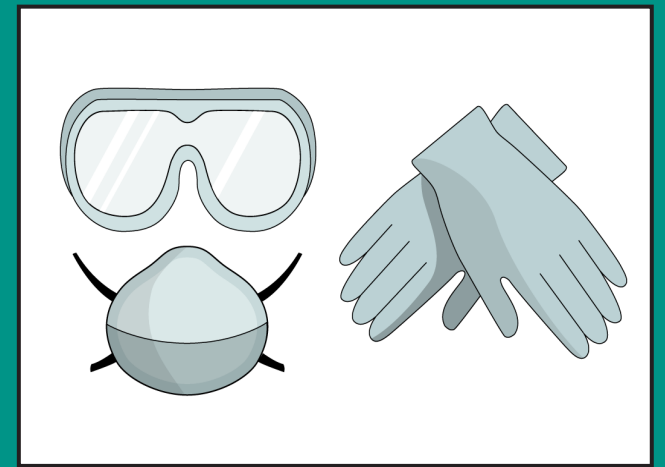




SOP for Anyone Entering Parijat Premises

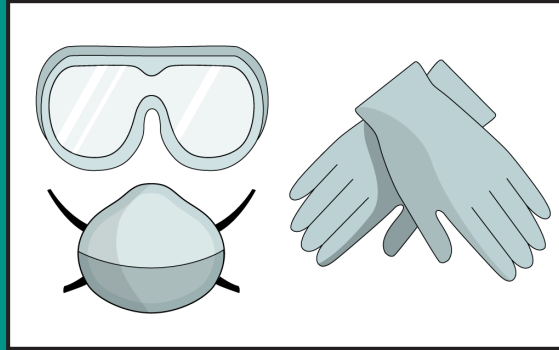


Standard Operating Procedure





| Sr. No. | Activity |
|---------|--|
| 1.1 | Security guard must be wearing PPEs Gloves, Mask, and Full sleeve shirt. Mouth and Nose must be covered. Security guard must have sanitizer for themselves. |
| 1.2 | Security guard must have a Thermal non contact thermometer. Every person's temperature is to be checked and recorded. |
| 1.3 | Every person entry into Parijat premises must be observed for not have cold, cough or temperature above normal range. Note: If temperature of person found above normal range ($\geq 100^{\circ}$ F) or having cold and cough, Immediately the person should be isolated and information to be passed to ADMIN department & HSE for further necessary action. |
| 1.4 | Sanitizer is then dispensed on the person's hands and it is made sure that he has rubbed it all over his hands. |
| 1.5 | The person is issued a facemask and allowed to enter only after facemask has been worn. |
| 1.6 | Every day all the gate entry area would be sanitized with the bleaching solutions (1:100) twice. |
| 1.7 | All the windowpanes, all the surfaces would be sanitized with the bleaching solutions, telephone instruments & other electronic gadgets would be sanitized with the 70/% alcohol-based solutions/ Dettol solutions (1:16) twice a day. |
| 1.8 | The mobile cupboards at the security gate would be sanitized with weak bleaching solutions once every day before keeping any mobile handsets there. |
| 1.9 | The security personnel will make sure everybody putting mask and the required PPEs on & hand sanitizers are available sufficiently at the gate at all the time. |



