

Sutlej Textiles and Industries Ltd. strictly follows the laid-out procedures at Manufacturing Units to achieve desired Health & Safety Standards as per COVID-19 guidelines issued by the Government authorities time to time.

## SOP for Social Distancing

Standard Operating Procedure (SOP) for social distancing in offices, workplace, and factories is being followed. All the necessary documentations, and photographs are being maintained.



## Attendance

Biometric attendance and card punching system has been deactivated and register are being maintained for employee's attendance. Details are recorded by staff of time-office.

## Emergency Response services team (ERST)

An ERST team has been constituted and their names with mobile numbers are displayed [at prominent locations] This team can be contacted for any medical emergency or safety issues of employees in the context of COVID-19. The list also provides the contact details of nearest hospital with facility to test & treat COVID-19 patients.

Nursing staff are present on factory premises trained to handle any medical situation, and ambulance services are available to transport unwell person to nearest hospital.

## COVID -19 awareness

Information posters and banners regarding safety precautions have been displayed [at prominent locations]. In addition, special awareness meetings are also organized in small group size to guide the workers about procedures to be followed within factory premises.



## Ban on Consumption of Tobacco, Gutkha, Alcohol; Fine on Spitting in Public Spaces

Posters & banners have been displayed for awareness about ban on consumption of Tobacco, Gutkha, Alcohol in factory premises; the same is communicated in all awareness meetings.



## Social Distancing

Circle markings have been made on the ground in all waiting areas & queues at all Unit entrance gates, staff colony, labour colony, dispensary and inside factory premises for maintaining of social distancing.



## Face mask

Face masks made of Fabric and surgical face mask are provided to all employees and regular monitoring are being done by production/HR/ departments. Masks are also provided to visitors, but such visits are extremely regulated and allowed only if the purpose is certified critical.



## Sanitization of Premises



## Hand wash & Sanitizers

Water taps have been installed at the entrance of all Units and liquid soap provided on each tap for proper hand washing of workers during entrance and exit from factory premises. Dispensers for Sanitizers are also placed at multiple locations within the factory locations to eliminate infections.



## Thermal Scanning

Human body temperature is being recorded for all employees, vendors, visitors in all three shifts using thermal scanning gun at all Unit entrance gates, Staff gates and Dispensary.



Sanitization routine using Sodium Hypochlorite is carried out on daily basis of doors & its handles, walls of factory buildings, offices, conference room, canteens, workers & staff colonies, security gates, vehicles (personal & goods carriers), and common areas like walkways, building perimeters, toilet blocks, internal roads etc.

A Register is maintained which records the daily sanitization schedule.

## Canteens

All staff working in the canteen wear masks & gloves to ensure contact-less interactions. Plates and cups made of bio-degradable disposable material are being used for serving of tea and food items. Awareness posters, notices and ERST Contact lists are put up in canteens. Sanitization and deep-cleaning routines are followed rigourously inside the canteens.

## Other Employee Instructions:

On resumption of operations, a self-declaration form of employees regarding their health and travel history was obtained  
All employees have been instructed to install Aarogya Setu App in their mobiles

## Vigilance Team

An internal vigilance team of senior officers has been constituted entrusted with the task of monitoring employee activities and implementation of health & safety SOP; surveillance is carried out using CCTV cameras and field visits.

