

# ACMA

## COVID-19

### Health Advisory for Auto Component Manufacturing Industry

- A Collation of Best Practices





ACMA Members are advised to follow these guidelines within their organisations to help contain the spread of Corona Virus.

### **a) Advisory For Employees/Individuals:**

1. Maintain personal hygiene – cover mouth for sneezing & coughing, wash hands with soap-water frequently, avoid touching the face/eyes/ears/mouth unnecessarily, avoid coming into close contact with fellow employees, touching other persons etc. Keep workplace clean – particularly buttons/switches, worktables, machine knobs, keyboards etc. Do not spit at the workplace and surroundings.
2. Self-Declaration that there are no symptoms of illness including in the family. (sample attached)
3. Declaration in the event of travel out of town or out of country on personal or official travel.
4. Report any suspicious symptoms to health authorities immediately.



## b) Advisory for Organisations:

1. Deploy 5S practices across organization Keep premises clean – especially common spaces, visitor rooms etc (ACMA PILLAR 3 TEAM CAN GUIDE THROUGH VIDEO WEBINARS).
2. Strictly avoid public spitting, unguarded sneezing etc. Encourage staff to wash hands regularly with soap and be hygienic.
3. Provide soap/hand-wash facilities, hand sanitisers etc at multiple locations.
4. Screen employees/ visitors at security gate with temperature gun.
5. Seek declaration from visitors about the current status and recent travel. (*Sample attached*)
6. Avoid mass meetings, gatherings (QC circles, CFT meetings etc.) within premises & outside.
7. Restrict and closely monitor travel of all employees.
8. Disinfect buses/ fork lifts/ material movement trollies and similar transport.



9. Disinfect common facilities regularly.
10. Display posters in English and Local language on large scale across organization.
11. Avoid use of wash and use items like tea glasses, breakfast plates etc. and try to use disposable items.
12. Check medical item consumption from company facilities and identify employees consuming related medicines for cough, sneezing, headache, fever or similar symptoms for COVID 19.
13. Identify employees with consistent sickness history and if required quarantine them.
14. Make use of audio/ video films for awareness.

*Cont...*



15. Organize short dramas (skits) at shop floor for sensitizing employees for civic sense.
16. Company can distribute handkerchiefs/ sanitizers/ soap and similar items as CSR activity.
17. Initiate inspection by trained personnel for identifying employees with symptoms.
18. Create special attention room with all hygiene practices for isolation.
19. Conduct special health check up right now for all employees
20. Canteen Facility
21. Ventilation Systems Checks
22. Doors and door knobs
23. External Vehicles drivers



## For Employees:

1. Maintain personal hygiene – cover mouth for sneezing & coughing, wash hands with soap-water frequently, avoid touching the face/eyes/ears/mouth unnecessarily, avoid coming into close contact with fellow employees, touching other persons etc.

Keeping workplace clean – particularly buttons/switches, worktables, machine knobs, keyboards etc.

Do not spit at the workplace and surroundings.



Disinfect surfaces around  
your home and work.



Wash your hands for at  
least 20 seconds.



Sneeze or cough?  
Cover your mouth.



## 2. Self-Declaration that there are no symptoms of illness including in the family. ( Soft form is attached )

### CORONA VIRUS SELF DECLARATION FORM

Due to the on going and rapidly changing situation with the novel-coronavirus (COVID- 19), we are requiring all visitors to Offices/Company's in Eternia Premises Co-Operative Society Ltd to fill-out the self-declaration form in below.

Full Name:.....

Company Name:.....

Are you suffering from any of the following symptoms?

- |                        |     |    |
|------------------------|-----|----|
| • Fever                | YES | NO |
| • Cough                | YES | NO |
| • Respiratory Distress | YES | NO |

Which of these countries have you visited since last 28 days?

- China
- Italy
- Dubai
- Japan
- South Korea
- Hong Kong
- Iran
- NONE OF THE ABOVE

DATE OF ARRIVAL IF VISITED :

"I here by undertake to inform Eternia Premises Co-Operative Society Ltd if, in the next few days, I find any health problems related to 'Coronavirus-Covid19', so that the company can carry out further checks with the people I met at Offices/Company's in Eternia Premises Co-Operative Society Ltd."

Date \_\_\_\_\_

Signature \_\_\_\_\_

### CORONA VIRUS SELF DECLARATION FORM

Source : ACMA Pune Office



3. Declaration in the event of travel out of town or out of country on personal or official travel.

**Employees must inform of their travel plans prior and after visiting domestic cities**





4. Report any suspicious symptoms to health authorities immediately.

<h2 style="text-align: center;">EMS TIME OUT REPORT</h2>		
<b>M</b>	<b>Mechanism or Medical Complaint</b>	Name, Age, Sex  <b>Mechanism:</b> Speed, Mass, Height, Restraints, Number and Type of Collisions, Helmet Use and Damage, Weapon Type  <b>Medical:</b> Onset, Duration, History
<b>I</b>	<b>Injuries or Illness Identified</b>	<b>Head to Toe</b>  Pain, Deformity, Injury Patterns  STEMI—12-Lead / Stroke— Cincinnati
<b>S</b>	<b>Signs and Symptoms</b>	<b>Symptoms and Vitals</b>  Initial, Current, Lowest Confirmed BP  HR, BP, SPO <sub>2</sub> , RR, ETCO <sub>2</sub> , BG  GCS: Eyes ___ Verbal ___ Motor ___
<b>T</b>	<b>Treatments</b>	Tubes, Lines (Location and Size), Fluids, Medications and Response, Dressings, Splints  Defibrillation / Pacing



## For Organisations:

1. Deploy 5S practices across organization. Keep premises clean – especially common spaces, visitor rooms etc. (ACMA PILLAR 3 TEAM CAN GUIDE THROUGH VIDEO WEBINARS)





2. Strictly avoid public spitting, unguarded sneezing, not washing hands regularly and not following minimum personal hygiene methods. (ACMA PILLAR 3 TEAM CAN GUIDE THROUGH VIDEO WEBINARS)

**Fight the flu—it's in your hands!**  
FloridaHealth.gov

Get your flu shot—the first and most important step to fight the flu.