SOP for Disinfection by Fogging Machine

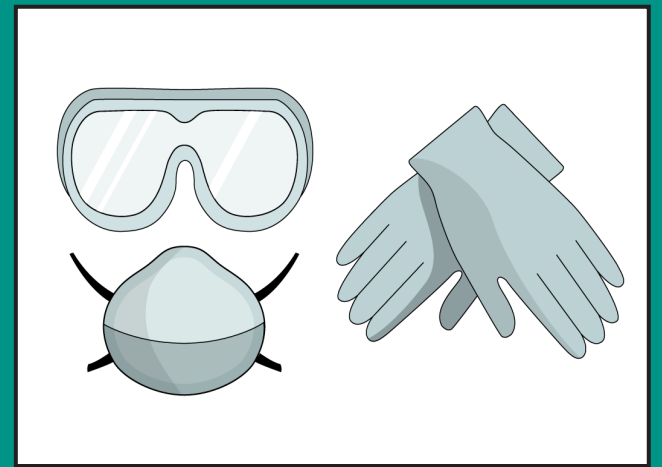


Standard Operating Procedure

| Sr. No. | Activity |
|---------|---|
| 1.1 | Switch OFF the Exhaust, Fans & AC of sterilization area. Wear the mask, gloves & Goggles before starting the work. |
| 1.2 | <p>Preparation of Fogging liquid:</p> <p>A) Disinfectant Name</p> <p>B) Disinfectant Qty required to make 1 Ltr solution in purified water</p> <p>1 Ltr Solution is sufficient for fogging of 1000 cubic feet.</p> <p style="text-align: right;"> Otgaurd (Ecogaurd) 15 ml Sodium Hypochlorite Make 1% Solution </p> |
| 1.3 | <p>Operation of Fogging Machine:</p> <p>Open the tank cap of Fogger machine & Add fogging liquid to tank (Maximum up to 7 Liters), then tighten the tank cap.</p> <p style="text-align: center;">↓</p> <p>Before plugging the fogger machine to the main, ensure machine is in OFF mode. Switch ON the main</p> <p style="text-align: center;">↓</p> <p>Place it at appropriate place with nozzle direction pointed in desired position/direction. Adjust the direction of Nozzle with nozzle clamps.</p> <p style="text-align: center;">↓</p> <p>Switch on the machine so that machine start generating fog. Turn the value knob in anticlockwise direction for higher flow & Clockwise direction for droplets.</p> <p style="text-align: center;">↓</p> <p>After completion of fogging treatment, Switch OFF the machine & add purified water in tank and operate for 2-3 minutes to ensure cleaning of internal parts of machine. Switch OFF the machine & main.</p> <div style="float: right; width: 200px;">     </div> |
| 1.4 | <p>Frequency of Application:</p> <p>After 24 hours.</p> |
| 1.5 | <p>Minimum time required to re-enter the fogging area after application:</p> <p>30 Minutes.</p> |
| 1.6 | <p>Precautions:</p> <ol style="list-style-type: none"> 1. Avoid direct contact with eyes. 2. Rinse with fresh water in case of contact. 3. Wear mask, gloves & Goggles. 4. Do not allow dirt or dust to enter the machine. 5. Do not use flammable liquid for fogging. 6. Always keep the tank clean. |



SOP for Office Area and QC lab Sanitization

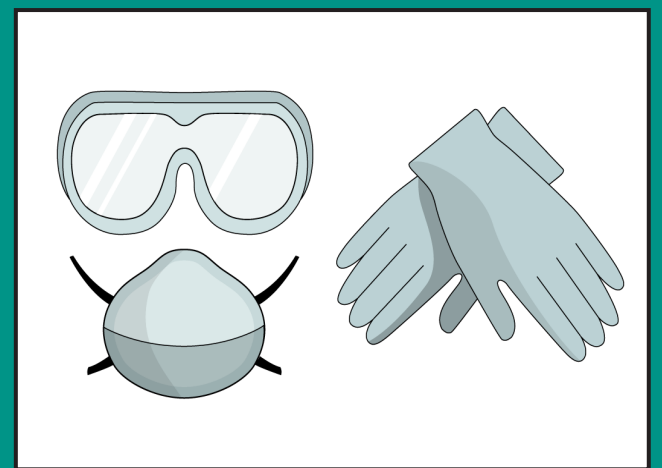


Standard Operating Procedure

| Sr. No. | Activity |
|---------|---|
| 1.1 | Office areas and QC lab except Machines will be sanitized with the help of ULV fogger. For fogger operation refer ADMIN SOP for disinfection by Fogging machine (PIPL/ADMIN/SOP/07). |
| 1.2 | Prior starting fogging, please make sure all the fans and exhausts are switch off. |
| 1.3 | Machines used in Office areas and QC lab should be wiped with alcohol solutions/ Dettol Solutions or with Colin. |
| 1.4 | Frequency of application: After 24 hours. |
| 1.5 | Minimum time required to re-enter the areas after application: 30 minutes. |
| 1.6 | Note: All common areas of Office areas and QC lab like Door handles, Machines parts should be mopped with alcohol solutions/ Dettol Solutions or with Colin after every 2 and half hours. Person responsible for operating the fogging machine must be properly clad with all PPEs including Goggles, Gloves and Face Mask. |



