

**DISTRIBUTION LIST - STANDARD OPERATING
PROCEDURE (SOP) FOR INFECTION RISK
MANAGEMENT IN ROPEWAY UNITS**

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This Standard Operating procedure (SOP) is made to provide guidelines for operation of the passenger ropeway units to avoid any infection risk.

Unit Head (UH) is responsible to monitor the implementation of this SOP.

Risk Management in Charge is responsible to study this SOP thoroughly, understand it, and implement with full spirit.

Unit Head and Risk Management in Charge should ensure that all relevant parts of this SOP -

- i. Are displayed all information related to this SOP at right locations in Hindi, English & Regional language.*
- ii. Are understood by each employee covered in this SOP.*
- iii. Are followed by each employee all the time.*

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OBJECTIVE:

1. To eliminate chain of Infection Risk spread among the employees and passengers as well as works can be done safely during any pandemic or Infection Risk crisis.
2. All precautionary measures are to be ensured at unit as per the authorities' guideline and expert recommendations.

COVERAGE:

This SOP covers all stakeholders including:

- All UBL employees including contractual manpower.
- UBL premises.
 - Entrance / Exit gates.
 - Work area - Commercial, Ropeway and Retail.
 - Toilets.
- Visitors inside ropeway premises.


ORGANIZATION CHART:

- Organization chart for Head Office (Attached as Annexure "A").
- Organization chart for Unit (Attached as Annexure "B").

IMPLEMENTATION RESPONSIBILITY MATRIX:

RESIDENT MANAGER:

- Overall implementation of SOP along with Infection Risk Management Team.
- Department wise deputation of HOD for thorough execution and measurement in unit.
- Responsible for regular updating and ensuring SOP based on authority guideline.
- Allocate resources in term of manpower and equipment's for implementation of SOP.
- Ensure "Aarogya Setu" App is downloaded by all employees & is updated.




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Infection Risk Management In-charge:-

- Responsible for implementation of Infection Risk Management SOP in unit.
- Daily check of SOP compliance along with department in charges on ground and ensuring all functioning as per process & procedures.
- To coordinate activities between all the department like execution, PPE availability, Manpower placement, Awareness among the unit like poster and practices through checklist.
- Regular update of the SOP based on instructions from authorities along with Unit Head.
- Training of all concerned person department wise in morning.
- Board / display about the awareness and guidance of Infection risk precautionary.
- Pest Control and Fogging once in week in the entire unit.
- Ensure all compliance to be followed as Infection Risk Protocols and SOP's set by the central and local Govt and other experts.
- Conductiing checks and formats time to time as per schedule and minimise the gaps.
- Ensure all employeesfollow Covid appropriate behaviour and to ensure that all visitors also follow the same.
- Identify the shortcomings in safety of staff and visitors and advice Unit head to fullfill the same.
- Following cheklist to ensure -
 - Area sanitization check list (Attached as **Annexure "C"**).
 - Employee cheklist (Attached as **Annexure "D"**).

At Entrance - LS/US:

- Ensure staff and passengers PPE like Face mask, Q with distancing, Sanitization etc. at entrance.
- Create isolation area for suspected guest like suffering Sneezing, Cough and Fever and keep the area sanitized.
- Align dedicated HK for the cleaning and hygiene of the departments.

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Booking Counter - LS/US:

- Sanitization of booking Q railing, booking window and office along with booking staff PPE.
- Maintain 1 meter distancing between passengers through footprint.
- Avoid direct contact with passengers, Use Basket for ticket and money exchange.

Ticket checking and Punching - LS/US

- Sanitization of all equipment like punching machine, Q Railing and surface.
- Ensure during ticketing scanning avoid personal contact - Create stand for the same.
- Ensure about the personal safety as per guideline.
- Keep tray for exchange the cash transaction at cash counter.

Waiting Area - LS /US




- Sanitization of Q railing and Floor/Wall surface.
- Maintaining proper distance, using alternate railing with 1 meter distancing among the passengers.
- Align dedicated House Keeping for the cleaning and hygiene of the departments.

Boarding/DE boarding station

- Ensure Staff personal safety like Hand sanitization, Mask, Gloves and distancing.
- Sanitization of all customers touch points at both station specially cabin.
- Allow only 50% passenger in each cabin.
- Align dedicated HK for the cleaning and hygiene of the station.
- All Infection risk measure also ensure in technical storage area.

Retail shop and Game zone

- Personal safety of each counters staff like Hand sanitization, Mask, Gloves and distancing.
- Sanitization of customers touch points like display counters, Tables, Chairs, Storage area etc.
- Maintain proper display with cleaning and hygiene of the shop including game zone.
- Align dedicated HK for the cleaning and hygiene of the retail.
- Keep Tray for without personal touch cash transaction and product demonstration/selling.
- 3D Cinema - Alternate seating arrangement to keep distancing.

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Restaurant/Kitchen

- Ensure serving and cooking staff personal safety like Well-groomed Hand sanitization every hour, Mask, Gloves and distancing.
- Keep proper distancing between the serving tables to maintain distancing.
- Ensure sanitizer availability at the service counters and Hand wash at washbasin all time.
- Align dedicated HK for the cleaning and hygiene of the entire restaurant.
- Pest control and fogging once in week in the entire restaurant.
- Proper taking care of cooking and serving material like Fresh Milk, Wash all grains before cook, Cooking Equipments cleaning, Kitchen hygiene and storage room.
- Keep tray for exchange the cash transaction at cash counter.


