

DAIMLER

DICV : COVID 19 Health and Safety Guidelines
23.04.2020



Greetings

Dear Valued Partners,

Greetings from Daimler India Commercial Vehicles!

We hope you are staying safe and healthy during this COVID-19 crisis.

As always, the health and safety of all our stakeholders remains our top priority. Our Safety Team has thought long and hard about how to protect our stakeholders when business resumes. Going forward, we will be implementing a variety of new procedures to ensure the safety, health and hygiene of all our employees and visitors to our premises. These guidelines are detailed in this manual. Please familiarize yourself with these measures and use this manual as a reference when resuming your operations to ensure that you can maintain the safety, hygiene and social distancing standards. In addition, please ensure you adhere to guidelines from Government/Local authorities as notified from time to time.

We recommend that you set up a Task Force for ensuring implementation and monitoring of these measures in your organization. We would request you to disseminate these best practices further to your sub-suppliers to ensure the entire supply chain ecosystem can benefit and stay safe.

If you need further clarification on any of the measures, please get in touch with your buyers or supplier managers. During this time, it is vital we work together to contain the spread of COVID-19. We trust in your cooperation to keep our employees, friends and families safe.

Together we will overcome this challenge and emerge victorious.

Stay Safe. Stay Healthy. Take care of yourself and your family !

With Best Regards,

Muthu C

Vice President – Supplier Management & Logistics

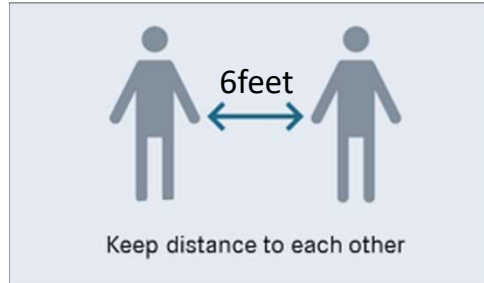
Suresh Sivalingam

Head of Procurement

Overview of guideline:

1	General guidelines	Page 4
2	Specific guidelines for employees	Page 13
3	IT guidance on Covid-19 related updates	Page 48

Mandatory to follow these guidelines:



Report sickness to your supervisor & don't report to duty



Don't Cough / Sneeze into open area



Don't touch your face



Mandatory to follow these guidelines:



Avoid group meetings



Do temperature scanning



Use switches, doors, gate without direct contact



Observe current special regulations for meals.



Observe special regulations for public and internal transport.



Understand & adhere to the guidelines

Pictures shown are for illustrative purposes only

More suggestion to adhere:



Say no to Gutkha / Tobacco



Keep your immunity high



Say no to Drinks



Avoid Public transport



Prefer work from home

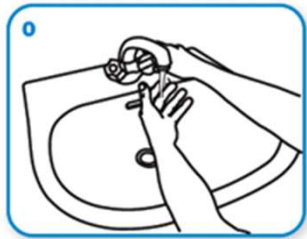


Carry sanitizer always with you

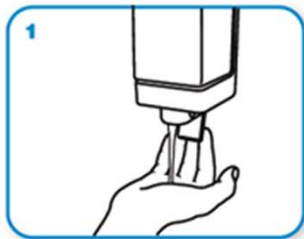


Ensure good ventilation

Hand washing procedure:



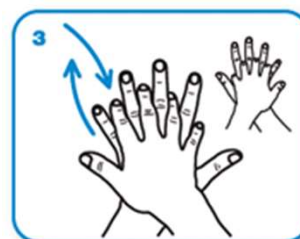
Wet hands with water



apply enough soap to cover all hand surfaces.



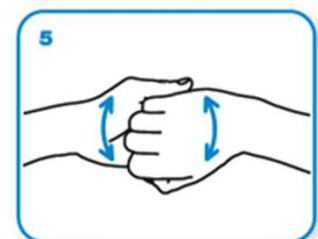
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



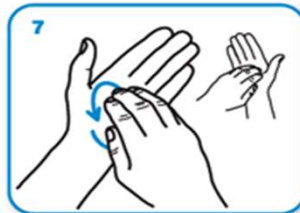
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel

Things to remember & adhere :

HAND WASHING

Wash your hands regularly with soap and water for at least 20 seconds.

Always before...