- SOAP**  
Wash your hands often with soap and water. If you don't have soap and water, use an alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Try not to touch your face with unwashed hands.
- Don't touch or shake hands with people who are sick.

Clean and disinfect frequently touched surfaces.

Stay home when you're sick, and keep your children home when they're sick.

## Coronavirus Protection Kit (COVID-19)



**Viroguard Suit**



**3M9004IN**



**Chemi Splash Goggles**



**Face shield**



**Nitrile Glove**



## 3. Provide soap-water f, hand sanitisers etc at multiple locations.



Source : ACMA Membership



4. Screen employees/ visitors at security gate with temperature gun.



Source : ACMA Membership



## 5. Seek declaration from visitors about the current status and recent travel. (Sample attached)

### CORONA VIRUS SELF DECLARATION FORM

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- Italy
- Dubai
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DATE OF ARRIVAL IF VISITED:

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Date \_\_\_\_\_

Signature \_\_\_\_\_

Each visitor record must be maintained at Security and visitors / employees **with fever not to enter**

Followed at PUNE ACMA Office area

Source : ACMA Pune Office



6. Avoid mass meetings, gatherings (QC circles, CFT meetings etc.) within the premises and outside.

**No!**





7. Restrict and closely monitor travel of all employees. Allow Work from home for non-critical functions







## 8. Disinfect buses/ fork-lifts/ material movement trolleys and similar transport.





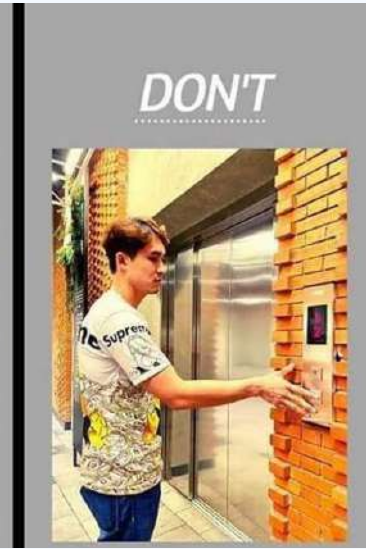
9. Disinfect common facilities regularly.



Source : ACMA Membership



10. Display posters in English and Local language on large scale across organization.



Source : ACMA Membership



11. Avoid use of wash and use items like tea glasses, breakfast plates etc. and try to use disposable items.



Use disposable items.





12. Check medical item consumption from company facilities and identify employees consuming related medicines for cough, sneezing, headache, fever or similar symptoms for COVID 19.





13. Identify employees with consistent sickness history or travelled from abroad and if required quarantine them.



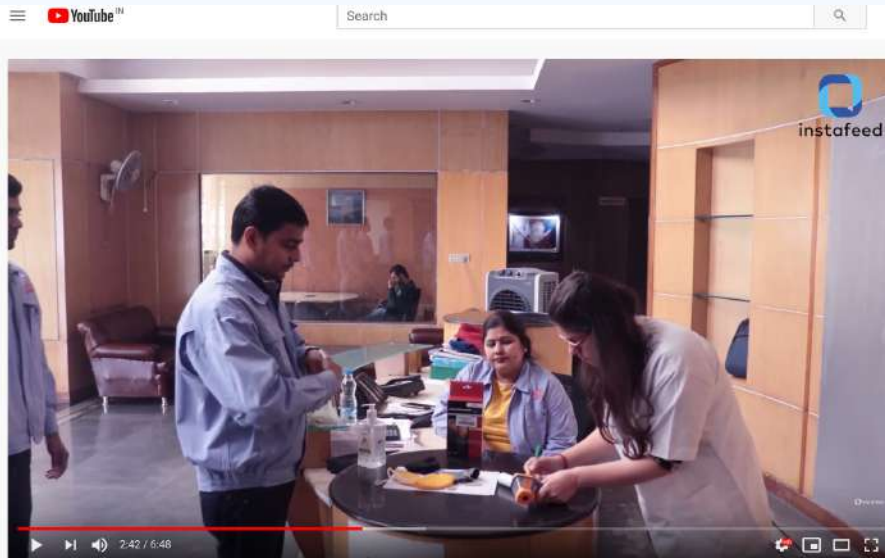
Source : Internet



Source : Internet



## 14. Make use of audio/ video films for awareness.



Film in Hindi

<https://youtu.be/PMHqrPiq2Cc>

Source : ACMA Membership



15. Organize short dramas (skits) at shop floor for sensitizing employees for civic sense.



Source : ACMA Membership





16. Company can distribute handkerchiefs/ sanitizers/ soap and similar items as CSR activity.



Source : ACMA Membership



17. Initiate inspection by trained personnel for identifying employees with symptoms.



Source : Internet



18. Create special attention room with all hygiene practices for isolation.





19. Conduct special health check-up right now for all





## 20. Canteen Facility

- Snacks distribution points to be increased at shop floor or increase distance between dining tables
- Staggering of lunch, snacks and tea time of shop floor to ensure safe distance between people
- Deploy Water Dispenser instead of individual jug on each table





## 21. Ventilation Systems Checks

- Regular Cleaning / checks of the ventilation systems and AC ducts.





## 22. Doors

- All Office Doors should be kept open all the time to prevent touch points
- Avoid touching of door knobs





## 23. External Vehicles drivers

- Restricted entry of all external drivers to shop floor.