Security Officer:

- SOP adherence and its execution.
- Follow the security and HK checklist and Suggestions/feedbacks shared with Unit Head.
- Regular update of the safety precaution / procedures to the implementing team.
- Ensure sanitizing at prescribed frequency & methodology.
- Cleaning and Hygiene of the unit especially toilets, Offices, all work area, Garden, Game zone, store rooms, canteens, Kitchen, wash area, open space etc.
- Strong coordination with local police to control the unaccepted situation.

Security Guards:

- Through self-hygiene and protection ensure thermal screening along with hand sanitization of everyone coming at unit from main entrance.
- Isolate any suspicious individual.
- Everyone at security checks door is sanitized.

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- All time checks to ensure isolation of such passengers having basic symptoms of Infection risk.
- Barrier between the railings to maintain the traffic with distancing among the passengers.
- To look for any suspicious person / activity and inform Security In charge.
- Personal belongings - Customers taking care personally to minimize one to one transaction.
- Unit Staff - Ensure all infection risk precaution properly followed and maintained during duty hours - Daily share the defaulter name with Security in charge, Respective HOD and Unit Head.




PREPAREDNESS PRIOR TO RESUMPTION OF WORK AT SITE:

Divide unit in different zones and make plan for each zone

- a. Divide unit in THREE zone and each zone have sub division with specific activities.
(Refer above slide in details activities).
 - Commercial.
 - Ropeway.
 - Retail.
- b. Infection Control Team to control the activities of all divisions of the unit.

Following needs to be ensured before resumption of work at site.

- a. Ensure workplaces are clean and hygienic.
- b. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- c. Provide sanitizing hand rub dispensers in prominent places around the workplace.
- d. Make sure these dispensers are regularly refilled.
- e. Ensure work area disinfection.
 - Before opening of work.
 - After closing of work.
- f. Maintain good respiratory hygiene at the site / workplace.
- g. Disposal arrangement for waste including used masks / wipes.

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- h. Path foot print to maintaining the social distancing in the unit.
- i. Essential use of PPE kit by all employees.
- j. Proper display.

Site:

- All areas in the premises including the following shall be disinfected daily using user friendly disinfectant mediums.
 - Entrance / Exit gate of both the station.
 - All offices.
 - Washroom, Toilet, Sink etc.
 - Transport modes (Cars etc.)
 - Boarding and DE boarding station and cabins.

Sanitization Method:

- Disinfection method and type of medium etc. should be as prescribed by Health Officers
 - Disinfectant material shall be as recommended by health officers (Refer Annexure "E").
 - Sodium hypochlorite at 1%.
 - Checklists should be maintained on daily basis.
 - Covid Marshal shall be in-charge for the activity.

Ensure to maximize touch free movement of employees:

- Maximum area will be kept open to avoid need of touch.
- Social distancing should be maintained at site.

PPE:

- All types of PPE must be selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Enough PPE shall be arranged at site to cater to need.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.

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- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment
- All employees will mandatorily use PPE like Face covers, Masks, Gloves and Shoes.
- Appropriate disinfecting gadgets like sprayer shall be made available.
- No entry without PPE for all entrant to the unit.

Following equipment/PPE kit to keep ready in unit:

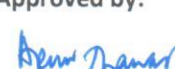
- Noncontact thermometer with calibration certificate - For Temperature monitoring.
- Oxy-meter.
- Fogging Machine - For area sanitization.
- Face shield.
- Face mask.
- Head cap.
- Hand gloves for cash counting and kitchen staff.
- Sanitizer with 1% Hypochlorite.
- Hand sanitizer bottle.
- Dustbins for biomedical waste disposal like hand gloves, Facemask, Head cap etc. as per CPCB norms.
- Leg operated sanitizer machine.

DISPLAY BOARD & DAILY BRIEFING (Refer Annexure "F"):

- Regarding the procedure of disinfection shall be displayed at entrances / prominent places.
- Regarding regular sanitization.
- Use of PPE.
- Use of mask.
- Social distancing.

Training:

- Training shall be imparted to workers who need to use protecting clothing and

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equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

- Training material should be easy to understand and available in the appropriate language and literacy level for all workers.
- Training shall be imparted by Site In-charge & Covid Marshal.
- All guards shall be trained about the responsibilities.
- Training shall be provided for screening of entrants.
- Training shall be provided to all individuals about benefits of social distancing, use of PPE and precaution to be taken.
- Provide workers with up-to-date education and training on Infection Risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Arrangement of disinfection media:

- Spacing mandate will be followed during the disinfection process.
- 1% sodium hypochlorite solution to use for disinfection (Refer Annexure "E").

WORKING PROCEDURES / GUIDELINES:

Safe Work Practices:

- Safe work practices should be implemented to reduce the duration, frequency, or intensity of exposure to a hazard including:
 - Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
 - Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
 - Display healthy practices at site.

Restrictions:

- Entry gate shall always be manned.

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- No person with symptom of disease will be allowed.
- No unauthorized entry.
- Authorize means compliance to all entry protocols.
- Only essential request to be catered.
- No vehicle shall not be allowed without valid permission.
- All vehicles including two wheelers shall be parked outside gate.
- Strict ban on Gutka & Tobacco. Spitting shall be prohibited.




Screening protocol:

- Compulsory screening all persons irrespective of cadre / status entering through gate with thermal scanner.
- Temperature not more than 37.3 Degree.
- No new workers (*without valid pass*) shall be allowed inside.
- Any parcel / courier person should be stopped at gate.
- Parcel shall be collected from gate by concerned person.
- No visitor shall be allowed to enter site without proper screening & sanitizing.