- + arriving at work, entering meeting, social or common rooms,
- + having a meal,
- + touching the face.
- + Before & After handling tools / equipment

Always after...

- + leaving you workplace,
- + going to the toilet,
- + contact with other people,
- + using an elevator,
- + blowing your nose, coughing or sneezing.
- + After reaching back home



Wearing the Nose mask - Guideline

Wash your hands before wearing mask

1. Point the outside of the mask forward



2. Cover nose, mouth and chin completely



3. Place the top cords behind the ears and tie them back



4. Lay the lower cords backwards and tie them up



5. Use your fingers to gently press the nose clip against your nose



6. Check protection for leaks and correct fit



Pull down e.g. for the break / lunch

- Pull the mouth-nose-mask down with the straps closed



Pictures shown are for illustrative purposes only

Guidelines for Suppliers / COVID-19 / DICV/23.04.2020

Things to remember & adhere :

World Health Organization

How to put on, use, take off and dispose of a mask

- 

Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
- 

Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
- 

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
- 

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

Don'ts →

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

If you wear a mask then you must know how to use it and dispose of it properly

Masks are effective only when used in combination with frequent hand-washing with alcohol-based hand rub or soap and water

Pictures shown are for illustrative purposes only

Reusable Mask – Hygiene Information

IMPORTANT PRECAUTIONS:

Before using the handmade face cover remember:

1. Thoroughly wash and clean the face cover (as shown in next page) before wearing it.
2. Wash your hands thoroughly before wearing the face cover.
3. As soon as the face cover becomes damp or humid, switch to another face cover and clean the used face cover.
4. Never reuse a face cover after single use without cleaning it.
5. Never share the face cover with anyone. Every member in a family should have separate face cover.

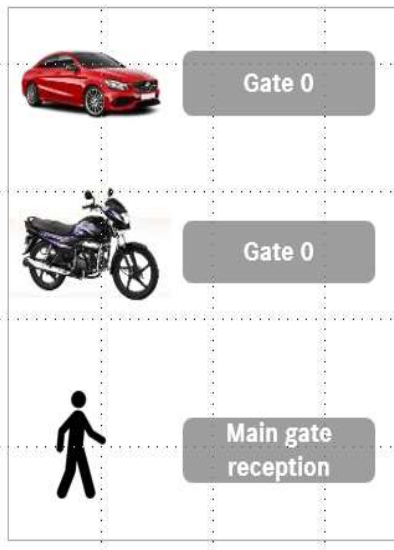


When removing the face cover:

- **Do not touch the front or any other surface of the face cover**, remove it only with strings behind
- **For string face cover, always untie the string** below and then the string above
- **After removal, immediately clean your hands** with 65% alcohol-based hand sanitizer or with soap and water for 40 seconds
- **Drop it directly into a soap solution or boiling water** to which salt has been added

Gate Entry & Exit details for Suppliers visiting DICV

Meeting with visitors will happen at New PDI Area



- Maintain a social distance of 6feet at waiting area / entry
- Thermal scanning & hand wash with soap solution is must

Key point : Visitors are allowed only in extreme cases upon DICV approval- Use Skype / Telecon as possible
Social distancing (> 6feet) is must while waiting at lobby / inside premises – follow security instructions



Employee commutation

Pictures shown are for illustrative purposes only

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Safety tips – Restart after Covid-19 lockdown

Objective: Ensure avoid contacting with other individuals and priority for isolation

Earlier



- Public transport, Carpooling & Company buses & two wheelers for commuting to company

Need to do



- Opt for company buses for commuting
- If you opt for carpooling, ensure distancing
- If you opt for bike, avoid pillion rider



Key point : Opt for company buses, and ensure social distancing when you go for carpooling or two-wheelers

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure proper disinfection of buses & other private vehicles before commuting by transport company

Earlier



- Weekly / periodical cleaning of buses & function check of other safety features

Need to do



- Daily disinfection of commutation vehicles, wiping of all surfaces touched by employees
- Regular disinfection of cars / bikes used by individuals

Key point : Disinfection of commuting vehicles & wiping of all surfaces touched by employee by alcohol based disinfectant *(by transport company)*

Safety tips – Restart after Covid-19 lockdown

Objective: Maintain social distancing and thermal screening of employees at boarding point, & mask distribution to individuals

