

TPSODL

TP SOUTHERN ODISHA DISTRIBUTION LIMITED



Safety suggested Precautions against COVID-19

“My Family, My Responsibility”

All efforts are being made to prevent the spread of COVID-19 virus. However, until we get complete control over the situation, it is important that we make some changes to our lifestyle. Going beyond the use of masks, maintaining physical distancing, and use of sanitizers, it is now necessary to adopt some changes in our personal, familial and public lives.

It is important to adopt all of these measures as part of your lifestyle. All need to comply with all measures and cooperate with the government/Company to get effective control over the pandemic

COVID 19 : Crisis Management



COVID-19 Management through SOPs



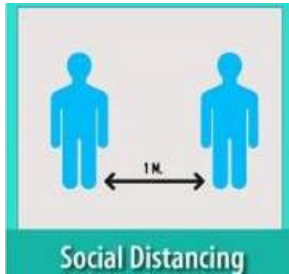
Serving Nation during challenging times with care

General Precautions



The three-pronged approach to taking preventive precautions in personal, family, and public life is as follows:

- 1) Maintain safe distance, of at least 2 meters between each other.
- 2) Use masks regularly and properly.
- 3) Wash your hands frequently and use sanitizer properly.



Guidelines for Individual



1. Maintain Personal Log: maintain a list of persons with whom you have come in contact within 1-meter distance during the day along with time of contact.
2. Please note down all the places you visited during the day and at what time, for what activity. This should include all the places in office and outside if you would have stepped out due to some reason.
3. Measure body temperature, oxygen level every morning. This is essential for monitoring health.
4. Do not touch your face or mask often.
5. Carry a bottle of sanitizer and use it as and when needed.
6. Reusable masks should be washed daily using a sanitizer.
7. Do not share masks.
8. Do not look directly at each other's faces while talking.
9. Include nutritious and vitamin rich food in your diet
10. Avoid talking while having food.

11. Include more vegetables, vitamin and protein rich food in the meal.
12. Have adequate food, adequate sleep and practice exercises/yoga/pranayama etc. to build immunity.
13. Always wear a mask while driving or travelling in a vehicle. Talking to traffic police or other citizens without wearing a mask increases the risk of infection. Therefore, it is always important to wear a mask while travelling.
14. Avoid confined environment. Also avoid crowding and close contact with others.
15. Make sure there are less people, and at a safe distance while walking/running.
16. Do not spit in public places
17. Take a bath and wash your clothes when you return home from office/outdoors.
18. Avoid visiting areas / cities / states / countries where COVID-19 is spreading rapidly.

1. Always carry an oximeter to measure oxygen levels. The oxygen level of each member of the family should be checked at regular intervals and accurate records should be maintained.
2. Carry a thermometer / thermal screening gun.
3. Special attention should be paid towards the health of children and senior citizens in the family.
4. Ensure that members of the family who have co-morbidity take medication regularly and maintain their immunity.
5. Sit beside each other instead of facing each other while having food with the family.
6. As far as possible, only one member of the family should go out for work, taking all precautions.
7. All members of the family should wear clean clothes every day. Do not reuse unwashed clothes.
8. Personal items such as mobile phones should not be exchanged among family members. Ensure that even such items remain clean.
9. Vegetables, fruits etc. brought from the market should be cleaned before using.

- 10.If the parcel ordered online / from outside contains nonperishable items, don't open the parcel for at least a day. Spray sanitizer on it and open it the next day.
- 11.Floors, kitchens, toilets etc. should be cleaned regularly using disinfectants.
- 12.Indian-style toilets should be kept clean and the lid on western-style toilets should be shut before flushing.
- 13.Avoid meeting relatives, friends etc.
- 14.Family events and parties should be avoided. If the event is unavoidable, it should be organized following guidelines set by the Government and all necessary measures should be taken.

