FLUID CONTROLS®
ENGINEERING CONNECTIONS EVERYDAY



STAYING SAFE. EVERYDAY.

COVID-19 PREVENTION PREPAREDNESS PLAN










FLUID CONTROLS®
STAYING SAFE. EVERYDAY.



Sophie Moochhala
Managing Director



Dr. Tansen Chaudhari
Chief Operating Officer

We live in a world where we have to expect the unexpected and be prepared at all the times. It is everyone's right to be safe. And we need to ensure that we prepare, respond and recover from major incidents and emergencies.

As we navigate through COVID-19, our focus is to ensure the health and safety of our employees, their families, our customers, and our business partners. And, in the time of COVID-19, we have to change the way we approach every task and every activity. Not to do so would put our community at risk.

The **Fluid Controls® COVID-19 Prevention Preparedness Plan** is based on our business continuity planning strategy and a Comprehensive Emergency Management approach; and includes activities to respond to, and to set in place protocols to manage operations during the pandemic.

At Fluid Controls®, we Engineer Connections Everyday. We are now also committed to Staying Safe Everyday.

CORE TEAM

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

RESPONSIBILITIES RELATED TO EMERGENCY PREPAREDNESS AND RESPONSE

NAME	DESIGNATION	LOCATION	PHONE
Ms. Sophie Moochhala	MD	Mumbai, Site Controller (EC)	+91 9820547944
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COVID-19 OPERATIONAL PREPAREDNESS MANUAL

HSE-05/EPRP-02 / ISSUE 01 / 02.05.2020

FLUID CONTROLS®
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01  The Focus Five

02  Preliminary Work Prior to Opening

03  Home to Work

04  Health & Safety at Work

05  Health & Safety at Common Touch Points

06  Health & Safety at Home

FLUID CONTROLS®
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01  **The Focus Five**

02  **Preliminary Work Prior to Opening**

03  **Home to Work**

04  **Health & Safety at Work**

05  **Health & Safety at Common Touch Points**

06  **Health & Safety at Home**

The Focus Five

FLUID CONTROLS®
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FOCUS 1
SAFE DISTANCING

- Ensure safe distancing is maintained at all company work spaces
- Maintain 1 meter distance from people at all times – at home, at work, during travel

FOCUS 2
SCREENING & MONITORING

- Continuous monitoring of health at home and work place
- Non-contact temperature scanning (97.2°F/37°C) for all employees at work premises
- Usage of Aarogya-Setu app

FOCUS 3
WORKPLACE PROTOCOLS

- Thorough sanitization prior to start of activity
- Regular sanitization of all areas, touch prone areas
- Maintain safe distancing while working
- Follow operational guidelines as outlined in the Fluid Controls COVID-19 Operational Preparedness Manual

FOCUS 4
PREVENTION & AWARENESS

- Masks, gloves, and designated PPE for all employees
- Training of all employees – initially upon joining and at intervals

FOCUS 5
THE MANDATES

- No spitting anywhere in the premises
- Masks are mandatory for all employees
- Gloves are mandatory for designated operations
- Safe distancing to be maintained and will be monitored on-camera
- No meeting of more than 4 people – and at designated areas only
- No external customer/vendor visits

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Preliminary Work Prior to Opening

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- Disinfection and deep-cleaning of plant and office premises prior to opening
- Suppliers / Vendors encouraged to follow same procedures at their end
- Format for Undertaking and Self-Declaration for each employee to be filled in. Forms to be submitted to the security personnel at the gates before entering the plants/offices. This applies to all contract employees as well
- PPE and thermal non-contact screening guns to be ordered and made available
- Individual PPE kits to be packed and made ready for distribution



Preliminary Work Prior to Opening

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- Area marking of spaces and appropriate signage to be displayed – especially at security gate, shop floor, office area, in and around wash room
- Hand sanitizer stations to be clearly marked
- HazMat bin locations to be identified and marked
- Prominent display of Fluid Controls policy on COVID 19, Do's and Don'ts, Helpline and Emergency Numbers



