

<p>नार्दर्न कोलफील्ड्स लिमिटेड (एक मिनी रत्न कंपनी) पी.ओ. सिंगरौली कोलियरी जिला- सिंगरौली, एमपी-486889 टेलीफोन: 07805 - 266612 फैक्स: 07805 - 267410/266640 वेबसाइट: www.ncl.nic.in सीआईएन: U10102MP1985GOI003160</p>		<p>Northern Coalfields Limited (A Mini Ratna Company) P.O. Singrauli Colliery Distt. Singrauli, MP- 486889 Tel: 07805 - 266612 Fax: 07805 – 267410 / 266640 Website: www.ncl.nic.in CIN No.U10102MP1985GOI003160</p>
<p>Ref. No. NCL/SGR/GM(P)/2020/ 353</p>		<p>Date: 16 .07.2020</p>

OFFICE ORDER

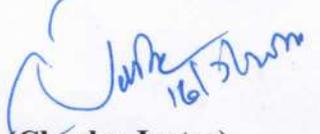
Subject: Standard Operating Procedure for Workplace and Township Hygiene.

The Competent Authority has approved a Standard Operating Procedure for Workplace and Township Hygiene with an objective to ensure that all employees practice a better hygiene routine which shall make the workplace as well as township more secure against COVID-19 and various other diseases caused due to pollution and other contagious pathogens.

This SOP shall come into effect with immediate effect. It will be reviewed after six months for further modifications as deemed fit.

This is for information and compliance by all concerned.

Encl: As above


(Charles Juster)
 General Manager (P)

Distribution:

1. CMD, NCL
2. Dir(T/O),NCL/ D(F), NCL/ D(P), NCL/ D(T/P&P), NCL
3. General Manager, All Areas/ Units
4. CMS, NCL
5. HoDs, NCL HQ.
6. TS to CMD, NCL
7. TS to Dir(T/O),NCL/ TS to D(F), NCL/ TS to D(P), NCL/ TS toD(T/P&P), NCL
8. Staff Officer (Personnel), All Areas/Units.
9. GM(System)- with a request to upload the same in NCL website .



NORTHERN COALFIELDS LIMITED, SINGRAULI

Standard Operating Procedure for Workplace and Township Hygiene

- 1.0. **Short Title:** Standard Operating Procedure for maintaining hygiene at workplaces and Townships of NCL. This SOP shall be effective w.e.f 16.07.2020. This SOP shall be reviewed after 06 months for further modification as deemed necessary.

- 2.0. **Purpose:** The purpose of this SOP is to lay down the procedure and guidelines to be followed for maintaining proper hygiene at workplaces and townships of NCL. These guidelines are to ensure that all employees practice a better hygiene routine which shall make the workplace as well as the township more secure against various diseases caused due to pollution and other contagious diseases. The employees and other interacting personnel need to be protected while ensuring smooth business operation, production and supply of essential commodity like coal.

- 3.0. **Scope and applicability:**
 - (a) **This SOP applies to all NCL establishments such as:**
 - NCL HQs.
 - Area and Mine Offices
 - Mines
 - Stores
 - Workshops
 - Hospitals and dispensaries.
 - Any other premises under NCL command area.

 - (b) **This SOP shall cover all stakeholders working in NCL premises:**
 - All NCL employees
 - All Contractor employees
 - All trainees
 - All visitors to NCL Premises.

- 4.0. **Procedures to be observed at offices, mines and other working sites:**
 - 4.1. **Security procedures at entry gates**
 - a. Compulsory screening of all persons entering through gate and stoppage of any person found having health issues like fever, coughs and informing the Concerned Department for further needful action.

- b. The security personnel at Gates shall wear masks and follow social distancing.
- c. All employees shall carry their identity cards to workplaces.
- d. No visitor shall be allowed to enter premises without entry pass.
- e. Non-employee vehicles shall be allowed to enter company premises only with valid permission/ pass.
- f. All vehicles including two wheelers shall be parked at the designated parking place.
- g. Only persons with mask shall be allowed to enter the premises.
- h. A register should be kept at the entry gate in which details of visitors (other than employees) entering in the office premises/ workplace shall be maintained like name, contact number, address, etc.

4.2. Sanitization during entry-

- a. All people who are entering the premises shall first, wash/ sanitize their hands before proceeding for their work spots.
- b. Hand wash facility shall be available at all entrances of workplace. It should be ensured that the soap dispensers are filled regularly.
- c. In addition to hand wash, hand sanitizers shall also be kept in offices for sanitization of hands while working.