1. It should be mandatory for everyone to wear a mask while working in a society.
2. Everyone should use sanitizer, mask and gloves when leaving the house.
3. Children and senior citizens in the society should not step out of the house unless absolutely necessary.
4. Avoid using the common rooms in societies.
5. Avoid touching door handles, hand railings, elevators, benches, in the society and parking lots.
6. Keep a paper in hand while using the elevator. These pieces of paper should be disposed off immediately after use.
7. On returning home from the society/colony, wash your hands thoroughly with sanitizer/soap before touching anything.
8. No one from outsider should be given direct access.
9. Ensure that temperature checking, oxygen testing, hand washing facilities are available for helpers, drivers, waste collectors, cleaners etc.

10. Arrangements should be made to keep ordered parcels in a safe place at the entrance of the society instead of receiving the order directly at home. Sanitize the parcel before taking it home. If possible,
11. leave the parcel in the open for a few hours and then take it home.
12. Vehicles should be sanitized before leaving the society.
13. Display important contact numbers like nearby Municipal Health Center, Hospitals, Ward Control Room (Ward War Room), etc. in the society premises.

1. Maintain silence while travelling by public transport. Do not talk to fellow passengers unless necessary.
2. It is best to use face shield along with a mask.
3. Only one person should be seated on a seat while travelling by public transport.
4. Avoid travelling in crowded vehicles.
5. Do not touch the doors or handles of the vehicle as far as possible. Apply sanitizer on the handles/doors before and after getting out of the vehicle.
6. Private two-wheelers/four-wheelers should be preferred for travelling. Do not carry passengers if not necessary.

1. The head of the office / office in-charge should design the office in such a way that there is safe distance between all employees.
2. Employees should be called to office alternately and as needed. Working hours should be divided.
3. Equipment's to check body temperature and oxygen level, sanitizers etc. should be available to all.
4. Use video conferencing system for meetings.
5. Digital methods should be adopted to minimize human contact.
6. Keep the windows open to make way for fresh air. Avoid the use of air conditioning systems.
7. Office work tours should be avoided unless absolutely necessary.
8. Preference should be given to working from home.
9. Commute to work by two-wheeler or on foot if possible
10. Travel in less crowded hours.

11. Use a mask in the office, sit at a safe distance from others, use sanitizer, wash hands frequently in the office.
12. Use a mask and sit at a safe distance while attending meetings in offices.
13. Maintain safe distance while interacting with visitors.
14. Remind colleagues to measure body temperature, oxygen level etc.
15. Avoid sitting together to eat in the office.
16. Elevators should be used sparingly in office. Not more than a handful of people should be allowed to use the elevator, standing in opposite directions. Use pieces of paper to press elevator buttons.

Self Health Check



- Self Examine at home before starting to work
- With above symptoms stay back at home and consult doctor

Using pool cars



- Maintain Social Distancing
- Driver plus two passengers allowed in vehicle
- Body Temperature record of driver

Traveling in Bus



- Zig-zag/alternative seating practice in bus
- Avoid touching any other surfaces like window, seat, railing, etc.

- Avoid public transport as far as possible
- Staggered timings to be followed to avoid over-crowding at entry point
- Cleaning & Sanitization of vehicles after every trip and deep cleaning at least once in every 2 days must be ensured.

Monitoring of Body Temperature



- As per the normal procedure temperature was being recorded by pointing Thermal Gun on the forehead from a shorter distance
- Thermal gun records the body temperature by using infrared rays, due to frequent scanning it may damage sensitive parts around the brain.
- The safest way to monitor the temperature by scanning wrist or elbow.