Isolation protocols:

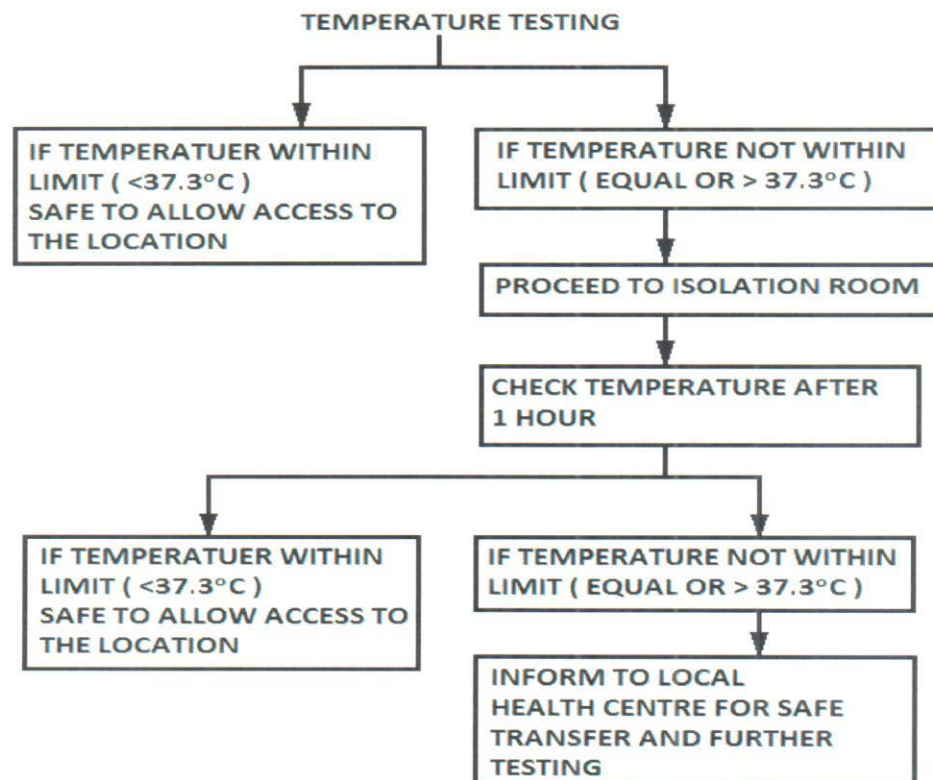
Isolation plan should be followed in letter & spirit at site.

- Isolated areas (*as mentioned in deployment plan*) should be earmarked for working of teams.
- Social distancing (*minimum 2 meters either side*) should be maintained during work.
- Social distancing during lunch should be maintained.
- Multiple washing facility should be provided at site with soaps.
- Multiple lunch area should be planned. People during lunch will follow social distancing guidelines.
- Social distancing should be maintained during entry & exit. Proper lines should be marked on ground.
- Social distancing should be maintained during transportation.
- Social distancing should be maintained during daily briefing & meetings at site.
- A dedicated quarantine place should be earmarked near to the site for any emergency requirement.
- Develop and agree a response plan in case someone at the meeting becomes ill with

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symptoms of Infection Risk (dry cough, fever, malaise). This plan should include at least:

- Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
- Have a plan for how they can be safely transferred from there to a health facility.
- Know what to do if a meeting participant, staff member or service provider tests positive for Infection Risk during or just after the meeting.
- Agree the plan in advance with your partner healthcare provider or health department.



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Parking Protocol:

- All vehicles will be parked outside site.
- All vehicles will be disinfected every day before & after use.
- Sanitized area has been earmarked for driver.
- Driver will be screened daily.
- Driver will use PPE & sanitizer regularly.

Duty Protocol:

- Staggered duty should be planned.
- Only essential staff will attend the duties.
- Rest everyone will work from home.

Entry protocol:

- Compulsory screening.
- Compulsory sanitization.
- All the person entering into gate shall be permitted inside only if they are with nose mask.
- Maintain at least 1-3 meters distance from others.

Courier/Post and other purchased material handling protocol:

- **Avoid close contact with the delivery persons** - Ask for contact-free delivery, recommending that the package be left in a safe space outside the premises. At the very least, be sure to maintain six feet of distance between yourself and the delivery person.
- **Wash your hands after handling a package** - After discarding the packaging, be sure to wash your hands thoroughly with either soap and water or alcohol-based hand sanitizer
- **Disinfect surfaces** - Disinfect the surface of packages by fogging machine sanitizer or keep the packages untouched at isolated area for a whole day.
- **Avoid touching your eyes, nose and mouth** - During handling of packages, do not touch your eyes, nose and mouth by hand

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MEDICAL ASSISTANCE:

- Ensure stoppage of any person found fever and cough with breathing problem.
- Immediately inform Safety officer at site.
- Safety Officer should immediately call for medical help and inform the Project Head.
- Person shall be taken to nearest quarantine facility immediately and later to government hospital under instruction of medical staff.

CODE OF CONDUCT:

Following code of conduct should be followed in letter & spirit by everyone at site.