Earlier



- No social distancing, come by group
- No thermal screening and mask is not mandatory

Need to do



- Maintain social distancing at pick-up point
- Ensure temperature screening to confirm it is below 37.3degC
- Collect your mask without fail

Key point : Screening at pick up points and issuing of masks at pick up point – ensure you wear mask during the travel

Safety tips – Restart after Covid-19 lockdown

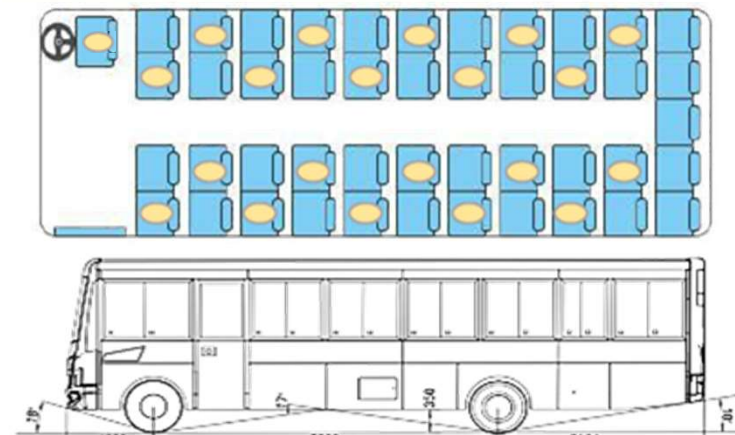
Objective: Need adherence to social distancing & usage of mask while travelling

Earlier



- Employee sit next to each other and no social distancing
- Not wearing mask during travel

Need to do



- Ensure your nearby seat at side / front or back is empty
- Ensure you are wearing mask during travel also
- Avoid touching of your face / Don't eat or drink anything

Key point : Occupy the dedicated seat in commutation bus as far as possible, avoid food & water intake in bus

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing in the layout & perform thermal scanning at bus parking area

Earlier



- Shuttle buses are parked very closely at parking lots and overcrowding of employees

Need to do



- Ensure employee getting down from buses in alternate lot & maintain social distancing
- Go for thermal scanning & always wear mask

Key point : Park buses at sufficient gap to ensure employee social distancing can be maintained
Encourage employees to wear mask

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure parking distance between two-wheelers & adherence to mask / hand wash / thermal scanning

Earlier



- Two wheelers are parked very closely at parking lots
- No hand wash & thermal scanning at parking area

Need to do



- Maintain a social distance of 6feet at parking lot
- Thermal scanning & hand wash with soap solution

Key point : Park the bikes to ensure social distancing can be maintained

Co-operate with staff for thermal scanning & hand wash, avoid touching the facilities



@ Swiping location

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing and avoid touch swiping machine at ID card swiping point – No biometric recording

Earlier



- Standing in groups or closely
- Not wearing masks & touching the swiping machine

Need to do



- Maintain a social distance of > 6feet & wear mask
- Hold ID card away from the swiping machine, don't touch

Key point : Maintain social distancing & wait for your turn for swiping, avoid touching of any surface

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing by following queue and use mask always even in locker rooms

Earlier



- Employee rush to lockers in group
- Not wearing masks & meeting each other with hugs & handshake

Need to do



- Maintain a social distance of >6ft & wait for your turn
- Wash hands with soap and water and avoid touching your face

Key point : Follow the queue system to use locker room and leave immediately without flocking
If possible, come to the factory in work wear and avoid using locker room



@ Canteen

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing when you are in queue at washing area, counters & dining area

Earlier



- Standing close to each other while taking food
- Sitting side by side and opposite to each other

Need to do



- Stand in queue and maintain a social distance of 6feet
- Sit in alternative seats & maintain distance
- Follow queue in washing area & wash properly with soap & water

Key point : Follow discipline at washing area & counters and collect only what you can eat
Ensure no food spillage on table & don't share food with others and avoid chatting

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure no sharing of cutleries or food at canteen

Earlier



- Self service of salad and other add-ons during lunch
- Sharing of spoon by number of people

Need to do



- Salad bowl will be part of the serving menu along with food
- No self service is allowed

Key point : Sharing of spoon by number of persons may be risky – no sharing of food or cutleries