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From Home to Work

At Home – Before Leaving for Work

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

- At Home – Before Leaving for Work
- At The Pick-up Point (for Company Provided Transport)
- Travel in The Bus (for Company-provided Transport)
- Self-Transport
- Entry into The Premises
- Attendance Marking
- Shoes and PPE Kits
- First Time Training
- Locker Room / Mobile Lockers















BEFORE LEAVING

- Check body temperature
- Fill in self-declaration form
- Wear mask and gloves properly
- Carry a sanitizer bottle

AFTER REACHING

- Do not touch the door. Ask someone to keep it open already
- Remover shoes outside
- Sanitize belongings before entering the house
- Take a bath and wear clean clothes
- Wash dirty clothes immediately

From Home to Work

At Home – Before Leaving for Work

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- First Time Training
- Locker Room / Mobile Lockers

- Start to office only if healthy
- If the employee is feeling sick, has a severe cough, is sneezing and has difficulty in breathing, stay back at home
- Take rest and consult the family doctor
- Report to Supervisor & HR&A

COVID-19
CORONA VIRUS



SYMPTOMS



COUGH



HEADACHE



FEVER

From Home to Work

At The Pick-up Point (for Company Provided Transport)

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At Home – Before Leaving for Work

At The Pick-up Point (for Company Provided Transport)

Travel in The Bus (for Company-provided Transport)

Self-Transport

Entry into The Premises

Attendance Marking

Shoes and PPE Kits

First Time Training

Locker Room / Mobile Lockers

- Maintain safe distancing
- Cover face with a mask
- Thermal screening prior to boarding – if body temperature is more than 97.2° F/37° C, the team member will be asked to go back home
- For first time entry, the Self-Declaration Form and Undertaking Form need to be submitted upon entry to the Company premises



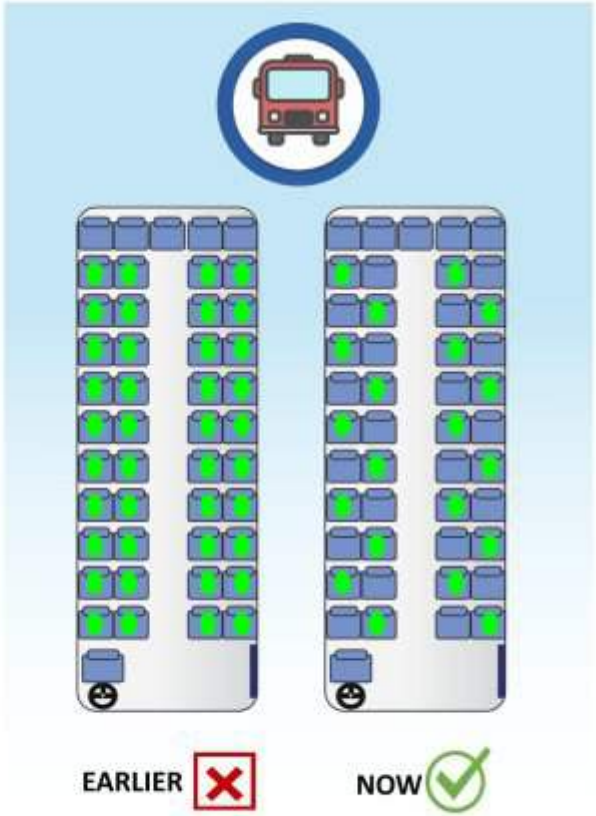
From Home to Work

Travel in The Bus (for Company-provided Transport)

FLUID CONTROLS
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- Travel in The Bus (for Company-provided Transport)
- Self-Transport
- Entry into The Premises
- Attendance Marking
- Shoes and PPE Kits
- First Time Training
- Locker Room / Mobile Lockers

- Alternate seating to ensure safe distancing
- Windows to be kept open
- Employees will mandatorily wear masks at all times





From Home to Work

Self-Transport

FLUID CONTROLS
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- At Home – Before Leaving for Work
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- Self-Transport
- Entry into The Premises
- Attendance Marking
- Shoes and PPE Kits
- First Time Training
- Locker Room / Mobile Lockers

- Check driver's health before starting from home
- Sit diagonally to the driver and maintain safe distance
- Vehicle windows to be kept open
- Travel by self – do not offer lifts to anyone
- If using a two wheeler, wear mask, helmet and gloves
- Employees will mandatorily wear masks at all times
- Temperature check before entering the Company premises