- Employees:
 - Use PPE.
 - Maintain social distancing.
 - Sanitize regularly.
- Security Guard
 - Use PPE.
 - Maintain social distancing.
 - Sanitize regularly.
 - No entry to anyone without ID card.
 - No entry to any unknown person.
 - Inform to the supervisor immediately, if someone try to enter premises forcibly.
 - Thermal screening of everyone.
 - Restrict the person with high fever.
 - Ensure sanitization of all individuals irrespective of grade & rank.
- Visitors
 - Only authorized entry. To be authorized by safety officer.
 - Thermal screening of everyone.
 - Restrict the person with high fever.
 - Ensure sanitization of all individuals irrespective of grade & rank.
 - Use of PPE.

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INSTRUCTIONS FOR SANITATION STAFF:

- Duties & responsibilities:
 - Sanitization of all prescribed area.
 - Fill the checklist and present to Safety Officer.
- Maintain checklists for:
 - Gate
 - Office
 - Toilet area
- Gadgets:
- PPE
 - Use Mask all the times.
 - Sanitize regularly.
- Duty protocol:
 - As above

INSTRUCTIONS FOR RETAIL STAFF:

- Before starting and after closing of retail operation through checking is required as per retail check list Annexure "G"
- Retail area staff to follow the guidelines related to uniform as per Annexure "H"

INSTRUCTIONS FOR USE OF AIR CONDITIONER:

- Commercial Establishments and Industrial Facilities have multiple occupancy as well as transient visitors. It is this aspect that necessitates precaution in operating their Air conditioning Systems.
- The best action to limit risk of INFECTION RISK infection by air is to ventilate indoor environments with outdoor air as much as possible. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
- Room air conditioners re-circulate air within a single occupied zone. Capacities vary from 1 to 3 TR (Tons of Refrigeration). Installed for a single room application, the entry of occupants into such spaces is controllable.

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- Recirculation of cool air by Room Air conditioners, must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- Fresh Air intake through a fan filter unit will prevent outdoor dust entry (containing high levels of PM 10 and PM 2.5 particles) and exhaust through kitchen and toilet exhaust fans kept operational.
- Set Room Temperature between 24°C and 30° (Maintain relative humidity between 40% and 70%). (In humid climates set temperature closer to 24°C for de humidification and in dry climates closer to or at 30°C and use fans to increase air movement).
- In dry climates, do not allow Relative Humidity to fall below 40%. Water evaporating from a pan kept in the room will increase humidity if it falls below 40%.
- Air Filters must be kept clean.
- Provide adequate Ventilation (Fresh Air and Exhaust).
- Inspect and clean the indoor unit coils.
- Toilet and Kitchen Exhaust Fans must be kept in operating mode.

CONTACT WITH LOCAL STAKEHOLDERS:

- Regular contact should be maintained with following stakeholders for updating of guidelines & actions being taken at site.
 - District administration.
 - Local health offers.
- Weekly report should be provided to administration, if required.

WORK AREA & MANPOWER DEPLOYMENT PLAN:

- In order to ascertain minimum exposure, work plan should be made with minimum number of manpower in unit.
- However, at any given point of time, there shall be enough manpower to ensure smooth functioning of activity and deal any emergency situation.
- Work area should be defined in such a way that only limited group of people work at one place.
- It should be ensured that isolated teams will be working at isolated locations without coming in contact with other team.

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- It should be ensured that teams enter site at different time slots.
- Entry & exit of teams should be kept different as far as possible.
- Social distancing to be ensured among teams.
- It should be ascertained that team will follow different path for movement.
- Manpower plan should be made in format attached as **Annexure "I"**.
- All individual should be provided the duly signed ID cards.
- Manpower list should be provided at entry gate security guard for proper verification before entry.
- No unauthorized entry shall be allowed at gate.

OPERATION TIMING:

- Operating time should be finalized keeping in mind that at any given point of time there is no crowd at entry / exit gate.
- Operating time should be staggered and defined in **Annexure "I"**.
- Instructions should be passed at Gate for timing adherence.

TRANSPORT:

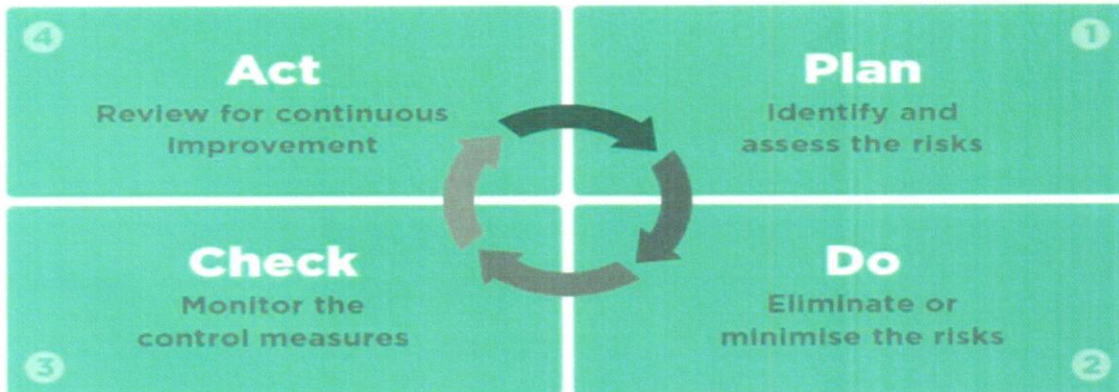
- Special transport facility shall be arranged for all workers coming from distance.
- Vehicles will work only on 30 - 40% of capacity.
- All vehicles will be disinfected daily with spray mandatorily.