For Office building
/Meeting rooms

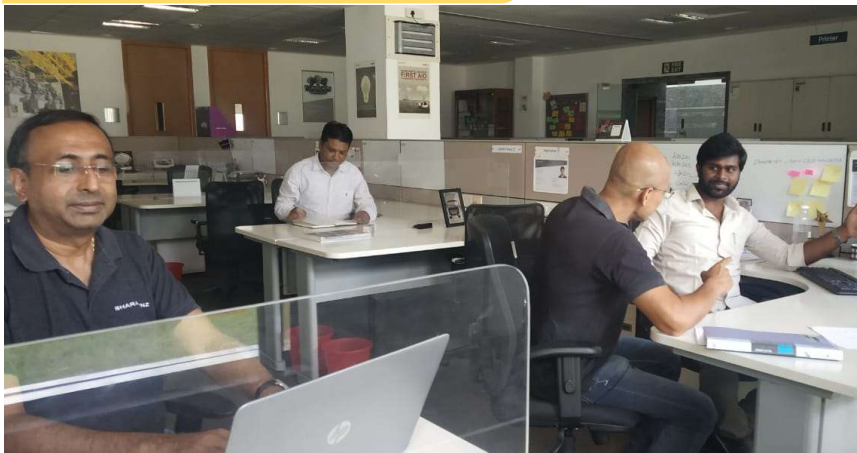
Pictures shown are for illustrative purposes only

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Safety tips – Restart after Covid-19 lockdown

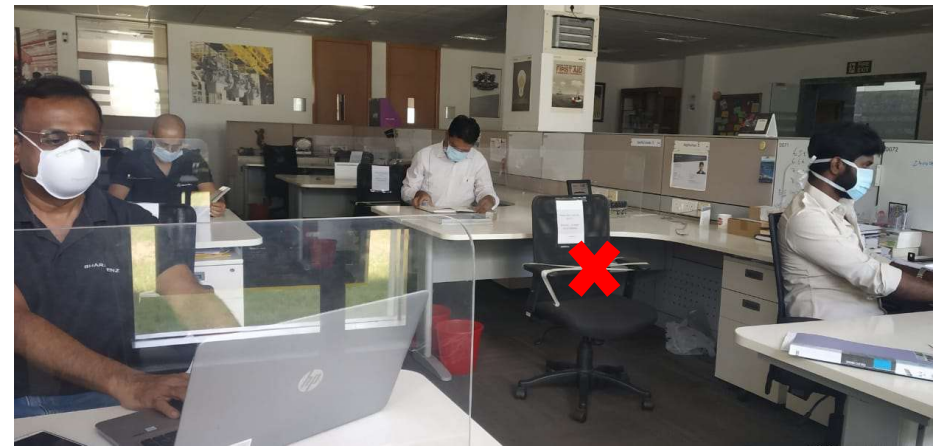
Objective: Ensure employees social distancing in office rooms and wear mask always

Earlier



- Sitting close to each other, group discussions
- No social distancing in desk work / discussions

Need to do



- Occupy alternate seats and maintain social distancing at office rooms
- Face opposite direction while criss cross movement

Key point : Keep social distancing while at desk & ensure don't touch your face
No direct face to face contact when you meet each other closely, face opposite sides

Pictures shown are for illustrative purposes only

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Safety tips – Restart after Covid-19 lockdown

Objective: Ensure hygiene at office room and disinfect the items used on daily basis

Earlier



- Housekeeping staff clean the desks and clear the dust bins on daily basis
- No cleaning or disinfection practice on daily basis

Need to do



- Self cleaning of desk, landline, laptop, mouse, chair handles etc.
- Housekeeping staff do cleaning of desks, printer key board etc. on daily basis

Key point : To ensure all the items on desk are disinfected regularly / clean with tissue

Safety tips – Restart after Covid-19 lockdown

Objective: Optimize usage of meeting room & reduce chances of close contact of people with each other

Earlier



- Sitting side by side and opposite to each other
- Number of personal meets

Need to do



- Encourage virtual meetings / skype meeting. Avoid closed room meeting/ ensure limited occupancy

Key point : Reduce the number of meetings in closed room & ensure skype / telecon discussion as much as possible