From Home to Work

Entry into The Premises

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

- At Home – Before Leaving for Work
- At The Pick-up Point (for Company Provided Transport)
- Travel in The Bus (for Company-provided Transport)
- Self-Transport
- **Entry into The Premises**
- Attendance Marking
- Shoes and PPE Kits
- First Time Training
- Locker Room / Mobile Lockers



❶ All employees shall walk through the marked pathways only and wash hands when entering into the premises

❷ Temperature screening will be done for all non-bus employees

❸ Submit the self-declaration form to security/HR&A (first time activity)





From Home to Work

Attendance Marking

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At Home – Before Leaving for Work

At The Pick-up Point (for Company Provided Transport)

Travel in The Bus (for Company-provided Transport)

Self-Transport

Entry into The Premises

Attendance Marking

Shoes and PPE Kits

First Time Training

Locker Room / Mobile Lockers

- The Face Detection system will be operational
- Safe distancing to be maintained whilst waiting – queue up in designated spaces
- Wait for 10 seconds after a person completes their attendance procedure for the next person to begin
- Mask to be removed only for the time when face scanning is underway





From Home to Work

Shoes and PPE Kits

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

- At Home – Before Leaving for Work
- At The Pick-up Point (for Company Provided Transport)
- Travel in The Bus (for Company-provided Transport)
- Self-Transport
- Entry into The Premises
- Attendance Marking
- **Shoes and PPE Kits**
- First Time Training
- Locker Room / Mobile Lockers

❶ Change shoes at the security gate. Use the safety shoes provided by the company. Put outside shoes in the locker/ bag provided with a name tag

❷ Collect individual PPE Kit (first time activity and on a designated frequency basis)

01



02



From Home to Work

First Time Training

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

At Home – Before Leaving for Work

At The Pick-up Point (for Company Provided Transport)

Travel in The Bus (for Company-provided Transport)

Self-Transport

Entry into The Premises

Attendance Marking

Shoes and PPE Kits

First Time Training

Locker Room / Mobile Lockers



- Training during First Time Entry
  - Training will be imparted to all employee about use of PPE.
  - Training will be imparted to all employees on the total protocol to be maintained at the work place and safety instructions. This is a one-time training for each individual.
- Refresher training programs will be conducted periodically

From Home to Work

Locker Room / Mobile Lockers

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

At Home – Before Leaving for Work

At The Pick-up Point (for Company Provided Transport)

Travel in The Bus (for Company-provided Transport)

Self-Transport

Entry into The Premises

Attendance Marking

Shoes and PPE Kits

First Time Training

Locker Room / Mobile Lockers



- This applies to general lockers and mobile lockers
- Maintain safe distancing while using locker room
- Only two people will be allowed inside at a time. Wait for your turn
- Clean whatever has been touched before & after use
- PPE and personal belongings can be kept in the locker
- Wash hands with soap and water or sanitize before and after exiting from the locker room

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04  **Health & Safety at Work**

05  Health & Safety at Common Touch Points

06  Health & Safety at Home

Health & Safety at Work

Morning Meeting

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

- Morning Meeting
- Inward Material Management
- Sanitization of Inward Material
- Shop Floor
- R&D Laboratory
- Working at Office
- Meetings
- Entry of Visitors

- The Morning Huddle will only involve designated Department Heads/Senior Managers
- Safe distance will be maintained during the meeting
- The meeting will be held at a pre-designated location
- Department Heads/Senior Managers will communicate decisions and activities down the line via telephone/electronic messaging



Health & Safety at Work

Inward Material Management

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

Morning Meeting

Inward Material Management

Sanitization of Inward Material

Shop Floor

R&D Laboratory

Working at Office

Meetings

Entry of Visitors

- Prior intimation **has** to be provided by vendor
- Security must sanitize their hands at regular intervals when inwarding vehicles
- Maintain safe distancing at gate entry
- Temperature checking (97.2°F/37°C) (for transporters/ drivers/ unloading labour shall be done
- Transporters will not be allowed to enter the premises without PPE's/ Masks
- Transporters' driver is not allowed to come out of vehicle until indicated
- Entry timings of vehicles for inward material are restricted
- Only one vehicle at a time (inward or outward) will be allowed into the premises
- All inward material will be treated as prescribed before being issued for processing





