

PROTECT YOURSELF
AGAINST COVID-19

National Automotive Test Tracks (NATRAX-Indore)



Action plan for Resuming Work Post Covid -19 Lockdown

STANDARD OPERATING PROCEDURE (SOP)

To be followed by customers, employees and other support
staff of NATRAX- Pithampur



STAY SAFE, STAY HEALTHY.

You can reduce the risk of spreading the coronavirus that causes **COVID-19** by taking the same steps you'd take to avoid getting colds.

LET'S ALL DO OUR PART



Wash hands
frequently
with soap



Wear a mask if
you have a cough
or runny nose



Cover your mouth
with a tissue paper
when coughing
or sneezing



See a doctor if
you feel unwell

1

2

3

4



MESSAGE FROM SITE HEAD

The global pandemic - Corona Virus Disease (COVID–19) has changed the human life across the world beyond anybody's imagination. At this critical phase, we must applaud all those medical, police and Govt staff working tirelessly rising their lives to fight this menace.

Now as we resume operations at the work place partially after working from home during the lock down period, we must strictly abide by social distancing and safety precautions for our well being in this transition phase.

We at NATRAX are aligning ourselves with the policy and guidelines of Central as well as State Government to tide over this phase. This SoP has been prepared in line with these guidelines and directives highlighting the precautions to be taken right from starting from home to going back home safely after work. This shall be amended / updated from time to time and will be communicated to all stakeholders.

I am sure that that all of us shall prevail over the challenging conditions with utmost care. I am also confident that with the dedicated human resource, Team NATRAX will play an active role to overcome this crisis and continue to support the automotive industry in fulfilling their objectives.

Dr. N Karuppaiah
Additional Director and Site Head

**STAY SAFE,
STAY HEALTHY.**

PURPOSE OF THIS STANDARD OPERATING PROCEDURE

- It is an on-going pandemic which broke in December 2019 and has affected the entire world.
- Declared a Public Health Emergency by WHO in January 2020.
- The pandemic has caused severe global socioeconomic disruption, including one of the largest global recessions since the Great Depression.