CONTINUAL IMPROVEMENT:

- Unit Head along with Key people should regularly refer the guidelines / precautions issued by Govt. Dept.
- Continual improvement should be made to the SOP based on latest guidelines.

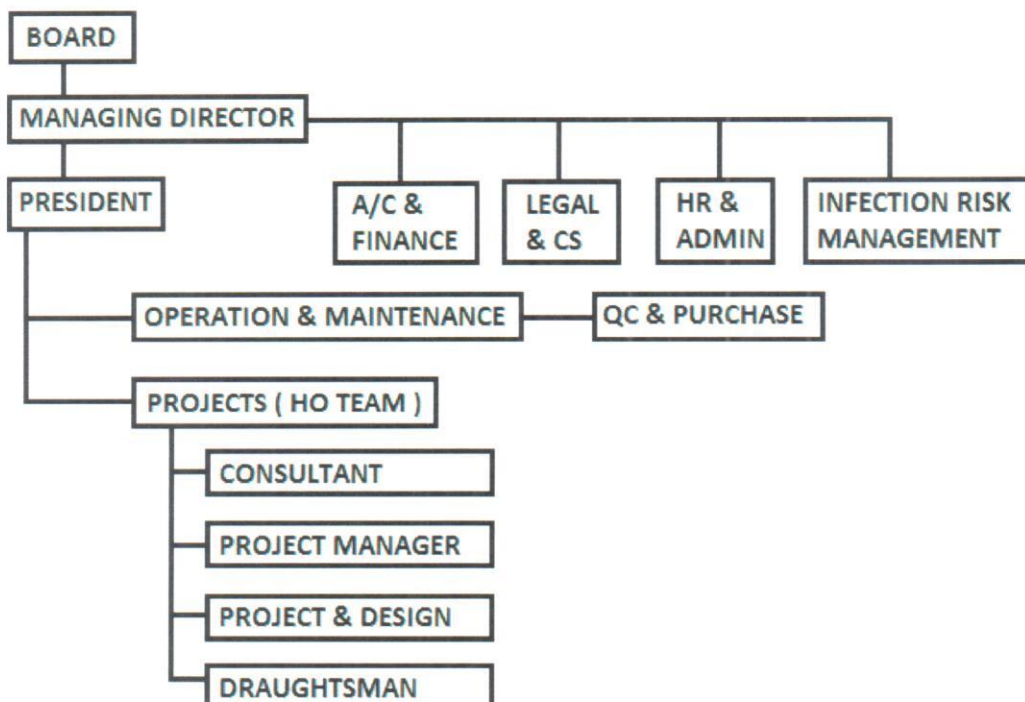
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- Regularly check travel advisories of MoHFW and accordingly share it with employees.



ANNEXURE "A"