PRIOR INTIMATION REQUIRED

Health & Safety at Work

Sanitization of Inward Material

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Morning Meeting

Inward Material Management

Sanitization of Inward Material

Shop Floor

R&D Laboratory

Working at Office

Meetings

Entry of Visitors

- All inward material will be treated as per Company guidelines
- Inward material will be held for the prescribed period
- After the necessary prescribed precautions are taken, material will be issued for processing











Health & Safety at Work

Sanitization of Inward Material

FLUID CONTROLS®
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- Morning Meeting
- Inward Material Management
- Sanitization of Inward Material
- Shop Floor
- R&D Laboratory
- Working at Office
- Meetings
- Entry of Visitors





All incoming papers/documents will be subjected to a holding period, after which all documents will be scanned for electronic circulation







Health & Safety at Work

Shop Floor

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

- Morning Meeting
- Inward Material Management
- Sanitization of Inward Material
- Shop Floor
- R&D Laboratory
- Working at Office
- Meetings
- Entry of Visitors

- Always maintain safe distancing while at work
- Wearing of masks, gloves and PPEs is mandatory
- Follow standard operating procedures as prescribed in the Fluid Controls COVID-19 Operational Preparedness Manual
- No continuous material flow activities will be permitted and the guidelines for material flow will be followed
- No one is allowed to go to another work place/station without department head approval
- Self-sanitize the work area each day at shift beginning and shift ending
- When arriving at the work place and after leaving the work place, thoroughly clean hands with soap or hand sanitizer



Health & Safety at Work

R&D Laboratory

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

Morning Meeting

Inward Material Management

Sanitization of Inward Material

Shop Floor

R&D Laboratory

Working at Office

Meetings

Entry of Visitors

- Always maintain safe distancing while at work
- Wearing of masks, gloves and PPEs is mandatory
- Test Lab equipment will be strictly handled by one individual. Names will be assigned for each equipment and no one other than the assigned individual can handle that particular equipment
- External inspector visits will follow prescribed guidelines laid down



Health & Safety at Work

Working at Office

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

- Morning Meeting
- Inward Material Management
- Sanitization of Inward Material
- Shop Floor
- R&D Laboratory
- **Working at Office**
- Meetings
- Entry of Visitors

- Ensure safe distancing and always only use the designated seat
- Wearing of masks is mandatory
- Employees will work from their seats and avoid going to other seats
- Desk/Table to be cleaned by each individual with sanitizer before & after each shift
- The AC's will be switched off with doors open for ventilation
- If AC usage is required, it will be on fan mode only and AC's will be fitted with microfilters (Micro 95), as applicable



Health & Safety at Work

Meetings

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

Morning Meeting

Inward Material Management

Sanitization of Inward Material

Shop Floor

R&D Laboratory

Working at Office

Meetings

Entry of Visitors

- Minimize meetings or gathering of people
- At any time, no more than 4 people can gather at pre-designated locations in the plant
- Virtual meetings to be conducted internally and with external partners (customers, vendors) as far as possible





Health & Safety at Work

Entry of Visitors

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Morning Meeting

Inward Material Management

Sanitization of Inward Material

Shop Floor

R&D Laboratory

Working at Office

Meetings

Entry of Visitors

- Visitor entry is discouraged and will be allowed only with prior permission from the Site Controller
- All permitted visitors/contractors/vendors/inspectors have to wear masks and PPE. Shoe covers will be provided to all visitors
- Checking body temperature is mandatory. If found sick, the visitor will not be allowed into the premises
- Visitors will provide a self-declaration at point of entry





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05  Health & Safety at Common Touch Points (CPTs)

06  Health & Safety at Home

Health & Safety at CPTs

Frequent Cleaning / Sanitization of Premises

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Frequent Cleaning / Sanitization of Premises

