
[@MoHFW_INDIA](https://twitter.com/MoHFW_INDIA)
[mohfwindia](https://www.youtube.com/channel/UCmohfwindia)

davp 17102/13/0032/1920

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Annexure 1 shows sample Pandemic plan site acknowledgement plan
Pandemic Plan Site Acknowledgement Form

Project Name:		Location	
Date:		Client Name:	
S. No.	Description	Yes (✓) NO (X)	Remarks
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: _____

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Annexure 2: Regular Health Monitoring Template

Project Name:		Location	
Name:		Client Name:	
S. No.	Description	Yes (✓) NO	Remarks
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		
Signature of Staff with Date: _____			
Signature of Admin. with Date: _____			

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Annexure -3 On-line Self-Declaration to be filled by employee resuming duties after lockdown is over (Submit this form on-line one day prior to resumption to the respective HR Dept. with copy to Dept Head).

PS: Kindly Ensure that the information given below is correct and not violating code of conduct defined in H&S PLANS for resumption.

IF ANSWER TO ANY OR ALL OF THE BELOW QUESTION/S IS YES, THEN YOU ARE NOT ALLOWED TO RESUME DUTIES IN OFFICE/ SITE AND SEEK MEDICAL ATTENTION:

- A. Myself including my family members have visited or passed through any city, area, country in last 14 days where COVID-19 is reported. Yes No
- B. Myself including my family members have come in close contact with any person suffering from Fever and cough the in last 14 days. Yes No
- C. Myself including my family members have visited any health facility in the last 14 days. Yes No
- D. Myself including my family members have stayed in a society / building which is declared as a containment zone in last 14 days.
- E. Myself including my family members suffering from any of the following symptoms: (Tick YES or NO)

SYMPTOMS	YES	NO	If YES, Date of Onset
Fever / High Temperature			
Cough / Dry Cough			
Respiratory distress (Shortness of breath or Breathing difficulties)			

I, the undersigned hereby declare that all information provided above is correct to the best of my knowledge.

Name of Employee: _____

PS No: _____ Dept: _____ IC: _____

Location: _____ Contact No. _____

Email: _____

Signature of the Employee: _____

Date: _____

For use by HR Dept:

Person allowed for resuming office: YES / NO

Person referred to OHC / Medical Centre: YES / NO

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L&T Construction, Water & Effluent Treatment IC
H&S (Health & Safety) plan COVID-19 – Medinipur DWSP- EM02



Document No:
Covid-19/PLAN/EM02

Revision No: 01

Date: 01/06/2020

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Annexure 4- Checklist for Post lock down work resumption compliances at Project Site

	L&T Construction, Water & Effluent Treatment IC Checklist for Post lock down work resumption compliances at Project Site	
Document No: IM-09-H80	Revision No: 00	Date: 20/04/2020
		Page 1 of 1

Name of the Project (with Job code):
Project Director/Project Manager:
Site Location/Zone:

Segment/Cluster:
Segment Head/Cluster Head/Taskforce Leader:
Date:

S. No	Checklist Points	Yes/No	Observation	Measures
1.	Subcontractors shall understand, sign & comply with the requirements of EHS Code of practice, IMS Standard & Legal requirements.			
2.	Screening and EHS Induction of New Workmen/ Staff/ Sub-contractor.			
3.	If he/she is travelling from any identified/ known COVID 19 hot spot, they shall be quarantined and social distancing & regular checks for symptom to be ensured.			
4.	If any person having fever and cough with breathlessness, the person shall be taken to nearest COVID testing centre/Government hospital.			
5.	No new workers (without valid pass) shall be allowed at work locations			
6.	Vehicle & Goods shall not be allowed without valid permission & disinfection			
7.	Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to work locations			
8.	Bio-metric (Finger touch) swiping for attendance shall be temporarily discontinued with alternatives such as ID card swiping, retina or face detection			
9.	Access control shall be implemented at all entry points to prevent unauthorised & unscreened workmen/staff entry to work locations.			
10.	Social distancing shall be maintained during workmen & staff transportation			
11.	While at site wearing COVID specific PPEs and using hand sanitizers at regular intervals shall be ensured			
12.	Employees shall keep themselves hydrated and shall maintain social distancing at the site			
13.	Immediately report any symptoms of infection such as runny nose, cough, difficulty in breathing, fever etc.			
14.	Ensure tie up with Hospital/ COVID 19 testing centers for handling suspected COVID cases and emergencies.			
15.	Disinfection of company vehicle at regular intervals to prevent contamination			
16.	Workmen shall be instructed to maintain social distancing of 1m during Pep Talk, Meals time, Construction activities, transportation, staying etc.			
17.	Daily Pep-talk shall contain the awareness about COVID 19 and preventive measures and identify suspected cases using Thermal scanners.			
18.	Sub-contractor shall keep sanitizer/ hand wash soap solutions, water in sufficient quantity at all common points			
19.	Posters on do's and don'ts shall be displayed at the work location by the site management and the sub-contractor in Hindi or other local language			
20.	Ensure all Scaffolds, formworks, work platforms and ladders are disinfected, inspected and are in good shape before use			
21.	All Plant and Machineries & tools and tackles shall be disinfected before use			
22.	Ensure all safety appliances and accessories including COVID specific PPEs are available at site before starting the work activity			
23.	Foot operated waste bin with disposable garbage bag shall be used for waste collection across the site.			
24.	VIEW EHS shall be used to generating Safe Execution Card, understanding SoP, filling Checklist and providing Pep Talks for all activities at site.			
25.	Regular training to be delivered using digital platform such as Microsoft Teams, RaPL, Induction Videos to raise awareness among workmen and staff on Personal hygiene, Sanitation, RBT, EHS Alerts & SoPs.			
26.	Use VEW EHS Dashboards to conduct work progress review/ EHS committee meeting through Microsoft Teams.			
27.	EHSO shall train all the ERT members on COVID 19 emergency response and their roles & responsibilities			
28.	In case of COVID19 Positive or Suspected Case, ensure quarantining of the Individual and Inform Cluster/ Segment/ BU/ SBG/ IC level authorities as defined by L&T DC Admin team			
29.	Disposal of Bio-Hazardous Waste (infected clothes, PPEs etc.) through approved vendors as per SoP.			
30.	Ambulance/ Vehicle shall be standby for handling medical emergencies			
31.	Flow chart in Hindi & English version (Appendix to SoP) shall be displayed at conspicuous locations for awareness to Project team			

IR/ ADMIN/HR(w)

EHSO

SECTION INCHARGE / Admin-
Accts In charge

Overall Head
(PM/PD/TFL)

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