SOP for Office Vehicle Sanitization



Standard Operating Procedure

| Sr. No. | Activity |
|---------|--|
| 1.1 | Vehicles will be sanitized with the help of ULV fogger. For fogger operation refer ADMIN SOP for disinfection by Fogging machine (PIPL/ADMIN/SOP/07). |
| 1.2 | Before start of fogging in vehicle, please make sure all windows and doors are closed. |
| 1.3 | Also sanitize the exterior body of vehicle with fogging machine. |
| 1.4 | Frequency of application: After 24 hours. |
| 1.5 | Minimum time required to re-enter the vehicle after application: 30 minutes. |
| 1.6 | All passengers entering the vehicle must be wearing masks. |
| 1.7 | All passengers must ensure that they are maintaining social distance. |
| 1.8 | One sanitizer must be kept in the vehicle under custody of the vehicle driver. |
| 1.9 | Note: All common areas of vehicle like Door handles, Steering should be mopped with Dettol solution (1:16) after each round. Person responsible for operating the fogging machine must be properly clad with all PPEs including Goggles, Gloves and Face Mask. |



SOP for Shop Floor Sanitization (Areas of Production, FG, RM, PM, Maintenance, Loading & Unloading)

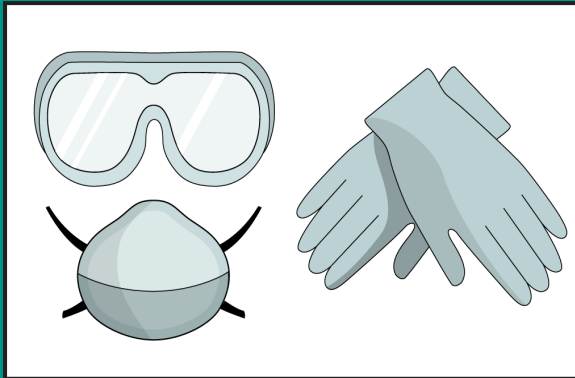


Standard Operating Procedure

| Sr. No. | Activity |
|----------------|--|
| 1.1 | Shop floor areas except machines will be sanitized with the help of ULV fogger. For fogger operation refer ADMIN SOP for disinfection by Fogging machine (PIPL/ADMIN/SOP/07). |
| 1.2 | Before start of fogging in Shop floor areas, please ensure all fans and exhaust are switched off. |
| 1.3 | All machines/ electrical instruments used at shop floor should be wiped out with the alcohol-based solutions / Dettol solutions or with Colin. |
| 1.4 | Frequency of application: After 24 hours. |
| 1.5 | Minimum time required to re-enter the shop floor areas after application: 30 minutes. |
| 1.6 | Note: All common areas of Shop floor like door handles, machines doors/handles should be wiped out with alcohol-based solutions / Dettol Solutions (1:16) or with Colin twice a day. Person responsible for operating the fogging machine must be properly clad with all PPEs including Goggles, Gloves and Face Mask. |