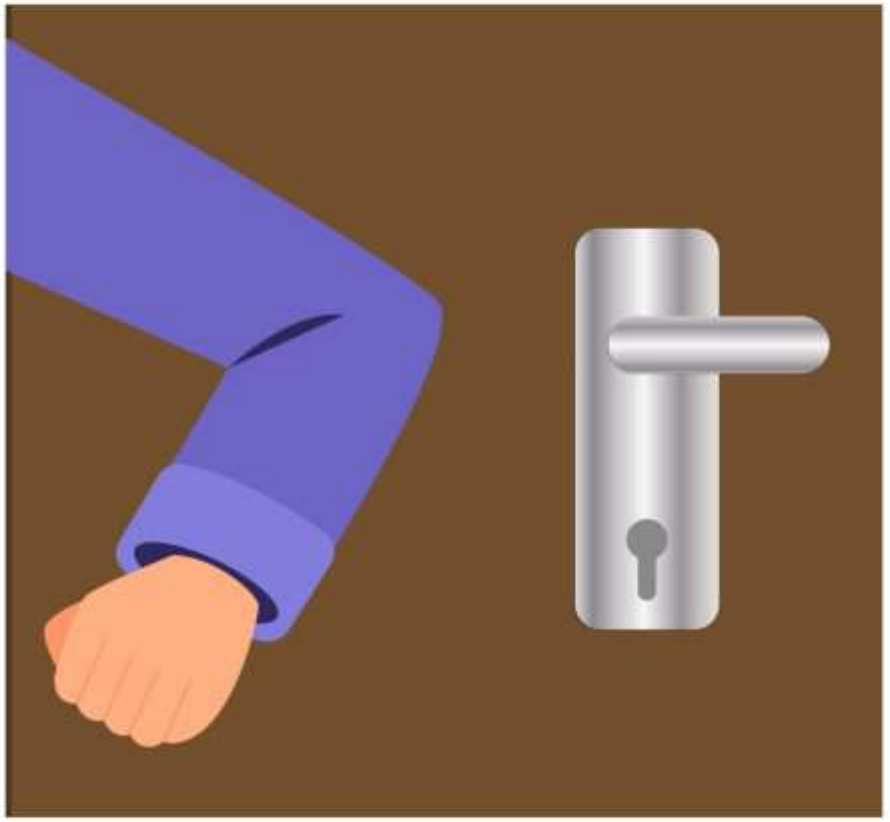
Refreshments & Lunch

Personal Garbage

Vehicle Disinfection

Restroom Usage

- All common touch points will be sanitized using alcohol-based sanitizer on a pre-determined frequency basis
- Restrooms will be cleaned on an hourly frequency
- After each shift, the entire premises will be sprayed and sanitized









Health & Safety at CPTs

Refreshments & Lunch

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

- Frequent Cleaning / Sanitization of Premises
- **Refreshments & Lunch**
- Personal Garbage
- Vehicle Disinfection
- Restroom Usage



Tea Service

- Tea will be served in paper cups at a central location at each department
- Individuals have to collect their tea (whilst maintaining safe distancing norms) and return to their place of work

Lunch

- All individuals will bring their own food for lunch / snacks
- No washing of any utensils will be permitted
- Any individual ordering a tiffin will have to seek prior permission. External tiffins will be allowed only in disposable form





Water

- Each individual will bring one bottle of water from their residence
- Refills of sealed mineral water bottles will be provided

Health & Safety at CPTs

Personal Garbage

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Frequent Cleaning / Sanitization of Premises

Refreshments & Lunch

Personal Garbage

Vehicle Disinfection

Restroom Usage

Desk-Based Employees

- Every individual at a desk will be responsible for their garbage bin and will be provided with garbage bin liners
- At the start of each day, they will line their bin. At the end of each day, the individual will remove their garbage, tie up the liner and dispose it in the main HazMat bins



Shop Floor/Non-Desk Based Employees

- All trash/refuse will be thrown in the Hazmat bins
- Bins will be placed at designated locations across the plant.