4.3. Attendance system

- a. Contact Bio-metric attendance system like fingerprint shall be temporarily discontinued in contagious pandemic situations like COVID-19. However, biometric system with face recognition may be installed to avoid contact with contagious surfaces of biometric system.
- b. The attendance clerks/ time keepers shall wear mask on duty and maintain social distancing.

4.4. Measures to be followed at offices, mines, workshops & other workplaces

- a. Employees shall be instructed to maintain distance of at least 2 meter and they shall follow social distancing while in meetings, gatherings, canteen, rest shelter, etc.
- b. Roster system and flexi/staggered working hours for executive and non executives for attending office may be followed during contagious disease pandemic.
- c. As far as possible, landline phones and mobile phones should be preferred for any discussion.
- d. Meetings shall be avoided as far as possible; instead Video Conferencing / Conference calls / other modes may be used.
- e. If meeting is unavoidable, minimum no. of people should attend and social distancing

norm should be followed. All participants shall attend the meeting with mask. Record of people attending the meeting along with their name, contact number and address shall be maintained for least a month after the meeting. This will help to identify/ trace people who may have been exposed to any contagious disease.

- f. Hard copy files/ correspondence shall be avoided wherever possible and soft copy correspondence through e-mails and e-office should be used.
- g. All employees shall be advised to immediately consult Company's doctors in case they are not feeling well or having any health issues.
- h. Discourage employees from using other's objects like phone, computer, tools, pen, etc.
- i. Suspend or limit official travel of employees, as far as possible.
- j. Advise and encourage sick employees to stay at home and consult Company doctor.
- k. Quarantine potentially exposed employees, even if they do not exhibit symptoms.
- l. Daily morning meeting shall include awareness about contagious disease threat, if any and preventive measures to prevent spread.
- m. All employees shall be instructed to keep separate water bottles and avoid common water Bottle/mug /glass.
- n. Follow all advices and guidelines issued from the authorities relating to this.

4.6. Sanitization and Upkeep at offices, common areas, workshops and other workplaces.

- a. Regular routine and procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc. in each Area/Unit.
- b. As far as possible, air-conditioners shall be avoided and enough cross-ventilation shall be ensured.
- c. Ensure sanitization of meeting rooms/conference rooms after every meeting/ conference.
- d. Sanitization of HEMMs and other machineries after every shift.
- e. Special attention to be given to washrooms/ toilets by periodical cleaning and disinfecting. Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- f. Frequently touched surfaces like door handles, handrails, desks, tables, etc., and objects like telephone, keyboards, etc., need to be cleaned regularly with disinfectants.
- g. Sanitizer shall be available at the entrance of the meeting hall and all participants shall sanitize their hands before taking their place.
- h. Consumption of masks, hand wash and sanitizers must be evaluated regularly and replenished timely to maintain adequate stock.
- i. Soap solutions / hand sanitizers shall be placed and replenished periodically.
- j. Lifts shall be cleaned and sanitized frequently. Hand sanitizers shall be kept in the lifts

- and social distancing is to be maintained in lifts.
- k. Social distancing shall also be maintained in vehicles. Only one person shall travel in two-wheeler. In buses, staggered seating shall be enforced in which passengers should seat alternatively with considerable gap in between.
 - l. Avoid gathering of people in veranda, balcony, parking and other common places.
 - m. All area in the working premises including the following shall be cleaned and disinfected on regular basis.
 - 1. Entrance Gate of Building, Office etc.
 - 2. Meeting room, Conference halls
 - 3. Verandah
 - 4. Equipment
 - 5. Washroom, Toilet, Sink etc.
 - 6. All other surfaces, as deemed necessary
 - n. Appropriate PPE like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and appropriate disinfecting gadgets like sprayer, brush, etc shall be made available to the cleaning/ sanitization workers.
 - o. Display board regarding the hygiene and disinfection shall be displayed at entrances / prominent places.
 - p. Arrangement of Sanitization/ hand washing facility at all entry points and other necessary places as deemed fit.

5.0. Contractor Workers

5.1.Measures to be followed by contractors and contractor workers.

- a. Contractor shall keep their working area clean and in hygienic condition.
- b. Contractor's workers shall be extended medical facilities as may be required.
- c. Contractors shall sanitize HEMMs, machineries and common areas like dining area, drinking water facility area etc. on a regular routine basis.
- d. Contractor shall keep sanitizer/ hand wash soap solutions in sufficient quantity at all common points.
- e. Contractor shall display precautionary measures, do's and don'ts etc at prominent places.
- f. All workers shall be instructed to keep separate water bottles and avoid common water Bottle /mug /glass.

5.2. Measures to be followed at Contractor worker Camps

- a. All areas inside camps, outside periphery of camps, utility areas, drainages, waste bins, etc are to be cleaned and sanitized on daily basis.