Safety tips – Restart after Covid-19 lockdown

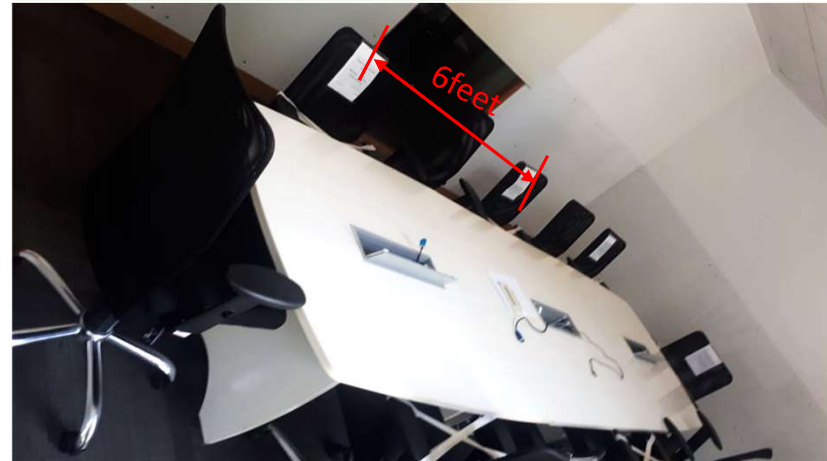
Objective: Ensure employees maintain social distancing (>6feet) in meeting rooms

Earlier



- No social distancing & mask is not mandatory
- Anybody can book the rooms

Need to do



- Keep social distancing of >6feet at meeting rooms
- Wear mask always & don't touch your face

Key point : Avoid number of meetings as possible & limit the closed room meeting occupancy to the minimum

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing & carry your own mug / water bottles - Don't share

Earlier



- Use of pantry with colleagues /social distancing is not a norm
- Sharing of glass / bottle with friends or colleagues

Need to do



- Maintain social distancing at pantry – max. of 6 to 8 persons
- Carry your own water bottle / mug
- Wash your hands before handling vending machine or other items

**Key point : Wash your hands thoroughly before started using consumables / machines
Do not share the mugs or food or snacks with others**

Safety tips – Restart after Covid-19 lockdown

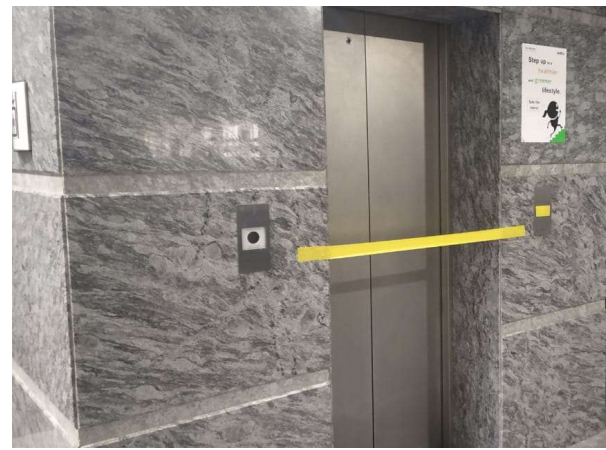
Objective: Ensure employees maintain social distancing (>6feet) in using elevator & not touching any surface

Earlier



- No social distancing
- No restriction on number of people

Need to do



- Use staircase or Keep social distancing when you use
- Maximum 3 people at a time (when it is not avoidable)
- Use elbow for pressing the buttons / or use tissue

Key point : Encourage all employees to use only staircase / Wash your hand after usage of elevator



@ Rest room

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure proper hygiene at rest room & adhere to social distancing

Earlier



- Usage of urinal points as per availability
- No restriction on number of people entering in

Need to do



- Ensure only alternate urinals are in use
- Ensure social distancing at rest rooms
- Wash your hands before and after usage

Key point : Don't touch any surface / Use soap and water for hand wash every time

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure proper hygiene at rest room & maintain social distancing

Earlier



- Usage of wash basin as per availability
- No usage of soap solution while hand wash

Need to do



- Ensure alternate wash basin only is in use
- Use soap solution after every usage of rest room and while washing your hands

Key point : Ensure personal hygiene always / Avoid touching your face and any surfaces in the rest room