Health & Safety at CPTs

Vehicle Disinfection

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Frequent Cleaning / Sanitization of Premises

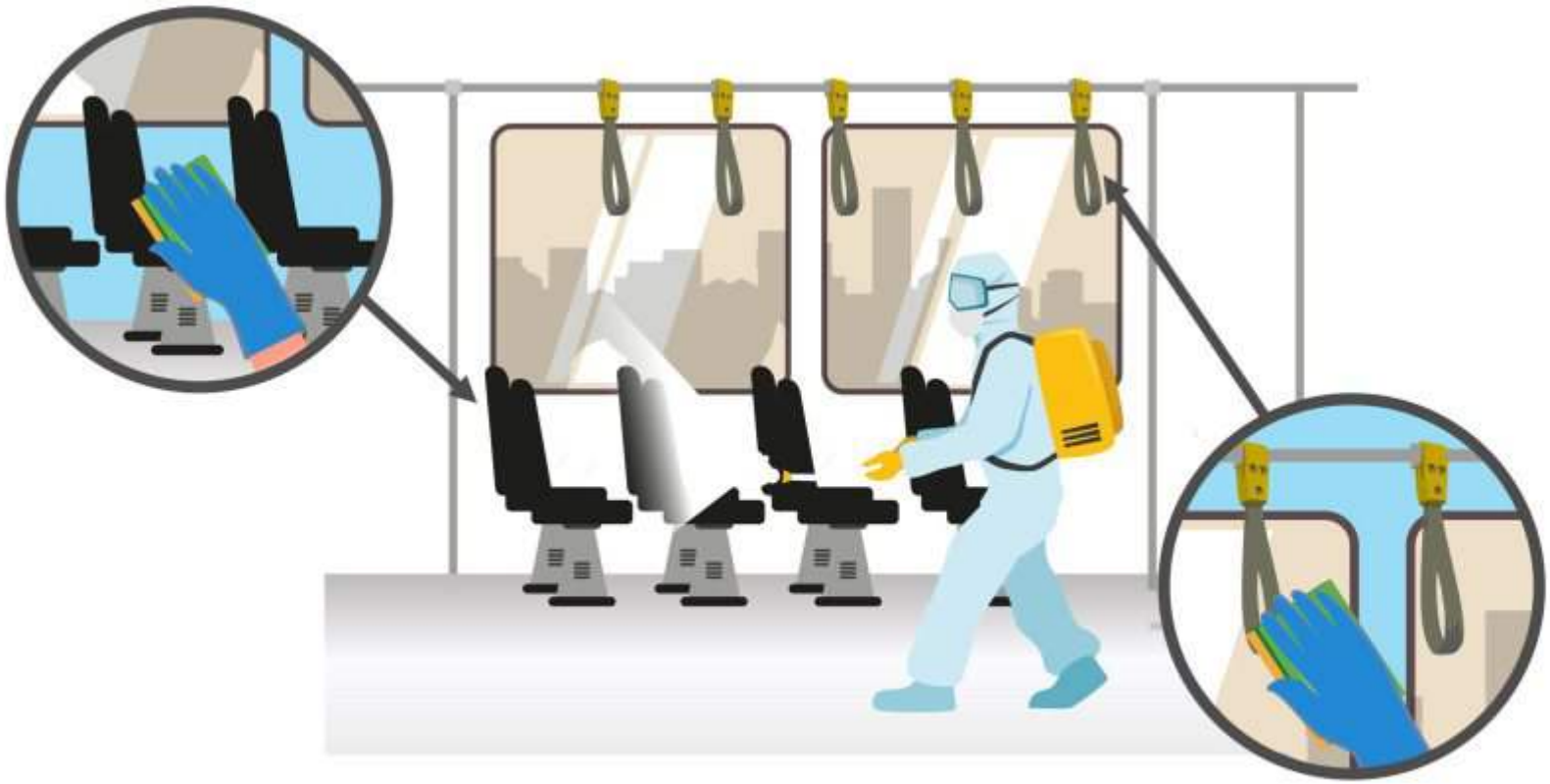
Refreshments & Lunch

Personal Garbage

Vehicle Disinfection

Restroom Usage

- PPEs to be worn by the cleaning staff
- Floor washing & dust cleaning
- Disinfecting done before and after each shift



Health & Safety at CPTs

Restroom Usage

FLUID CONTROLS®
STAYING SAFE. EVERYDAY.