- b. All doors / windows/ fittings to be sanitized frequently.
- c. Wash rooms / toilets to be cleaned and disinfected frequently.
- d. Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- e. Soap solutions / hand sanitizers shall be placed in all quarters / wash rooms places where ever required and replenished periodically.
- f. Contractors shall ensure that all the contractor workers who are coming for work are healthy and not having any symptoms of any contagious disease (Fever, Dry cough, Breathing problem).
- g. Arrangements to be made to supply all essential items like rice, wheat, groceries, water, etc to camp itself so as to restrict movements of workers.
- h. Appropriate masks shall be distributed to all workers.
- i. All workers shall be advised to wear mask while on duty and in public.
- j. Contractors shall arrange for immediate medical checkup of contractor worker if he/she is showing any symptom of sickness.
- k. Arrangement of vehicle shall be made for emergency purpose.
- l. Quarantine hall or room shall be established in camps for the said purpose.
- m. Contractor shall display precautionary measures - do's and don'ts at Camp premises.
- n. Social distancing shall be ensured in keeping occupants in a single room.
- o. Disinfection of camps shall be done daily after workers leave for work.
- p. Hygiene Monitoring Committee (HMC) and Contractor site In-charge shall visit camps on a regular basis to ensure availability of essential things and ensuring cleanliness, sanitization status, etc. and submit a report to Concerned Area/Unit GM.
- q. Feed back in written form or through personal interaction regarding camp requirements shall be obtained from contractor workers on regular intervals.

6.0. NCL townships and colonies

6.1. Measures to be observed at townships/colonies

- a. Use of mask whenever going outside house.
- b. Avoid large social gathering in colony premises.
- c. Entry of visitors in Guest houses/ colonies is to be avoided to maximum extent. In case of essential entry social distancing and other precautionary measures are to be followed.

6.2. Code of Conduct at common places

- a. Wearing of masks, Social distancing and queue system shall be strictly adhered by all while gathering at the following places in township:-
 - 1. Shops

2. Post offices
 3. Banks
 4. Religious places
 5. Other common places
- b. Township shopping center's shopkeepers shall prefer online /e-money modes for payment instead of cash transactions.

6.3. Sanitization and Upkeep of common places / utilities

- a. All roads, outside quarters, playgrounds, parks, clubs, shopping centres, utility areas, drainages, waste bins, etc shall be cleaned and sanitized on regular basis.
- b. To ensure that all doors / windows/ fittings of common places are sanitized frequently.
- c. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used in common utility buildings.
- d. Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- e. Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- f. Soap solutions / hand sanitizers / paper towels shall be placed in all public places where ever required and replenished periodically.

7.0. Constitution of Hygiene Monitoring Committee (HMC) at Area/Unit level.

The implementation and monitoring of these protocols shall require facilitation by a cross functional team to ensure required support and clarification on the processes. As such, a Implementation and Monitoring Committee at Area/Unit level shall be constituted with following composition:

- a. A representative from Mining department.
- b. A representative from Personnel Department.
- c. A representative from E&M Department.
- d. A representative from Civil Department.

The number and composition of members can be altered as deemed fit by the AGM/HOD of that concerned Area/HOD.

8.0. Personal Protective Equipments

- a. Wearing of mask by all employees / contractor workers / trainees / visitors entering the NCL premises shall be mandatory.
- b. Ensure availability of all PPEs in sufficient number at all times at the workplace
- c. Sanitary/ cleaning staff should be provided proper PPEs like masks, gloves etc and it

should be ensured that they wear it while carrying out their work.

- d. All medical staff including doctors, paramedical staff shall be provided all necessary PPEs and advised to wear it while on duty.

9.0. Awareness Building

It is of prime importance to create awareness and educate people how to maintain hygiene and minimizing the possibility of getting sick:

- a. Regular sanitizing/ washing of hands with soap
- b. Covering of mouth while sneezing/ coughing
- c. Throwing of used tissues/ trash in dustbins
- d. Not to spit in public.
- e. Continuously communicate with people in order to develop habit amongst them regarding basic daily routine to be followed for maintaining hygiene.
- f. Educate people about the importance of wearing mask, social distancing norms and other safety precautions.
- g. Keep people up to date regarding the latest guidelines relating to these, issued by Central/State Govt., District Administration and any other authorities.
- h. Display posters, hoardings, wallpapers, etc., at conspicuous places at workplace, township and other public places.
- i. Create awareness and reach people through social media like WhatsApp, facebook, etc.

10.0 Compliance of Guidelines.

All guidelines issued by Government as well as State Administration should be strictly followed.

11.0. Savings:

NCL management reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this Standard Operating Procedure.