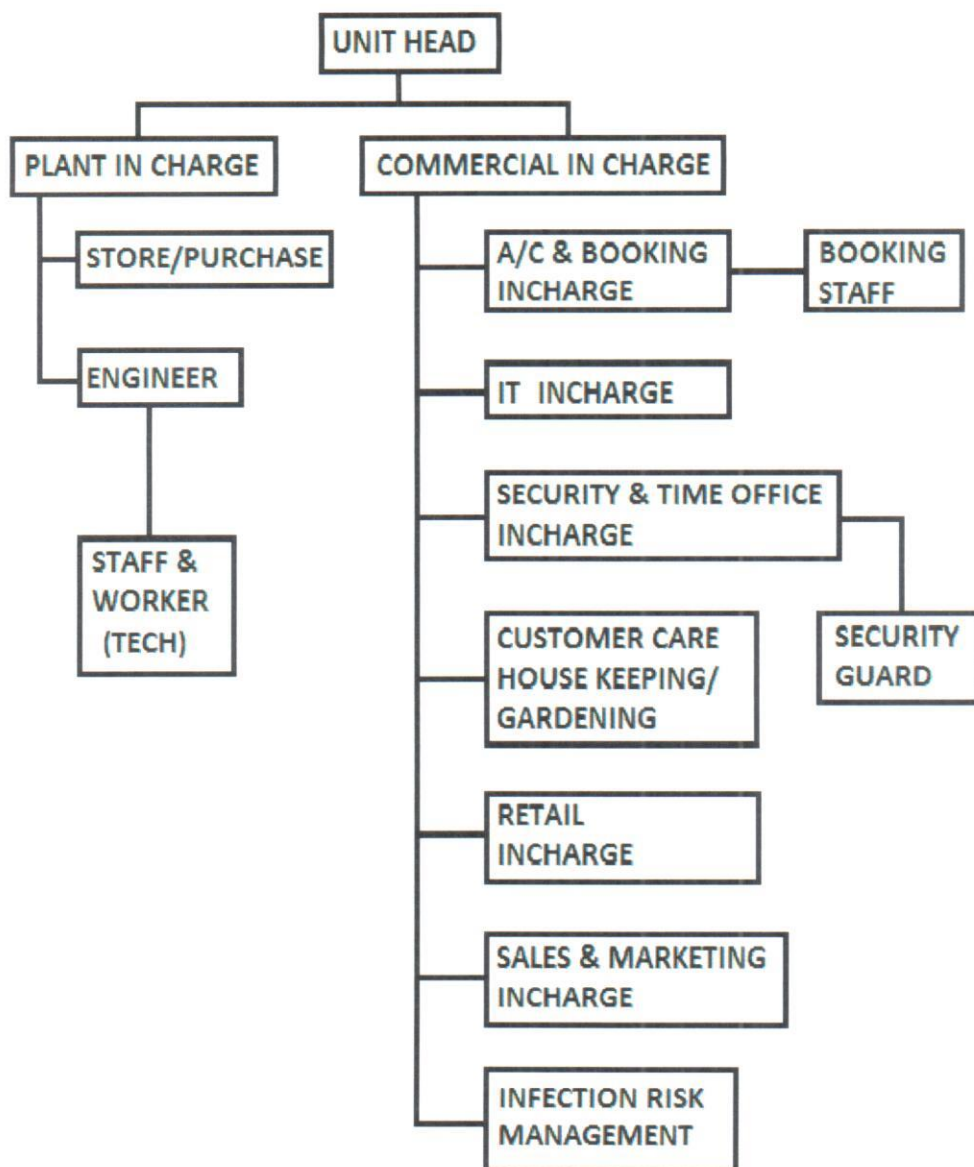
ORGANIZATION CHART - UBL HO



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ANNEXURE "B"

ORGANIZATION CHART - UNIT



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ANNEXURE "C"

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UNIT NAME -			Infection Risk Management Incharge Name -		Date :-					
Infection Risk management team :										
Sr.N	Area	Point	What to Check	Manpower Deployed	Hourly Checking: OK! <input checked="" type="checkbox"/> / NOT OK! <input type="checkbox"/>					REMARKS
					9:00 AM	11:00 AM	1:00 PM	3:00 PM	5:00 PM	
1	Main Gate & New Gate	Thermal Scanner	Available/ Working							
		Face Mask	Wear Or Not Staff & Customer							
		Hand Sanitizer Machine stand	Available, Filled Or Not/Working							
		Arogya setu App	Available in mobile of Employees							
2	Main gate to Ticket Counter	Queue Area railing/seating	Sanitization							
		Social Distance In Queue area	Maintained Or Not							
3	Booking	Cash Collect In Tray	Maintained Or Not							
		Cash Collect or change box (Take or return)	Used Or Not							
		Cashier Wearing (Hand gloves, Face shield, Mask)	Wear Or Not							
		Hand Sanitizer at ticket Window	Available/ Filled Or Not							
4	L/Stn Waiting Hall	Frisking & Bag Checking With social Distance	Maintained Or Not							
		Ticket Checker Wearing (Hand gloves, Face shield, Mask)	Wear Or Not							
		Social Distance	Maintained Or Not							
5	Waiting Area to Boarding	Social Distance	Maintained Or Not							
		Railing & seating area	Sanitization							
6	Lower Station Boarding	Operator Wearing (Hand gloves, Mask)	Wear Or Not							
		Social Distance with cross seating In ropeway cabin (2 person each cabin)	Maintained Or Not							
7	Upper De-Boarding	Operator Wearing (Hand gloves, Face Mask)	Wear Or Not							
		Social Distance Maintain	Maintained Or Not							
8	De-Boarding to Way to	Railing & seating area	Sanitization							
		Social Distance in Queue Area railing (Temple to U/stn entry gate)	Maintained Or Not							
9	Upper Station Entry Gate	Thermal Scanner	Available/ Working							
		Face Mask	Wear Or Not Staff & Customer							
		Hand Sanitizer Machine stand	Filled Or Not/Working							
		Ticket Checker Wearing (Hand gloves, Face shield, Mask)	Wear Or Not							
10	U/stn waiting hall to	Frisking & Bag Checking With social Distance	Maintained Or Not							
		Social Distance	Maintained Or Not							
11	Upper Boarding	Railing & seating area	Sanitization							
		Boarding Operator Wearing (Hand gloves, Face Mask)	Wear Or Not							
12	Lower Station De-Boarding	Social Distance with cross seating In ropeway cabin (2 person each cabin)	Maintained Or Not							
		De-Boarding Operator Wearing (Hand gloves, Face Mask)	Wear Or Not							
15	Retail Exit to Main Gate	Cabin Sanitization	Maintained Or Not							
		Social Distance	Maintained Or Not							
		Retail Staff Wearing (Hand gloves, Face shield, Mask)	Wear Or Not							
		Cash Collect In Tray at Retail all counters	Maintained Or Not							
16	Retail Exit to Main Gate	Cash Collect or change box (Take or return) at Retail all Counter	Used Or Not							
		Social Distance in Retail Area To Exit	Maintained Or Not							
17	Offices	Lower Stn Ctr Room (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		Booking (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		Accounts (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		CCTV Room (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		Upper Stn Ctr Room (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		Reception (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		Store (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
		RM Office (Sanitation of table, chairs, telephones etc)	Maintained Or Not							
Signature Of Infection Risk Management Incharge				Signature Of Unit Head :						

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Passenger Ropeway

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Ref: UBL-PRD-SEC -SOP
Date: 31.05.2021
Issue: 02

ANNEXURE "D"

Check list for Employee								
Unit Name -				Day & Date:				
S#	Name of Employee	Body Temperature	Any Symptoms	Sanitization at entry gate at each entry	Aarogya Setu App status	PPE		Remarks / Any Travel History
						Mask	Gloves	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
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Prepared by:
Date:

Recommended by:

Approved by:

Rev. No.:
Date:

Sheet No. 21

ANNEXURE "E"

Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1 percent
Sodium hypochlorite - liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite - liquid	25%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) - tablets	60%	11 tablets to 1 litre water
Chloramine - powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