Before



After



Entry

Show Aaroyga Setu App
to Security



Entry & Exit

DON'TS

 Entry without Temperature Monitoring



 Crowding at entry/exit points



 Open Turnstile gate with hands while crossing



 No sanitisation at entry/exit points



 Biometric readers for attendance



DO'S

 Temperature Monitoring of all stakeholders



 Floor Marking social distancing



 Use body to manoeuvre Turnstile



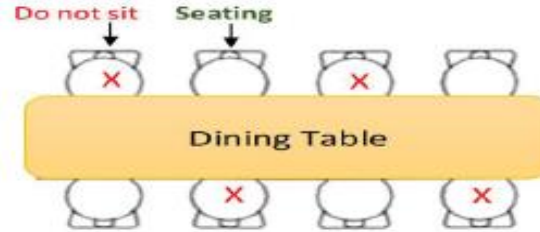
 Compulsory sanitisation at entry/exit points



 RFID card for attendance



Canteen



- Maintain distancing protocols
- Sit in alternative seats
- Disposable cutlery should be used
- No raw and cut food items
- Home packed food & personal water bottles are encouraged

Service Area



- Dedicated identified personnel for each service area
- Own tools which are sanitized before and after every use
- All non-essential maintenance activities should be deferred as far as possible

Office work



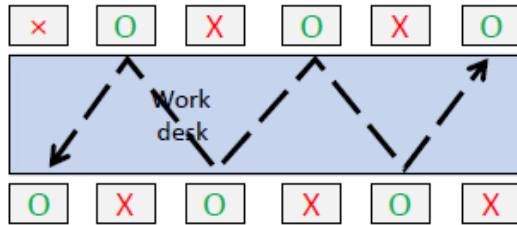
No Personal Meetings



Virtual Meetings - MS Team



Use speaker of telephone



Alternate Seating



Avoid shared printers



Discourage using ACs

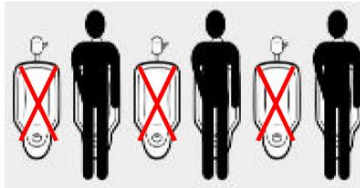
Toilets

1. While Entering Toilet



Open the door using your leg/elbow/arm (Don't use palm)

2. While Using Toilet



Use alternative urinals to maintain social distance

2,1. Waiting for Urinal



Maintain Social distance
Do not enter if crowded

3. While Using Commodes



1. Wash with water before and after usage
2. Wipe off commode seat using tissue paper

4. After Using Urinals & Commodes



Wash your hands with soap water

4,1. Waiting for Washing



Maintain Social distance

5. While Coming out from Toilet



Open the door using your leg/elbow/arm (Don't use palm)



- Avoid physical contact between different groups/departments.
- For common areas, the frequency of cleaning and sanitization should be increased
- All materials used should be disinfected while shifting it from stores/warehouse
- Cleaning procedures for telephones, door handles, computer screens, railings, chairs, tabletops, etc.
- 'Deep Cleaning' procedures should be established for critical areas

Reaching back to home

1



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Give a call just before reaching home for the door to be kept open

2



Push the door with your leg/elbow, if opening with a key

3



Keep your belongings like car keys, mobile, spectacles, etc. in a box

4



Directly enter the bathroom without touching anywhere

5



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Dispose/wash your face-cover safely

6



Soak all your clothes in detergent water

7



Take a head-to-toe bath with soap

8



Dry your washed clothes outside/in the balcony

9



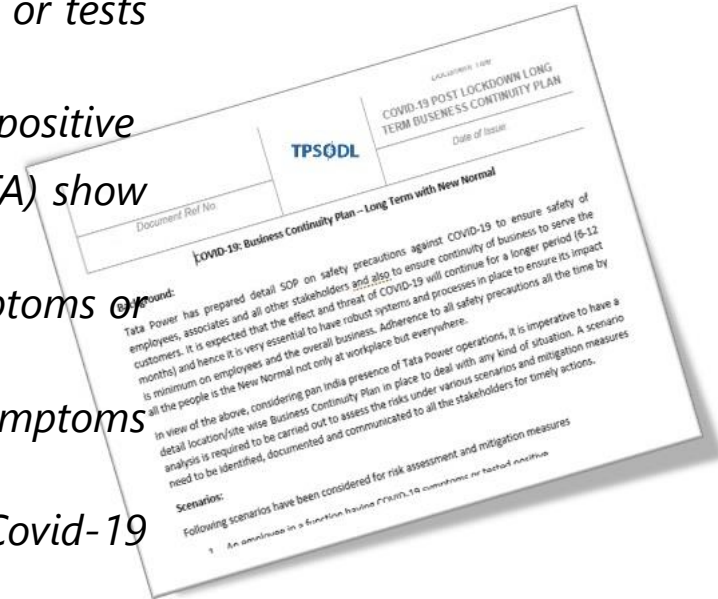
Disinfect your belongings by rubbing alcohol and wash hands with soap water