SOP for Washroom Sanitization

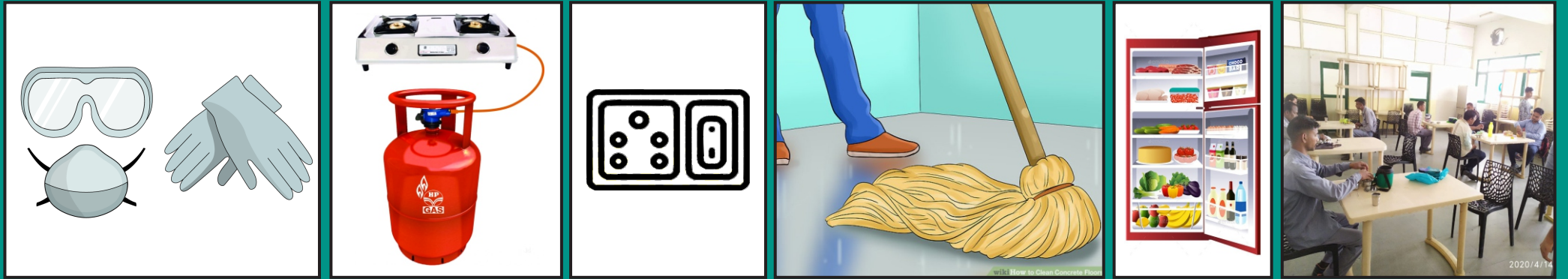


Standard Operating Procedure

| Sr. No. | Activity |
|---------|---|
| 1.1 | Put on protective gloves, Mask and Goggles. Always clean from top to bottom and towards the exit door. |
| 1.2 | Flush the toilet. Apply Harpic or any other good toilet cleaners inside and outside the toilet, across the toilet wall. Spraying of bleaching solutions or sodium hypochlorite solution 5% (1:3 - one part of bleaching solution & 99 part of water) twice a day. |
| 1.3 | Use a toilet bowl brush to scrub the inside of the toilet bowl. Flush the toilet to rinse the bowl. |
| 1.4 | Wipe outside of the toilet bowl, toilet seat and cover, the pipes leading to toilet, drainpipe and walls around the toilet with a sponge followed by a dry cloth. |
| 1.5 | For urinals, remove debris with your gloves on, Apply Harpic or any other good toilet cleaners to the interior and exterior surfaces of all urinals. Wash the urinals from top to bottom. Spraying of bleaching solutions twice a day. |
| 1.6 | Dusting & mopping the floor starting at nook & corner in the toilet. Collect the dirt with a dust receptacle and put it in the dustbin. |
| 1.7 | Clean wash basin first by using the hard brush. Spray bleach solutions to the interior and exterior surfaces of all wash basin excluding all metal parts. Scrub all bath fittings with a sponge or any cloth with mild soap solutions & wipe it out dry. |
| 1.8 | Clean mirrors and spray bleaching solutions. Wipe the surface from top to bottom. |
| 1.9 | Clean fixtures & electrical points with a disinfectant solutions sprayed on the cloth or sponge. |
| 1.10 | Wet mopping of the floor with bleaching solutions starting at the farthest corner and working towards the door. |
| 1.11 | Wash all cleaning equipment thoroughly. Discard properly the mop bucket solution once the cleaning is complete. |
| 1.12 | Frequency: Twice a day. First in morning and Second during Staff lunch. |
| 1.13 | Note: All common areas of washroom like Door handles, Water taps, Toilet seat and Switches should be mopped with Dettol solution (1:16) after every Two and half hours. Person responsible for Washroom cleaning must have all PPEs including Goggles, Gloves, Gum Boots and Face Mask. |



SOP for Canteen and Kitchen Sanitization



Standard Operating Procedure

| Sr. No. | Activity |
|---------|--|
| 1.1 | Put on protective gloves, Mask and Goggles. Always clean from top to bottom and towards the exit door. |
| 1.2 | Clean Kitchen shelf, Gas stoves, canteen furniture firstly by using the scrubber or duster to remove all debris. Apply bleaching solutions/ Dettol solutions on all the surfaces. Wipe out with a sponge followed by a dry cloth duster. |
| 1.3 | Clean sinks by using the scrubber brush to remove all debris. Apply Dettol solutions or any good noncorrosive disinfectants to the interior and exterior surfaces of all sinks. Wipeout with a sponge followed by a dry cloth. |
| 1.4 | Clean light switches / fixtures by applying Bleaching solutions/ Dettol Solutions on the cloth or sponge. |
| 1.5 | Dusting the floor starting at the farthest corner and working towards the door with a brush. Collect the dirt with a receptacle and place it in the dustbin. |
| 1.6 | Wet mop the floor with Lizol/Bleaching solutions starting at the farthest corner and working towards the door. |
| 1.7 | Wash all kitchen crockeries & cutleries thoroughly in hot water & a good soap based liquid utensil cleaner. Properly discard mop bucket solution when cleaning is complete. |
| 1.8 | All the raw vegetables must be washed / soaked in hot water before uses. |
| 1.9 | The Fridge must be sanitized too with colin Inside & Outside with the help of Soda bi carb & Vinegar daily. No chopped vegetables to be stored in canteen fridge. |
| 1.10 | Frequency: Canteen and Kitchen should be cleaned two times a day, Once in morning and once in evening. |
| 1.11 | Note: All common areas of Canteen and Kitchen like Door handles, Water taps, Gas Stove regulators and Switches should be mopped with Bleaching solution or Dettol solution (1:16) after every 2 and half hours. |



Standard Operating Procedure for Sanitization of inward and outward vehicles and disinfection of inward materials



