



## Workplace Protection Against Covid-19

### Purpose

This document specifies requirements to implement, maintain and improve an organization's ability to protect against, prepare for, respond to, and recover from Covid-19 related disruptions as and when they arise.

### Scope

Applicable to all offices, warehouses, project sites, operations, maintenance (O&M) sites and telecom sites.

### Covid-19: Spread and Symptoms

Covid-19 symptoms may appear 2-14 days after exposure to the virus. Some of the symptoms include:

- Dry cough,
- Fever (38.0° C [100.4° F] or greater)
- Tiredness
- Aches and pains
- Sore throat
- Loss of taste or smell
- Difficulty in breathing

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.

### Spread of Covid-19

The spread of Covid-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has been exposed to an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread Covid-19:

- Infection can spread to people who are nearby (within 2-meter) or possibly could be inhaled into the lungs,
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes.

## **Strategy to Minimize Spread**

### **Employees**

Employees who have symptoms of acute respiratory illness are recommended to quarantine at home and contact the health service if needed. The recommended quarantine duration is up to 14-days from symptom onset of which the last 5-days should be fever free.

In case of a lockdown, employee must share Office/Site visit Request form/Health Declaration form on email with HR and Admin at least 2-days prior to visit. HR and Admin in collaboration with HSE can review requests for approval.

### **Monitoring of Covid-19**

At the entrance of all offices, sites, and warehouses; proper monitoring/logging for Covid-19 symptoms will be ensured including temperature, cough, flu and travel history. A person having any one of the covid related symptoms will be restricted from entering the facility.

### **Hand Washing**

Wash hands properly (with soap and water for over 20-seconds) and at regular intervals especially:

- After coughing or sneezing and after toilet use
- Before eating
- If in contact with a sick person, especially those with respiratory symptoms.

Avoid touching the face and it is recommended to make use of sanitizers (70% alcohol base) at regular intervals during washes.

### **Mouth Covering**

Cover mouth when coughing and sneezing with a disposable tissue and dispose in a bin. If you do not have a tissue, cough or sneeze into your arm or sleeve (not hand), and then wash/sanitize.

### **Physical Distancing**

Introduction of physical distancing measures should be implemented across all business areas. This can be achieved in several ways which include:

- keep a distance of 2-metres (6.5 feet) between you and others;
- avoid making close contact with people (i.e., do not shake hands);
- restrict the use of canteen facilities (call service at desk if possible; if that's a concern; restrict one person per table);
- cease all self-service activities and provide pre-wrapped food;
- reduce office density/support staff through working from home or A/B Team arrangements;

- conduct all meetings via zoom as much as possible;
- limit the number of meetings including length and proximity of gatherings between employees/guests, no more than 5-individuals can attend a meeting in the main conference room and no more than 2-persons in all other meeting rooms.

### **Restriction of Visitors**

A restriction on visitors to the office/site is applicable at all Reon facilities. However, where business critical visitors are required to attend the office/site, a controlled access process should be in place including adherence to sanitization processes and full personal contact details, Health Declaration Form must be provided to the HR/Admin Teams 2-days prior for approval.

### **Working from Home**

A work from home policy and provision of ICT infrastructure/facilities to support working from home staff must be put in place where practical. Where possible, non-operational staff is encouraged to work remotely. Decision on working from home will be given from Covid-19 Committee for any group of employees or business areas.

### **Restructuring and Splitting Teams**

The following should be implemented where it is practicable to do so, again Covid-19 committee will take decision when to implement splitting teams:

- Splitting of teams to ensure separation of critical personnel in order to limit joint exposure and protecting the business function.
- minimize the sharing of equipment and/or tools.
- identify and suspend all non-essential operations which do not directly impact business functionality.

All departments will work in A, B and C teams. A & B teams shall attend office alternatively and each team must have less than 25% population of the department. C team shall work from home and should have at least 50% population of department.

### **Communication and Collaboration**

#### **Appointment of Covid-19 Committee**

In view of the Covid situation, a committee should be formed to communicate and take appropriate actions.

<b>Sr. #</b>	<b>Committee</b>	<b>Responsibility</b>	<b>Position</b>
1	Saad Faridi	Head of Committee	CFO
2	Faraz Siddique	Member	CDO
3	Salman Saeed Khalili	Member	Head of Telco
4	Sana Rizwan	Member	Head of QHSE
5	Muhammad Waqas Farooq	Member	HSE Manager

The following are the tasks of the committee:

- Provide reliable and up-to-date information to employees, suppliers and customers.
- Explain the company's procedures and policies.
- Ensure central visibility regarding sourcing and operational needs.
- Communicate with suppliers, customers and other stakeholders.
- Identify key customers and ensure that plans are in place to meet customer needs.
- Review all ongoing business activities regularly to ensure business continuity and compliance with the set protocols.
- Review the feasibility of a new project/work/assignment in accordance with Covid-19 scenario.

### **Travel to Sites and Daily Commuting to Offices**

- Use of public transport is strictly prohibited. Those who travel on public transport should either work from home or use company's transport after the relevant Line Manager's approval.
- There is a maximum limit of two people travelling in one car.
- Employees are required to submit office/site visit request forms 24 hours prior to their scheduled travelling to the Admin Department.
- The Admin department is responsible to ensure Drivers' health. Drivers' health declaration and Covid-19 monitoring is mandatory before assigning them a trip. In case any symptom appears, they should be sent home.
- Hand Sanitizers and face masks should be available in all vehicles.
- It is the Admin Department's responsibility to disinfect car/vehicles after every use.