Frequent Cleaning / Sanitization of Premises

Refreshments & Lunch

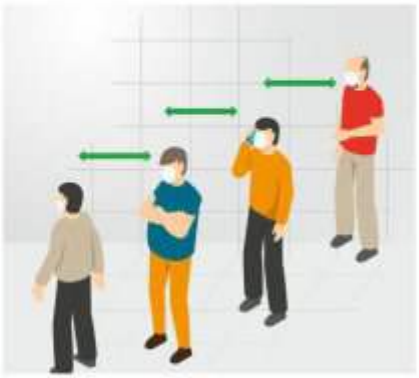
Personal Garbage

Vehicle Disinfection

Restroom Usage



1. WHILST ENTERING



2. WAITING FOR URINALS



3. USING URINALS



4. AFTER USING URINALS & COMMODES

- Entry and exit from restrooms using leg/elbow or hand+paper
- Maximum three people in the toilet space at one time
- Usage of alternate urinals, wait for turn
- Clean hands, taps used before and after use with sanitizer
- Restrooms will be cleaned on an hourly frequency by housekeeping, who will wear prescribed PPE's





5. WHILST COMING OUT FROM TOILET

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Health & Safety at Home

Symptoms of COVID-19

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Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points

- Have a clear understanding of the COVID-19 symptoms
- Be vigilant with self and family member
- Ensure there is a thermometer at home
- If any symptoms are detected in any family member, call the local medical practitioner or reach out on the numbers provided by the local government



Health & Safety at Home

Hand Washing Guidelines

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Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points

- Washing hands with soap and water is the best way to get rid of germs in most situations
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol
- Duration of the entire procedure: 40-60 seconds



Source: https://www.who.int/gpsc/5may/resources/posters/en/

Health & Safety at Home

Wearing of Masks

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points













- Wearing of a mask is mandatory at all times
- The Company will provide masks to all employees and impart training on how to wear a mask



Health & Safety at Home

Ventilation

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

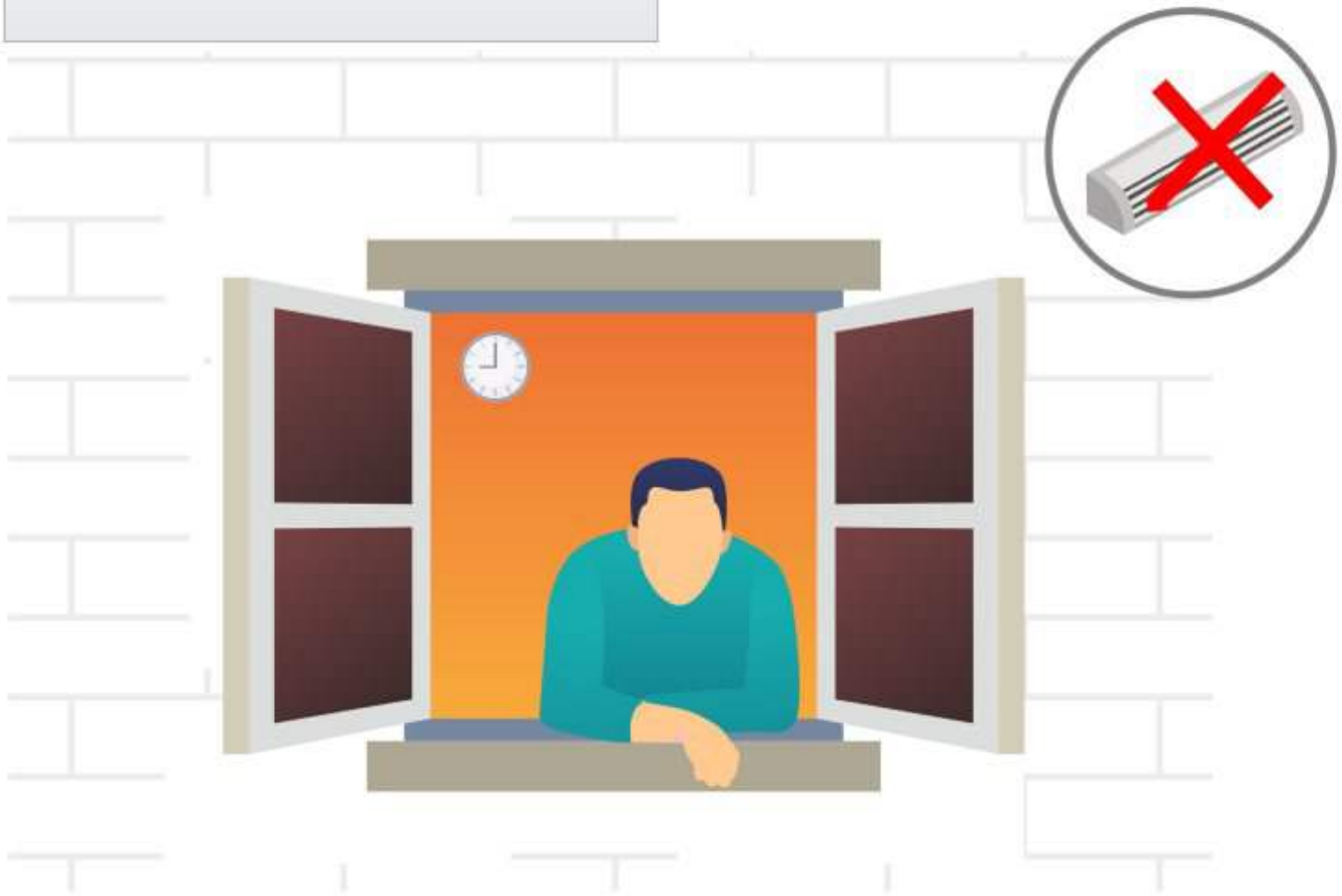
Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points