| Sr. No | Activity |
|---|---|
| Disinfection process through Sanitization & Thermal Scanning | |
| 1.1 | Security persons need to be wearing proper face mask, gloves and polythene sleeve if required and should have access of sanitizer. |
| 1.2 | A mask will be given to driver and their helper to wear by security person. |
| 1.3 | Sanitizer is poured on their hands. |
| 1.4 | Security person will give polythene gloves to outside vehicle staff to wear. |
| 1.5 | Then they will check the temperature of outside vehicle staffs by thermal scanning. |
| 1.6 | If temperature observed to be more than normal range ($\geq 100^{\circ}$ F), immediate information to be passed to concerned dep't head (STROE & LOGISTICS, ADMIN & HSE) for further necessary action. |
| 1.7 | If temperature is in normal range ($< 100^{\circ}$ F), then outer surface and cabin of reported vehicles will be sanitized by ULV Fogger Machine {For fogger operation refer ADMIN SOP for disinfection by Fogging machine (PIPL/ADMIN/SOP/07)}. |
| 1.8 | Loading / unloading squad will wear proper face mask , gloves, and safety cotton dangri before initiating sanitization. |
| 1.9 | Sanitization of reported vehicle will be carried out under supervision of dedicated unloading / loading supervisors. |
| 1.10 | Then the truck allowed to enter through gate for loading/ unloading. The inner surface of vehicle needs to be sanitized after vehicle gets parked at L/U bay. |
| Accommodation to outside vehicle staff (Driver/Helper) | |
| 2.0 | Truck is led in and parked at loading/unloading bay. |
| 2.1 | Truck carriage is opened for unloading/loading by driver/helper. |
| 2.2 | Truck driver and helper came with truck should be sent into driver rest room after parking of truck. They will only be allowed to be at port while loading / unloading in progress to attend counting / joint verification of packages. |
| 2.3 | Tea and snacks will be served to them at driver rest room. |
| 2.4 | Area leading into plant is shut off so that driver and helper cannot venture out of designated area. |
| 2.5 | Driver rest room need to sanitize immediately after drivers leave, till then no one will enter in rest room. |
| Safety precaution for Unloading (Handling) of inward shipment | |
| 3.0 | Store unloaders are present at loading/unloading port with full PPE's: Goggles/mask/Long sleeve gloves/Apron/Cap (As per need). |
| 3.1 | During the unloading of drums, they should be wearing heavy duty nitrile gloves. |
| 3.2 | During Unloading of corrugated boxes, they should be wearing polythene gloves. |
| 3.3 | During the handling of bags, they should be wearing cotton gloves. |
| 3.4 | They must wear cut resistant gloves with separate sleeve and use of iron/steel hook, while unloading of Sand's bags. |



Standard Operating Procedure for Sanitization of inward and outward vehicles and disinfection of inward materials

Activities after unloading

| | |
|-----|--|
| 4.0 | Once all materials are unloaded. Truck can be asked to leave. |
| 4.1 | Unloaders should again have to sanitize their hands |
| 4.2 | We can even put sanitizer on their aprons and sleeves by dispensing through Colin bottle on their aprons and any skin exposed part of their body. |
| 4.3 | Unloaded material to be kept at appropriate storage place with quarantine label (using gumming sheet – A4 size) to be pasted on yellow tape (which denotes for material under testing). |

Isolation Process to be followed for unloaded inward consignment

| Nature of Materials that have arrived | Time Corona remains Active | Material entering our plants. What to do with each of Material |
|--|----------------------------|---|
| Cardboard Cartons For packing our materials | 24 hours | Standard Materials should be unloaded and quarantined for 2 days before usage |
| Cardboard Cartons with materials inside If containing any type of plastic | | Standard Materials should be unloaded and quarantined for 3 days before usage |
| Stainless Steel /steel/MS Drums | 3-4 days | <ol style="list-style-type: none"> Every Single drum that enters plant enters drums should be sprayed with Sodium Hypochlorite / or drums should be mopped with Sodium Hypochlorite solution. All drums should be put in their storage place and quarantined for 3 days from arrival before usage. If issuance is to be done in case of urgency, then need to be followed step 1. |
| Plastic This includes Plastic drums/Woven sacks/plastic bottles/caps | 3 days | If possible, should be sprayed with Sodium Hypochlorite Solution or fogged Standard All materials should be kept in quarantine for 3 days before usage. |

Safety measure to be followed during sampling by QC

| | |
|-----|--|
| 5.0 | QC person will arrive to sample by wearing full PPE (Goggles/Sleeve length gloves/ Face mask/Apron/Cap) as per need. |
| 5.1 | QC person can take sample before and after according to nature/type of material. |

Material Issuance from Store

| | |
|-----|---|
| 6.0 | Material will be issued after completion of quarantine period. |
| 6.1 | Proper disinfection process to be followed (spray or mope of Sodium Hypochlorite solution) whenever material needs to be issued in urgency. |

Disposing off used Disposable PPEs

| | |
|-----|---|
| 7.0 | After usage of disposable PPE, these should be carefully taken out and put into a single container which is a plastic bag that has been rolled over a dustbin. When the bag fills up, spray the bag with Sodium Hypochlorite solution and tightly seal the bag and those bags should be kept away separately. |
| 7.1 | Since the virus dies in 3 days. In any case the bags will be inert after 3-4 days and then these bags can be disposed off. |