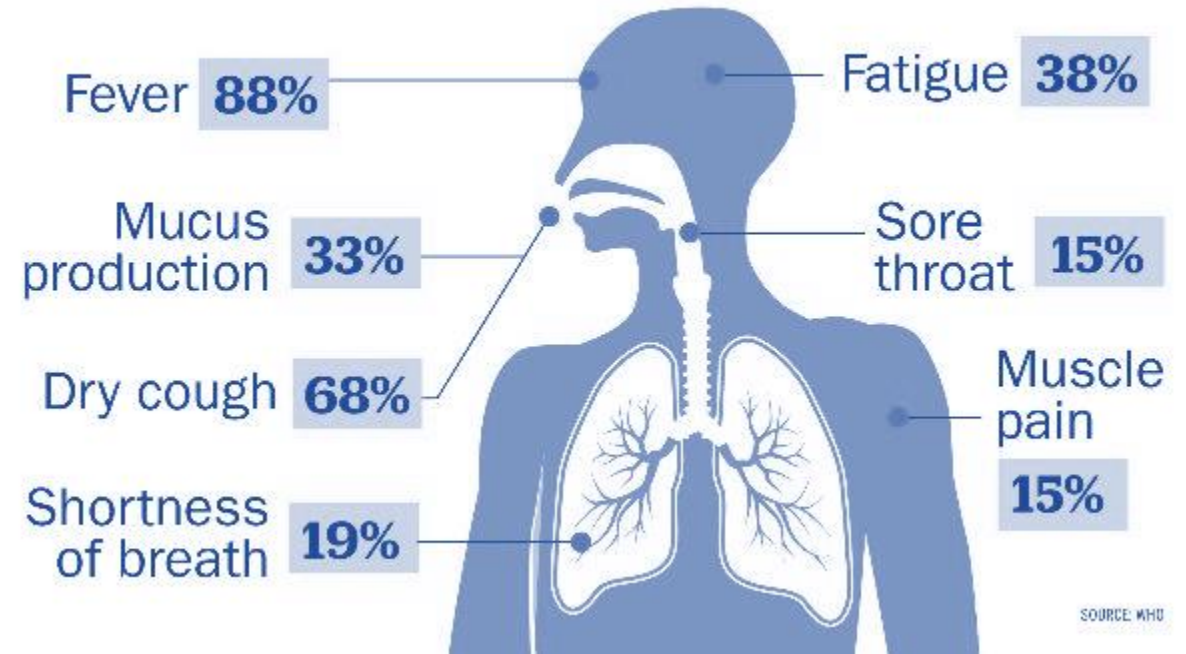
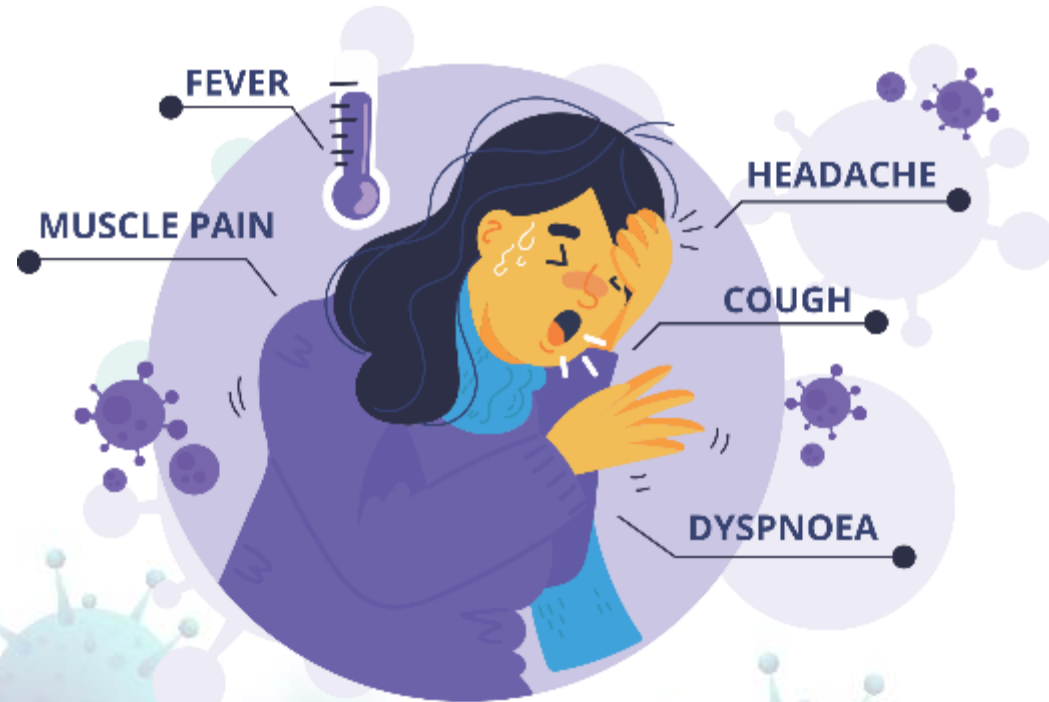


PURPOSE OF THIS STANDARD OPERATING PROCEDURE

- To control the spread of this virus among employees, support staff and customers
- To support the Ministry and the Government of India by spreading precautionary measures to all concerned
- To aid in stabilizing the National Economy



SYMPTOMS OF COVID-19



HOW DOES COVID-19 SPREAD?



COVID-19 spreads mainly by droplets produced as a result of coughing or sneezing of a COVID-19 infected person. This can happen in two ways:

- **Direct close contact:** One can get the infection by being in close contact with COVID-19 patients (within one Metre of the infected person), especially if they do not cover their face when coughing or sneezing.
- **Indirect contact:** The droplets survive on surfaces and clothes for many days. Therefore, touching any such infected surface or cloth and then touching one's mouth, nose or eyes can transmit the disease.

The incubation period of COVID 19 (time between getting the infection and showing symptoms) is 1 to 14 days.

Some people with the infection, but without any serious symptoms can also spread the disease.