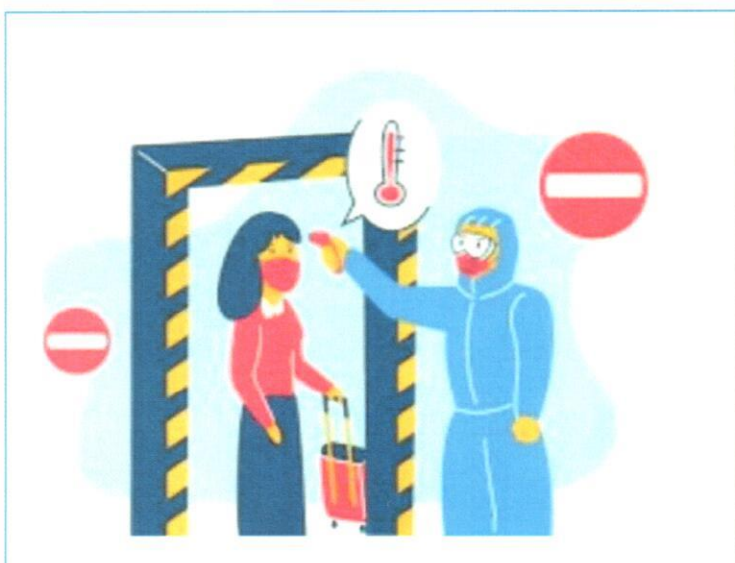
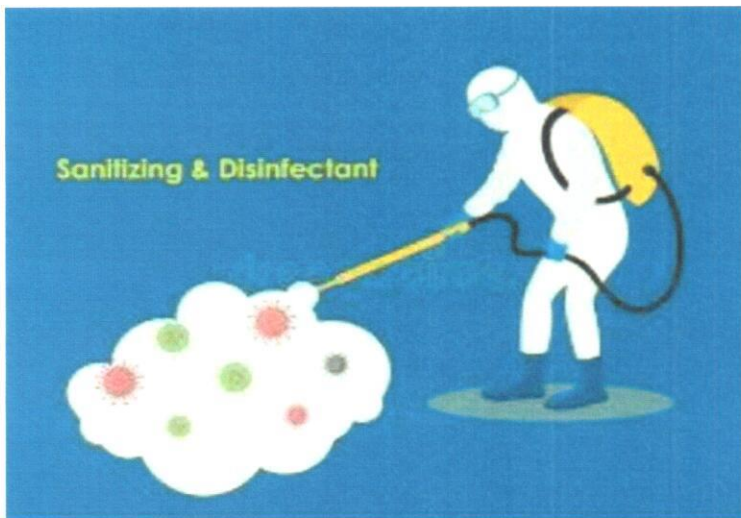
Reference:




- *Standard Operating Procedure (SOP) for transporting a suspect/confirmed case of Covid 19 from Ministry of Health and Family Welfare, Directorate General of Health Services [Emergency Medical Relief].*

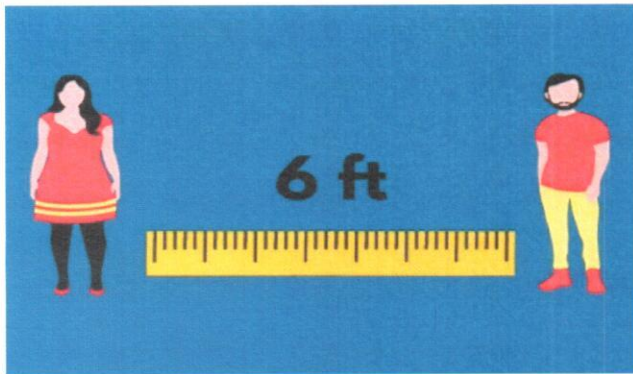
Prepared by: Date: 	Recommended by: 	Approved by: 	Rev. No.: Date:	Sheet No. 22.
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ANNEXURE "F"

Following (but not limited) information to be pasted as prominent places.



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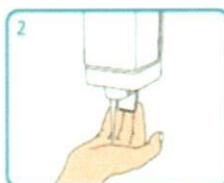


No Biometric Attendance Using Finger Print

Maintaining Hand Hygiene



A scrub is a guy that thinks he's fly



He's also known as a busta (Busta, busta)



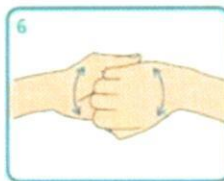
Always talkin' about what he wants



And just sits on his broke ass



So no, I don't want your number (Uh, uh)



No, I don't want to give you mine and



No, I don't want to meet you nowhere (No, no)



No, I don't want none of your time and (Uh)