@ Shop floor

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Safety tips – Restart after Covid-19 lockdown

Objective: Ensure no assembly of people more than 5 persons during SFM / process and during break hours

Earlier



- Employees assemble at respective process area for SFM
- Use of rest area by all employees – no social distancing

Need to do



- Maintain social distancing during exercise and SFM
- Never assemble more than 5-8 employees & optimize number of meetings

Key point : Avoid group of people gathering at same place
Keep social distancing while meeting people & sanitize yourself

SFM- Shop floor meeting

Pictures shown are for illustrative purposes only

Guidelines for Suppliers / COVID-19 / DICV/23.04.2020

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure dedicated station and tools for individual employees & regular disinfection of station / tools

Earlier



- Employees are allotted to workplace based on skill & training
- PPE usage was process specific

Need to do



- Allot all employees to dedicated process
- Disinfect the tools & surfaces after each shift / breaks
- Use mask & other necessary PPEs always without fail

Key point : Disinfect the tool handles, switches and touched surfaces during breaks and shift ends

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure employees maintain social distancing (>6feet) & use of protective equipment

Earlier

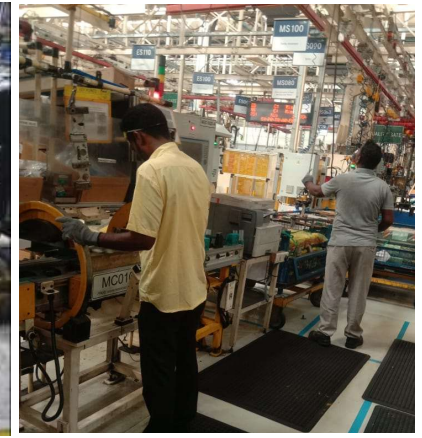


- Employees were closed to each other at process
- Usage of mask & glove was process specific

Need to do



- Process planning to ensure > 6feet distancing between people
- Use of mask & glove is mandatory for all employees & managers



Key point : Where social distancing is not possible, provide dedicated face shield for concerned employees and ensure its strict adherence

Safety tips – Restart after Covid-19 lockdown

Objective: Safe disposal of nose masks, used tissues at process area, if it is required

Earlier



- All the wastes are disposed based on color coding
- Collection of first aid consumable items at dedicated bin

Need to do



- All the masks / tissues used by employees to be disposed only in closed biomedical waste collection bins
- Avoid touching of your face after disposing the waste

Key point : Mask used by employees to be disposed after reaching back home – wear mask always.
When you touch your mask during breaks & disposal time, ensure hand wash with soap without fail

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure cleaning of material handling equipment & use of disinfectant for all material packing received

Earlier



- Material handling equipment cleaning only as per periodical maintenance
- No cleaning of cartons / package materials

Need to do



- Material handling equipment cleaning at every shift end
- Disinfectant for all received material boxes / cartons is mandatory
- Provide proper PPEs to prevent infection

Key point : Disinfectant wiping / spray for all multi user items like keys, packages, trolley handle etc.

PPE- Personal Protective Equipment

Pictures shown are for illustrative purposes only

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Safety tips – Restart after Covid-19 lockdown

Objective: Optimize truck driver movement and process at dock area or any area inside the premises

Earlier



- Truck driver and cleaner get down and go to rest area and wheel chock handled by cleaner

Need to do



- Wheel chock along with vehicle is must / disinfection of wheel chock during breaks
- Sanitizer at docks for hand cleaning by handling people

Key point : Dock rule to be made to minimize the truck driver and cleaner movement & exposure
No internal driver or other employee shall touch any truck part without disinfection

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing & carry your own glass and maintain hygiene in dispenser usage

Earlier



- Use of dispenser with common glass available at location during break / on permission

Need to do



- Carry your own bottle for collecting water
- Use tissue kept at location for handling the dispenser
- Maintain social distancing while waiting for your turn

Key point : Wash your hands thoroughly / Use tissue to operate the dispenser
Carry your own glass / water bottle to collect water