PREVENTION TIPS



WEAR A MASK



**WASH YOUR HANDS
FREQUENTLY**



COUGH ETIQUETTE

Cover Your Mouth
With Sleeve Or Elbow



**DON'T TOUCH EYES,
NOSE OR MOUTH
WITH UNWASHED HANDS**



**AVOID CONTACT WITH
SICK PEOPLE**



**CLEAN AND
DISINFECT**

CONTENTS OF THE SOP



SAFETY GUIDELINES AT HOME



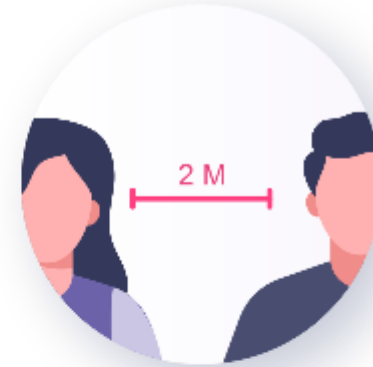
Wash your hand



Clean & Disinfect



Don't share
personal objects



Avoid close contact



Wear a mask



Cover your mouth
when you sneezing



Put tissues
in the trash bin



Stay at home

SAFETY GUIDELINES AT HOME



HOW TO WASH YOUR HANDS



HOW TO USE HAND SANITIZER



SAFETY GUIDELINES AT HOME



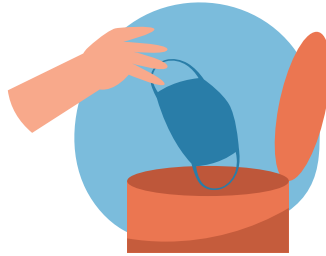
WHEN TO USE A MASK



COUGHING OR SNEEZING



WEAR A MASK IF YOU ARE TAKING CARE OF A PERSON WITH COVID-19



DISPOSE IT PROPERLY

HOW TO WEAR A MASK



CLEAN HANDS WITH ALCOHOL-BASED, HAND RUB OR SOAP AND WATER



COVER MOUTH AND NOSE



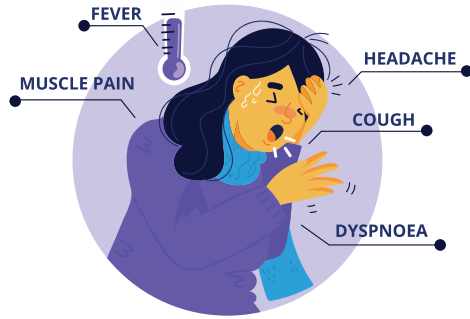
REMOVE IT FROM BEHIND

SAFETY GUIDELINES AT HOME



- Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer with at least 70% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Wear a mask to cover your mouth and nose when around others as physical distancing is not always possible. People may spread the infection even prior to having symptoms and you could spread COVID-19 to others even if you do not feel sick.
- Stay home if you are sick and call the medical emergency team.
- Cover your nose and mouth with a tissue when coughing or sneezing and throw the tissue away after use. If a tissue isn't available, cough or sneeze into your elbow or sleeve, not your hands.
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, handles, desks, computers, phones, keyboards, sinks, toilets, faucets and countertops.

SAFETY GUIDELINES DURING COMMUTE



SAFETY GUIDELINES DURING COMMUTE



- Self Access Health using Aaroyga Setu App.
- Start only if you feel well and are at Low Risk.
- In case the app shows, 'moderate' or 'high risk', stay at home, self isolate and inform your reporting officer
- Inform local authority about the same

Follow Government Procedure:-

- Movement of individuals/vehicles - Two persons besides the driver for four-wheelers and no pillion riding for two-wheelers
- Wearing of masks while travelling
- Carrying a handkerchief and hand sanitiser.
- Social distancing to be maintained in all cases.

SAFETY GUIDELINES IN WORKPLACE



office main entrance



body temperature

office social distancing



meeting room social distancing



SAFETY GUIDELINES AT ENTRANCE GATE



- Compulsory scanning shall be done of all the persons entering through gate with thermal scanner.
- No person shall be allowed to enter without mask.
- Thermal scanning shall also be done at the time of exit.
- Visitors shall be allowed only with prior permission of the concerned employee.
- No person coming from a containment zone shall be allowed inside the premises.
- All the vehicles shall be sanitized at the main gate.
- Any person with symptoms such as fever and cough / runny nose / breathing problem shall not be allowed to enter the premises.
- Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands

SAFETY GUIDELINES IN WORKPLACE



The following areas inside NATRAX premises shall be disinfected frequently:-

- Entrance gate of the office and NATRAX Hub
- Entire Client workshops, Labs, Track Access Control and Control Tower
- NATRAX Hub (including office area, meeting room, pantry) and Canteen
- Frequently used areas such as staircase, lifts, pantry, meeting rooms, etc.
- All the vehicles entering the premises shall be disinfected with user friendly disinfectant solution.
- Ensure work places are clean and hygienic.
- Provision for handwash and hand-sanitizers to be made available at all entry and exit points.
- Sanitizing hand rub dispensers shall be put in prominent places around the workplace and shall be regularly refilled.
- Approvals/ decisions on email and other electronic mediums shall be encouraged.
- Promotion of good respiratory hygiene in the workplace.
- Face masks and tissues to be made available at Site in sufficient quantity.