Business Continuity Plan (BCP):



Business Continuity Plan (BCP): Various Scenarios Considered

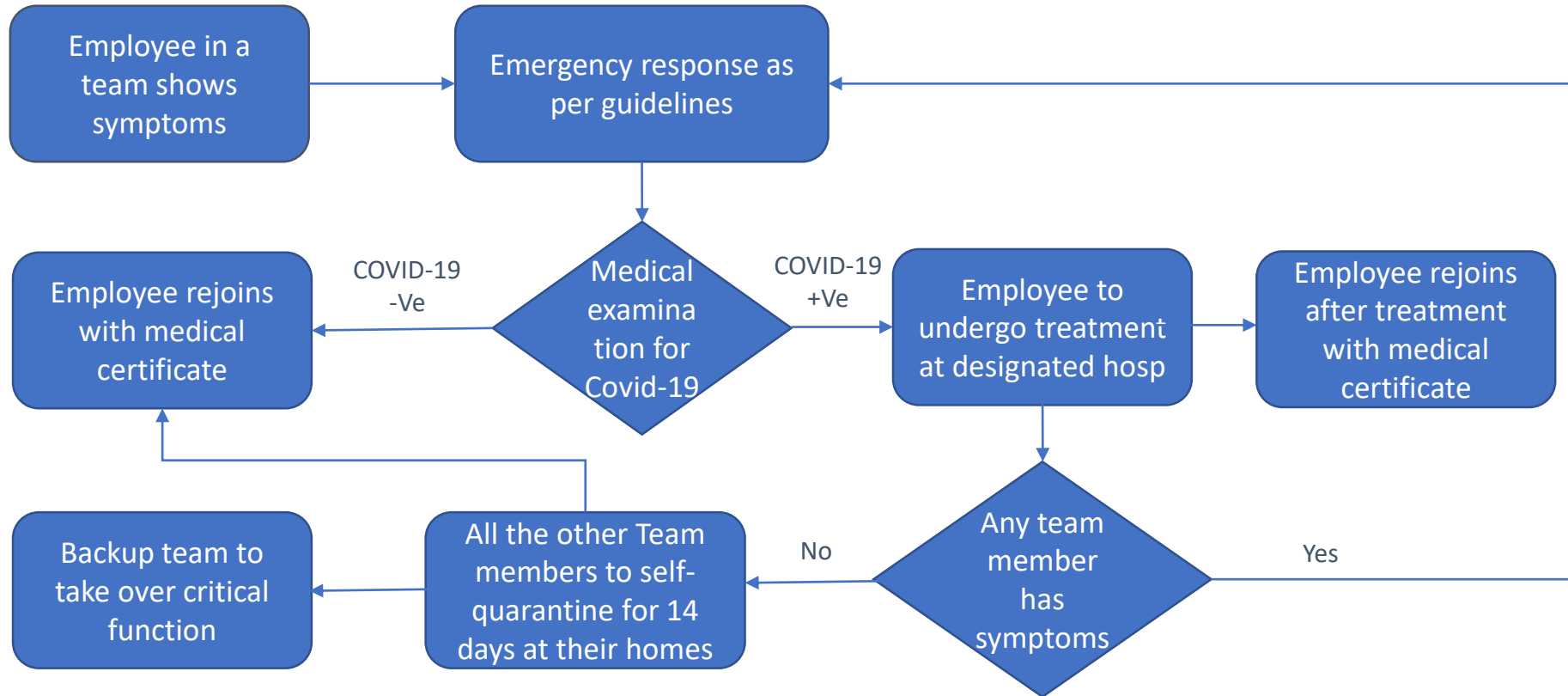
1. *An employee in a team (as per ROTA) shows symptoms or tests positive for COVID-19*
2. *An employee's family member shows symptoms or tests positive*
3. *More than one employees from same team (as per ROTA) show symptoms or test positive*
4. *One or more employees from both the teams show symptoms or tested positive*
5. *An associate employee from critical function shows symptoms or tests positive*
6. *Critical location of operation got infected due to Covid-19 positive case*
7. *New-normal Long-term business continuity preparedness with an exhaustive plan having 15 different scenarios identified*



