



KIOCL LIMITED

Panambur, Mangaluru.

Human Resource & Admn. Dept. **COVID-19 Pandemic - (Variant of Concern – ‘Omicron’)**

Initiatives/Actions and preventive health measures undertaken as per Govt. Guidelines.

Various Initiatives and Actions are being undertaken and adopted preventive health measures and Govt. guidelines, at KIOCL Ltd., Panambur, Mangaluru Unit, to contain further spreading of COVID-19 Pandemic (**Variant of Concern – ‘Omicron’**), in the areas.

- * The entry of all Representatives/Suppliers/Vendors etc., to KIOCL's Pellet Plant Unit and Blast Furnace Unit, Panambur, Mangaluru, are being restricted. However, in unavoidable case, they will be allowed inside the Plant premises with the approval of General Managers/Jt. General Managers, depending upon the urgency/necessity, following all COVID directives.
- * The entry of outsiders are restricted at KIOCL Township areas. CISF personnel are posted at KIOCL Entrance main gate area, in A and B shifts, in this regard, on regular basis, to regulate the entry of outsiders inside KIOCL township areas as well as to control frequent movement of township residents.
- * The Contractor Labourers, outside Representatives/Suppliers/Vendors are being allowed inside the Plant Units at Panambur, Mangalore and KIOCL Township, Kavour, after ensuring that they have undergone 1st & 2nd doses of COVID vaccination.
- * All employees to undergo Temperature Mapping & Alerting system regularly, when they report for duty in different shifts, at PPU main entrance gate, Panambur, Mangaluru. As regards, Contract Workers, their temperatures are being checked regularly with the help of Infrared Thermo Scanner units at PPU main entrance gate, Panambur, Mangaluru. At BFU, Infrared Thermo Scanner units are being used, for regular temperature checking of all employees and workmen, at main entrance of BFU, Panambur, Mangaluru. With this system, the temperature of all employees and workmen, can be identified immediately and needful action done, in case of any necessity.
- * Ensuring that there is no gathering of employees and Contract Labourers, at Main Gates, at Plant areas as well as Canteen premises/areas, of PPU and BFU, Panambur, Mangaluru, and also at KIOCL Township areas, Kavour, Mangaluru, at any time.
- * Two doses COVID Vaccines have been provided to all Employees, CISF (including their dependents) and also Contract labours, above 18 years of age, at our Plant and Township facilities, Mangaluru, in order to contain the spreading of COVID-19 Pandemic in the areas.
- * The Employees/Contract Workers, working in different shifts, are being engaged on staggered working hours at PPU and BFU, Panambur, Mangaluru. Also, introduced staggered Canteen timings are for availing Lunch, breakfast, evening snacks and night meals etc. following social distance measures strictly.

- * All COVID-19 protocols are being implemented strictly and compulsorily at Plant and Township areas viz; social distancing, wearing of face-masks, usage of Sanitizers, proper area hygiene, spraying of disinfectants etc, on regular and continuous basis.
- * COVID Monitoring Committee is formed, for inspection/observation of the areas of KIOCL Ltd., at Mangalore unit to protect against COVID-19 Variant of Concern - Omicron. To support the COVID Monitoring Committee, a COVID Volunteers Team is also formed, who will assist the Monitoring Committee and also extend necessary voluntary support and cooperation, to COVID positive persons and/or COVID Primary Contact persons, as and when necessary, as per direction of COVID Monitoring Committee, in the areas.
- * Arrangements to conduct necessary RT-PCR tests for employees and their residents, including CISF, whenever they are noticed with cough & fever, and monitoring them further for 07 days with isolation, if required.
- * Awareness programmes as a preventive health measure to avoid spreading of COVID-19 (Variant of concern - Omicron) are being conducted for the benefit of all Employees, CISF Personnel, Contractors and their Labours at Pellet Plant Unit & Blast Furnace Unit and also at KIOCL Township, Kavour, through District Health Officials, Mangaluru, as well as other Health Authorities/Agencies, Mangaluru, on regular basis.
- * Circulars are being issued, requesting all the employees, CISF personnel and Contract labours to follow the preventive health procedures strictly as per the Government guidelines and to co-operate in containing the spreading of COVID-19 Pandemic, in the areas.
- * Employees and their dependents have been advised to refrain from performing travel to outside Places, so as to reduce the risk of exposures at outside areas/places.
- * Preventive health measures are being implemented in Office premises like Thermal Screening/testing of temperature of all employees at the entrance, providing masks to employees and CISF personnel & usage of Sanitizers, restriction on entry of visitors, massive awareness campaigns, using visual communication like display of Banners, Posters, Hoardings, electronic boards etc. at different offices and Plant premises at Mangalore units regularly.
- * Public Announcements are being made at Plant units and at KIOCL Township areas, on regular basis, on COVID-19 Pandemic and its effect and various preventive health measures thereof, for good health and well-being of employees and residents.
- * All employees and Contract labours have been advised to take care of their own health and whenever they feel un-well, they should leave the work-place immediately after informing their Reporting officers for immediate medical treatment. Also, they are advised to take care of their dependents and incase of any health problems noticed in them, they are instructed to avail necessary medical assistance from Health Centre at KIOCL Township, Kavour, Mangaluru.
- * All Educational, Cultural and Social Activities, Sports & games, Gym, Yoga, Music classes etc., have been stopped, as a preventive health measure to COVID-19 Pandemic.

- * Observe good personal hygiene and practice frequent hand-washing with soap, apply hand sanitizer etc. Alcohol based Sanitizer and sufficient Soap solution are being provided to all the Departments, Canteens and Washing areas at Mangaluru Unit.
- * Posters, hand-bills indicating **Do's** and **Don'ts**, with regard to protecting self and others from getting sick, being displayed/distributed at all Departments, Main Entrance Gate, KIOCL Township Entrance/areas and at other nearby places.
- * All Canteen Staff have been strictly advised to wear Hand-gloves, Head-gears and Masks compulsorily during the time of serving Canteen food items, at different staggered timings and maintain/practice hygienic atmosphere strictly and at all times. Placing Fibre wall/stand (removable) to all dining tables at our Canteens.
- * Ensuring sufficient and continuous availability of Sanitizer and/or Soap water for hand-washing of employees and/or Contract Labourers, before availing Canteen facilities. Canteen premises are thoroughly cleaned and washed regularly with soap solutions and also spraying of disinfectants periodically, so as to keep the Canteen in good hygienic condition.
- * Meetings/discussions being conducted through Video Conference/ON-LINE. Restriction in use of Air-conditioner units, instead, doors and windows of Rooms and Office premises are being kept open, for free air circulation.
- * Separate quarters/residences have been ear-marked at KIOCL township areas, for isolating the COVID positive persons and also Primary Contact persons in case of contact with COVID positive persons, if any.
- * COVID-19 Booster dose vaccination has been organised for CISF personnel and COVID Warriors/Volunteers (employees of KIOCL Ltd.), who are eligible for vaccination, so as to enable them to attend frontline duties with respect to COVID-19 Variant of Concern – OMICRON. Booster dose vaccination for other eligible employees/dependents and Contract Workers are organised periodically.
- * All employees and Contract Labourers including Canteen Workers are being advised to comply with all necessary directives and guidelines, issued with regard to COVID-19 Pandemic (**Variant of Concern – 'Omicron'**), from time to time, compulsorily and regularly.

KUDREMUKH



(S. MURGESH)

Senior Manager (HR & Admn.)

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