SAFETY GUIDELINES IN WORKPLACE



- Avoid use of AC and ensure proper maintenance as per the Operation and Maintenance Manual. However, if use of AC is unavoidable, the following instructions shall be followed:
 - Switch on A.C in open door/ window one hour before entering into the office on fan mode
 - Set the temperature between 24 to 30 degree centigrade.
- Refrain from unnecessary travel both local and international.
- Avoid sharing of stationary.
- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant frequently.
- Promote regular and thorough hand-washing by employees, employers and customers.
- Strict ban on Gutka, Pan masala, etc
- All employees who are at higher risk i.e. older employees, pregnant employees & employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.
- Social distancing to be maintained. There should be minimum 6 feet gap between two persons.

- Bio-metric attendance shall not be used till further orders.
- Any person entering the building shall be scanned again and sanitize their hands. Security shall not allow any person without mask.
- No visitors / contractors are allowed on the first floor.
- Visitors shall be discouraged as far as possible and if urgent, the visitors shall wait in the meeting rooms on the ground floor and the concerned employee shall come downstairs to meet, while maintaining social distance.
- Employees shall work from their workstation and avoid going to other's workstations as far as possible.
- Meetings are to be avoided as far as possible and VC / Conference calls / other modes shall be preferred.
- Sanitization inside the building shall be done daily before office hours.
- All doors shall be kept open inside the building during office hours to avoid unnecessary touching of knobs / handles.
- Office boys shall serve the tea / coffee to the desk wearing gloves / masks and caps.
- Gathering of people in corridors and other common places shall be avoided.

SAFETY GUIDELINES FOR CUSTOMERS



Entrance



Sanitizer



Temperature



Seating arrangement



Meeting arrangement



Social distancing for field



SAFETY GUIDELINES FOR CUSTOMERS



- All the customers are advised to download the Arogya Setu App. Only if the App shows Low Risk, the person shall be permitted to enter NATRAX Premises.
- Customers to get their body temperature measured and hand sanitized at main entrance gate and if required inside the premises as well.
- Customers shall also be required to fill a self-declaration form.
- They are to wear masks and hand gloves during testing activities.
- Test samples are to be sanitized with phenolic disinfectant, whenever sanitisation is possible.
- A minimum distance of 6 feet is to be maintained. In case maintenance of social distancing is not possible, it is mandatory to wear PPEs.
- Only one person shall be allowed to handle the test equipment / vehicles.

SAFETY GUIDELINES FOR CUSTOMERS



- Only one representative from the Customer will be allowed to view the testing. Representative shall be restricted to the visitor area.
- Sharing of testing equipment, tools, workshop equipment, stationary, etc shall not be allowed.
- Do not sign any register or form. Track logging time to be noted after completion of testing. Copy of log register maintained by NATRAX shall be shared.
- Avoid unnecessary touching of the testing premises. Littering or Spitting in the Testing premises is strictly prohibited.
- Complete record of all the materials coming into the labs or exiting the labs be maintained.
- Canteen services shall be limited, hence, customers are advised to bring their own refreshments and water.

SAFETY GUIDELINES FOR CUSTOMERS



- Ensure proper cleaning and sanitization on track sitting area / workshop/ Labs / Conference room etc.
- Please identify the location of emergency medical check up at site.
- If you are parking your test vehicle outside the premises i.e on Dhaba/Hotel/Dormitories/lodge/Service apartment, ensure that no outside persons get accessibility inside the vehicle. And if found so, please ensure complete sanitization of vehicle.
- Stay safe and follow general rules and guidelines prescribed by Government on COVID-19 situation.

SAFETY GUIDELINES IN CANTEEN



Before



After



SAFETY GUIDELINES IN CANTEEN



- All the workers associated with the canteen shall be checked for symptoms and status in the Arogya Setu App before entering the kitchen.
- Canteen Workers shall be encouraged to follow personal and respiratory hygiene.
- Social distancing shall be followed while taking food.
- Individuals shall be discouraged for touching of common items, such as ladle, pickle, salads, etc.
- Only two persons shall be allowed to sit, keeping one meter distance, on each table
- A single server to serve food after wearing PPEs (such as face-mask, head cover, shoe cover, glove, etc.)
- Canteen shall function in the following shifts:-
 - 12:30 pm to 1:00pm
 - 1:15pm to 1:45pm
 - 2:00pm to 2:30pm



WE WILL WIN THIS BATTLE AGAINST CORONA !

THANK YOU