BCP for a Scenario – Example



An employee in a team (as per ROTA) shows symptoms or tests +ve for COVID-19:



A. Post recovery covid-19 Problems:

1. PHYSICAL SYMPTOMS: Fatigue, Tiredness, Breathlessness.
2. Dizziness, headaches, diminished cognitive abilities like lack of concentration, memory recall and recognition and brain fog (thinking clearly) are likely to show up.
3. Psychological – Anxiety, Restlessness, Insomnia [Due to time spent in ICU/Hospital].

B. Strategy for Managing Post recovery:

1. DEEP BREATHING EXERCISES – For increasing Lung capacity, YOGA
2. EXERCISE --SLOW WALKING IN OPEN SPACES. Walking – during the recovery period person should walk to improve their overall conditioning.
3. Walking : Week 1: 5 minutes, 5 times per day ,Week 2: 10 minutes, 3 times per day ,Week 3: 15 minutes, 2 times per day
4. Positioning – Spending many hours on your back

B. Strategy for Managing Post recovery:

3. Avoid strenuous exercise like running, Jogging and Tread mill.
4. BRAIN EXERCISES: Start new activities or hobbies that stimulate the brain, like puzzles, word games, number games, memory exercises and reading. Start with exercises which are achievable, and gradually challenge yourself to increase acuity.
5. ADJUST EXPECTATIONS: It's quite natural for memory and concentration issues to come up after being unwell. Take your time, give your mind and body a chance to recuperate.
6. ADEQUATE HYDRATION.
7. COUNSELLING –For psychological issues.
10. Antioxidants, Vitamins – Zinc, Vit C, Vit D –to increase immunity.
11. MEDICATION – Aspirin, Statins if advised, under medical supervision.
12. GOOD NUTRITION.

B. At the level of community:

1. Recovered individuals to share their positive experiences with their friends and relatives using social media, community leaders, opinion leaders, religious leaders for creating awareness, dispelling myths and stigma.
2. Take support of community-based self-help groups, civil society organizations, and qualified professionals for recovery and rehabilitation process (medical, social, occupational, livelihood).
3. Seek psycho-social support from peers, community health workers, counsellor. If required seek mental health support service.
4. Participate in group sessions of Yoga, Meditation etc. while taking all due precautions like physical distancing..

Promoting AYUSH medicine (to be prescribed only by practioners permitted under law for prescribing the medicine/therapy/under specific stream)