### **Accommodation Facilities for Project Teams and Employees**

- Staff and workers are required to travel straight back to home from sites. Stay only in hotels which undertake Covid-19 precautions and carry out regular disinfection of hotel rooms and common areas.
- Accommodation should be on a non-sharable basis.
- The Admin Department is responsible to finalize a list of hotels that take required Covid-19 precautions.

### **Contractor Mobilization at Sites**

- All contractors must submit a list of their staff and workers' names and their Health Declaration Forms to the Project Manager for approval.
- Contractors are required to arrange dedicated transport with hand sanitizers for their staff and workers for their commute to project sites. Public transport is not recommended.
- Contractors are required to arrange suitable accommodation for their staff and workers. A Maximum of two people can stay in one room. There must be arrangements to carry out regular disinfection of rooms and common areas.
- Contractor should arrange infrared thermometers, hand sanitizers, masks and disinfectants at their residence facility.

- No visitors should be allowed to the residence facility.
- Dining out in restaurants and cafes is not recommended.
- Disinfecting the vehicles carrying material is mandatory.

### **Warehouse Operation**

- All staff and workers must submit their Health declaration forms to their respective Head of Department.
- Covid-19 monitoring to be carried out before any new activity commences.
- Disinfecting loader vehicle is mandatory before loading/unloading materials. Forklifts and lifting equipment should also be disinfected.
- Covid-19 kit must be present with an adequate supply of hand wash, hand sanitizers, masks and gloves.
- Visitors are not allowed to enter the warehouse. Drivers and helpers of trailers are required to wait outside the warehouse.

### **Response to Suspected Cases**

If a symptomatic case is identified at office or site entrance, entry will be denied, and the case will be sent back home.

- If someone feels unwell at work and suffers with Covid-19 symptoms such as cough, fever or breathing difficulty, the Covid-19 team/Admin will isolate the employee at a designated isolation area, while maintaining two meters' distance. The individual will be provided with a mask and immediately moved to home or hospital depending upon the condition of person via company vehicle.
- The individual will be asked to minimize interaction with people and surfaces. The symptomatic individual will be advised to cover mouth and nose with the disposable tissue whenever he/she coughs or sneezes and dispose the tissue in the waste bag provided.
- Immediate action following a suspected case should include closure of the isolation area and all possible areas the suspected case met, until appropriately sanitized.

### **A suspected case turns to a confirmed case**

If a confirmed case appears at office/site following should be the course of action:

- Immediate evacuation of the section/area of the workplace premises where the confirmed case worked or interacted.
- Disinfect the area.
- If a specific area where the confirmed case worked or interacted with is not identified, then the entire office/site should be vacated and disinfected.
- Trace the people the individual came in close contact with.
- People who met the confirmed case will be termed as high risk and will be quarantined for 14 days. The Admin/Covid Dept will actively stay up to date on their condition and conduct regular follow ups. In case the high-risk individuals show Covid Symptoms such as cough, fever or shortness of breath they will be tested for Covid-19.
- Mandatory Covid-19 testing will be carried out for all Covid-19 symptomatic staff members.

## **Cleaning and Disinfection**

General tips for cleaning/disinfecting areas that suspected or confirmed Covid-19 met.

- Keep the door of the affected room close for at least one hour before cleaning. Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- People assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use gloves and a disposable plastic apron.
- Keep the windows open while cleaning.
- Clean the furniture using disposable cleaning cloths and household detergents combined with Chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in various forms including wipes, bottles and cleaners.
- Do not miss out the flat surfaces, chair backs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Place all waste such as used tissues and masks of the suspected case in a plastic rubbish bag and tie when full. Remove the apron and gloves and discard those into the waste bag and sanitize your hands. Place the plastic bag into a second bin bag, then clean your hands again.
- Store the bag in a safe place until the result of the test is available. If the suspected tests negative, place the waste in the normal domestic waste bin. In the event the suspected tests positive, Public Health will advise what to do next.
- Once the room has been cleaned and disinfected with all surfaces dried, the room can be put back into use. There is no need to clean carpets (if present) unless there has been a spillage.

## **Cleaning of Communal Areas**

- If the person spent time in a communal area, they should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible. Pay special attention to frequently touched areas such as door handles, chair backs, washbasin taps and toilet handles. Once cleaning and disinfection is complete and all surfaces are completely dry, the area can be used again.
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- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

### **Waste Disposal**

All waste that has been in contact with the individual, including used tissues, and masks if used, should not be put in a normal waste bag. Double bagging should be used. The waste bag should be kept for 72 hours, then thrown into the normal waste.

### **High Risk Areas in view of Covid-19**

High risk areas in the view of Covid-19 relating to Reon activities include:

1. Mobilization of project team and contractor at site;
2. Travel and accommodation arrangements for project team;
3. Travel and accommodation arrangements of contractor;
4. Customer controls in view of Covid-19 precautions;
5. Warehouse Operations;

It is highly emphasized that a thorough risk assessment is carried out before executing these activities and should be reviewed in Covid-19 committee based on the findings. Project delivery team and warehouse teams are responsible for initiating their respective processes.