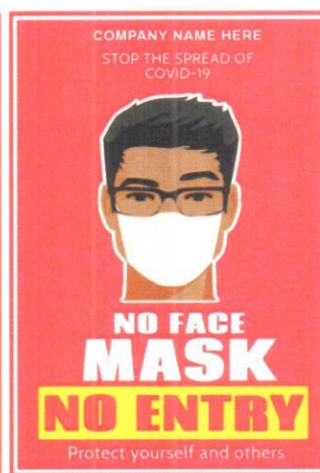
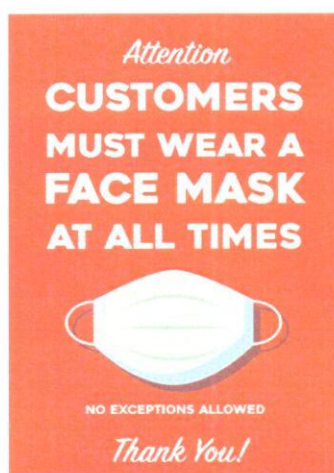
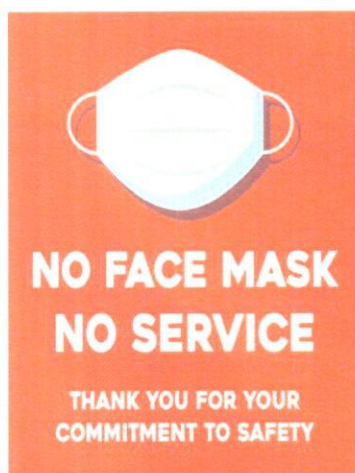
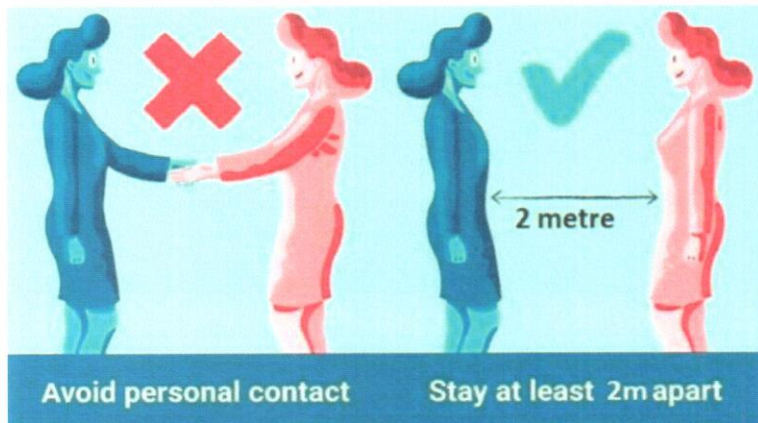
Prepared by:
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Date:




Sheet No. 25.



Prepared by: Date: 	Recommended by: 	Approved by: 	Rev. No.: Date:	Sheet No. 26.
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ANNEXURE "G"

USHA BRECO LIMITED - DAILY CHECKLIST RETAIL AREA	
Opening Check	
S.N.	What to check
1	Check the fridge and deep freezer temperature to ensure they are working properly
2	Food should prepared and served as per the best standards on hygiene and safety
3	Quality of prepared food and taste to be checked well before delivering to guest
4	Check the equipment is working correctly
5	Ensure each utensils, equipment condition before using
6	Make sure that all work surface areas are clean, cleaning of floor, equipment, utensils and clothes to be ensured properly
7	Make sure staff are fit for work and personal hygiene is well up to mark, wearing appropriate clean work clothes, gloves etc.
8	Make sure you have hand washing soap and clean duster in the preparation area
9	All Staff are Present with proper Uniform, Chef Cap, Apron, Hand gloves, Face Mask, Shoes.
Closing Check	
1	Check that no food has been left out
2	Prepared the requisition for next day planning
3	Proper area cleaning and washing before leaving
4	Check that all food that is past its shelf life by date has been thrown away
5	Check dirty clothes/duster/Apron have been are put out for cleaning in detergent and hot water. To be rinsed out with Dettol solution.
6	Make sure dustbins have been emptied and replaced with new bags
7	Make sure all appliances have been switched off also the gas pipeline and all gas ranges tap and main tap to be turned off
8	Lock and key of the production area and key to handover security personal
Other Points	
1	Yearly medical checkup of all employees respect to retail operation
2	Water sample test - Half yearly Basis
3	Vaccination to all employee
Checked by Chef/Cook	
Retail In charge	

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ANNEXURE "H"

UNIFORM USAGES PROCEDURE - KITCHEN AND FOOD COURT STAFF

- 1) All kitchen staff should be wearing appropriate and proper uniforms at all the times.
- 2) Use non-skid, close-toed work shoes while on duty (Black shoes with lace to be worn).
- 3) Always wear your apron on site, as appropriate.
- 4) Always wear your hand gloves on site, as appropriate.
- 5) Do not wear the apron to and from work.
- 6) Always remember to take off the apron before using the rest room.
- 7) Change apron if it becomes soiled or stained.
- 8) Always wear a hairnet or cap in any food production area that completely covers all hair
- 9) Refrain from wearing jewelry in the food production area.
- 10) No necklaces, bracelets, or dangling jewelry are permitted.
- 11) Black socks to be worn. Socks be changed daily so that it doesn't smell.
- 12) Use clothes disinfectant and refreshing spray for employee working at retail area.
- 13) All retail employee to wear Head Cap, Hand Gloves, Face Mask and Face Shield.

UNIFORM WASHING PROCEDURE -

- 1) After reaching at home, first takeoff your cloth and keep separate (Do not mix with other cloth available at home)
- 2) Immersing the linen in boiling water or Immersing the linen in disinfectant solution for the required contact time and rinsing with clean water
- 3) Allowing to fully dry, ideally in the sun
- 4) Practice hand hygiene after removal of cloth
- 5) During washing do not touch your hands in nose/eyes/mouth.
- 6) After washing sanitize the floor/water tap/door handle etc.

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ANNEXURE "I"

Work Area	Team (nos.)	Timing	Remark
Infection Risk Management Team	4	08AM to 05PM	During 25% capacity
Commercial Area	3	08AM to 05PM	During 25% capacity
Ropeway Operation area	5	08AM to 05PM	During 25% capacity
Retail Area	1	08AM to 05PM	During 25% capacity

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