- Increase ventilation by opening the windows at least twice a day for at least an hour
- Avoid using air-conditioning



Health & Safety at Home

Lifts / Staircases

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points

If using a lift:

- Wear a mask at all times
- To press any buttons, use tissue/gloves/elbow. Dispose off tissue/gloves responsibly. Avoid touching the elbow and wash the area as soon as possible
- Do not lean against the sides of the lift





If using the staircase:

- Wear a mask at all times
- Do not touch the railings
- Do not lean against the walls or take support of the walls

Health & Safety at Home

Care of Family Members

FLUID CONTROLS
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Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care of Family Members

Emergency Contact Points

If someone in the neighborhood is a CONFIRMED case

- Go out only when necessary
- Wear a mask properly when going out
- Wash hands or take a bathe after returning home
- Report to the relevant authorities in case of close contact with the confirmed case person





If there are children at home

- Don't let children go outside
- Disinfect/Sanitize toys regularly
- Do not blow on baby food and keep their utensils separate
- Wash hands and bathe before greeting/playing with children after coming home

If there are elderly at Home

- Limit their daily activities and don't let them go outside
- Keep them warm and monitor their health regularly
- Keep a close watch on senior citizens with chronic health conditions
- Inform the relevant authorities if you see any change in their health



Health & Safety at Home

Helpline Numbers and Emergency Contact Points

FLUID CONTROLS
STAYING SAFE. EVERYDAY.

Symptoms of COVID-19

Hand Washing Guidelines

Wearing of Masks

Ventilation

Lifts / Staircases

Care Of Family Members

Emergency Contact Points

COVID-19 TOLL FREE NUMBER	
Central Govt. Ministry of Health & Family Welfare's 24X7 Covid-19 Toll Free Number	011-23978046, 020-26127394
Maharashtra Helpline Number	020-26127394
Helpline Email ID	ncov2019@gmail.com

HOSPITALS	
Sanjeevani Hospital, Chakan	095795 50550
Sanjeevani Hospital, Talawade	09766639637
Ycm Hospital	020-67332555
Ambulance	102/108

IMPORTANT LINKS	
Ministry of Home Affairs	https://www.mha.gov.in
Ministry of Health & Family Welfare	https://www.mohfw.gov.in
Government of Maharashtra	https://www.maharashtra.gov.in
Mumbai Mahanagar Palika	https://portal.mcgm.gov.in
Pune Division	https://www.pmc.gov.in

Please speak to Fluid Controls Management / Core Team for any information requests / queries / copies of circulars.



FLUID CONTROLS®

ENGINEERING CONNECTIONS EVERYDAY

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