Safety tips – Restart after Covid-19 lockdown

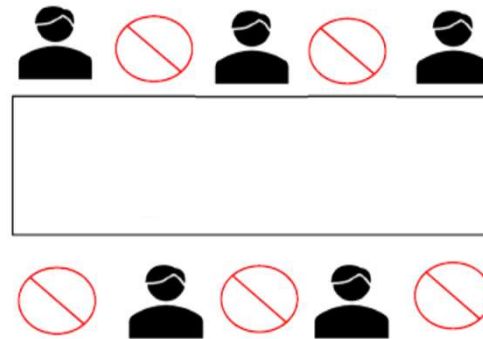
Objective: Ensure social distancing at rest area / during break hours

Earlier



- Sitting next to each other / taking break at work area together with colleagues

Need to do



- Wear nose mask always when you are at shop floor
- Maintain social distancing of > 6feet at rest area also
- Use your own mug / glass for coffee or tea and wash them

Key point : Divide the break time for employees to ensure social distancing norms are maintained
Encourage employees to carry their own mug for tea/coffee
Ensure hand wash before using tea/ coffee dispenser and disinfect regularly



Visitor entry

Safety tips – Restart after Covid-19 lockdown

Objective: Ensure social distancing at waiting area on road & at reception / for visitors

Earlier



- No social distancing, only upon visitor pass persons to be allowed

Need to do



- Maintain a social distance of 6feet at waiting area / entry
- Thermal scanning & hand wash with soap solution is must

Key point : Allow visitors on extreme cases and upon senior management approval only – Use Skype / Telecon as possible
Social distancing (> 6feet) is must while waiting at lobby / inside premises – follow security instructions

Safety tips – Restart after Covid-19 lockdown

Objective: Reduce visitors & ensure virtual meeting instead of personal meet

Earlier



- No restriction on number of visitors, allowed based on approval to the reception as well as plant area

Need to do



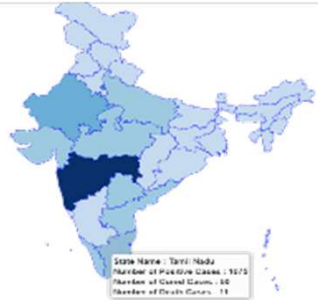
Keep safe distance
with other people



- Ensure visitor wear mask & co-operate with security norms
- Restrict them in reception and maintain social distancing

Key point : Allow visitors only to reception after necessary approval
Ensure they wear mask / avoid handshake

The most reliable Government portals and mobile applications for tracking COVID19 updates



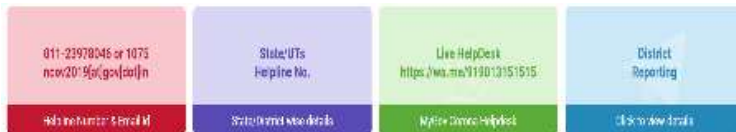
- Helpline details
- Forums, blogs and new ideas
- Videos , awareness information

COVID19 Govt Portals



- Overall Covid19 graphical format
- Regional and district wise update
- Latest News and updates
- Awareness documents and FAQs

Portal Link : <https://www.mohfw.gov.in/>



Portal Link : <https://www.mygov.in/covid-19/>

Pictures shown are for illustrative purposes only

COVID 19 Mobile APPs



AarogyaSetu

This App designed to keep an user informed in case he/ she has crossed paths with someone who has tested positive. The tracking is done through a Bluetooth & location-generated social graph, which can show your interaction with anyone who has tested positive.



COVID19 Quarantine Monitor Tamil Nadu

To ensure that citizens under home quarantine in Tamil Nadu do not violate official guidelines, To use the app, users need to log in with a Tamil Nadu-registered mobile number.



Apple, Google join hands to develop COVID19 tracking APP

Expected release in May 2020

Other **State Apps** for COVID 19 and their important websites for COVID 19 updates.



Pictures shown are for illustrative purposes only

01 Covid 19 - India

<https://covidindia.org/>

02 Greater Chennai Corporation

<http://covid19.chennaicorporation.gov.in/c19/>

03 National Health portal

<https://www.nhp.gov.in/>

04 World Health Organization

<https://www.who.int/india/emergencies/novel-coronavirus-2019>

05 Kancheepuram District update

<https://kancheepuram.nic.in/covid-19-information-and-updates/>

Guidelines for Suppliers / COVID-19 / DICV/23.04.2020

Together we win the battle!
Together we work safe and stay healthy

Thank you