

CIRCULAR

To
All HODs and Concerned

08th June 2020

Subject: PROCEDURE OF HANDLING COVID-19 IN THE PLANT PREMISES

1. Visitors/Suppliers/Contractors are strictly restricted for some time.
2. Respective HODs are hereby informed to take daily report from their concerned shift supervisors/Shift Incharges/ Incharges of their departments about the movements of their employees and their contract employees during leaves/Holidays/after office hours.
3. Employees/Contract employees not to travel any places like Native places, Out Stations, etc.. for Marriages/Functions/Funerals/etc.. Unless it is so necessary/emergency/unavoidable.
4. Employees/contract employees' leaves are to be informed in advance and to take the prior sanction from HOD and HR compulsorily.
5. Any kind of gathering in the plant by employees/contract employees is strictly prohibited and physical distancing and wearing masks is made compulsory. Concerned HODs to ensure the practice in their respective departments.
6. No NEW gate pass to be issued to the contract employees. Already enrolled contract workmen to utilize and bringing new workmen as alternate in place of absent workmen is strictly restricted. Departments to manage with the existing/already enrolled contract workmen only.
7. Truck drivers belongs to iron ore movement/dispatch vehicle, etc.. to enter with nose masks compulsorily. Not to allow them to roam anywhere inside the plant. Concerned department HODs are responsible/to ensure.
8. COVID-19 Monitoring team to submit the reports/observations on daily basis to management and to ensure the above in practice and to ensure following the MHA guidelines throughout the plant.
9. Any violation/deviation of above will be considered seriously/suitable action will be initiated.

The above all procedures to bring in with immediate effect.



Ganesh Hegde
Head - HR & Administration

Copy to : 1) Mr. VVV Raju, Executive Director & CFO
2) Mr. Manish Vernekar, AVP & Plant Head