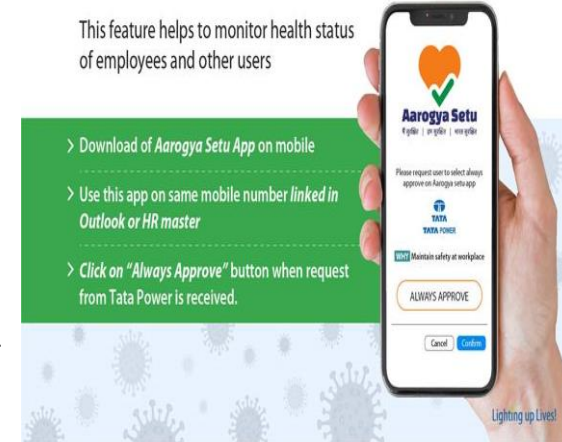
1. Aayush Kwath (150 ml; 1 cup) daily, Samshamani vati twice a day 500 mg (1gm per day) or Giloy powder 1 -3 grams with lukewarm water for 15 days,
2. Ashwagandha 500 mg twice a day (1 gm per day) or Ashwagandha powder 1-3 grams twice daily for 15 days and Amla fruit one daily/Amla powder 1-3 grams once daily.
3. Mulethi powder (in case of dry cough) 1- 3 gram with lukewarm water twice daily
4. Warm Milk with ½ teaspoonful Haldi in (morning/evening)
5. Gargling with turmeric and salt
6. Chyawanprash 1 teaspoonful (5 mg) once daily in morning (as per directions from Vaidya)

It is also suggested by the Ministry of AYUSH that the use of Chyawanprash in the morning (1 teaspoonful) with lukewarm water/milk is highly recommended (under the direction of Registered Ayurveda physician) as in the clinical practice Chyawanprash is believed to be effective in post-recovery period.

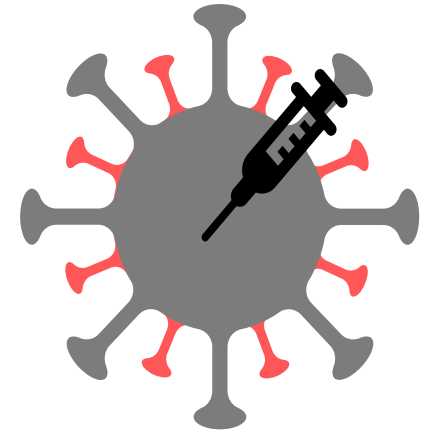
- ✓ Aarogya Setu's Open API feature helps organizations to get health status of staff and other users.
- ✓ Open API features enabled at Tata Power in the month of August and pilot project was successfully completed at Head office Carnac.
- ✓ Subsequently, Aarogya Setu open API is launched across other offices and awareness session conducted to educate employees about its download and usage
- ✓ Weekly hit records are reviewed in COVID-19 Apex response call meeting with senior leadership team
- ✓ With this feature enablement supersedes self declaration in the form of web online / offline submission practice which had been establishment at initial stage of COVID-19 SOP implementation
- ✓ Open API Features are ,
 - The data on test carried out on a person is received by Arogya Setu and used to determine safe or unsafe.
 - All contact numbers are tracked by the APP. These numbers, those who have downloaded Arogya Setu, with their Bluetooth on, will exchange information with all mobiles in vicinity.
 - The positive cases will have red status in the mobile, as long as they are positive.
 - All numbers registered in the respective mobile, and those having exchanged data, will be verified, for ever being COVID positive, having been in any degree of contact or having crossed each other knowingly or unknowingly.

Now Launched **Open API Service** in Aarogya Setu Application at **Tata Power**

This feature helps to monitor health status
of employees and other users



- ✍ COVID Vaccination program in India was launched on 16th January 2021 for healthcare and frontline worker in first phase.
- ✍ On 1st March 2021, Second Phase vaccination program has been launched for senior citizens and 45+ age people with comorbidities
- ✍ On 1st April , India has launched the third phase of its vaccination drive above the age of 45.
- ✍ At TPSODL, all health care workers (Doctors / medical staffs) are vaccinated across all divisions and businesses. Tata power has received approval from the Mumbai government authorities to register employees in Mumbai for vaccination. Vaccination started from 22nd March.
- ✍ As per Odisha Government it also mandate of Vaccination for front line workers, TPSODL Employees
- ✍ Employee's vaccination status is being monitoring by Chief Medical Officer (CMO) on Aarogya Setu Open API service platform .
- ✍ India's total vaccination as on 16th April : 11,72,23,509 (1st Dose : 10,23,49,255 and 2nd Dose: 1,48,74,254) as on 16-April-21.



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Thank You!