



Human Resources Division, Renata Limited
Standard Operating Procedure (SOP)
SOP for COVID-19 Prevention

Ref No: HO/SOP/HRD/010/02

Effective from: **March, 2020**

Supersedes: HO/SOP/HRD/010/01

Next Review: **N/A**

- 1.0 Purpose:** To establish a standard procedure for disinfection in order to prevent the spread of COVID-19 in our workplace.
- 2.0 Responsibility:** HR Personnel, HSE Personnel, Depot Heads, Sales Managers, Deputy Sales Managers, Assistant Sales Managers, Senior RSMs and RSMs.
- 3.0 Accountability:** Human Resources Division.
- 4.0 Applicability:** All Renata Employees.
- 5.0 Training:**
 - 5.1** All personnel involved with the process of Cleaning and Disinfection must receive appropriate training prior to their involvement in the process.
 - 5.2** All employees must be made aware about the disinfection/prevention process for COVID-19 by respective responsible authorities on a regular interval.
- 6.0 Procedure for Head Office:**
 - 6.1** Hand rubs/Sanitizers will have to be kept in the reception areas.
 - 6.2** Reception areas must be swept hourly, including all door handles and lift buttons. Other than the reception area, door handles in other areas must be disinfected once in the morning and once in the afternoon.
 - 6.3** Employees should only use the attendance machine after sanitizing their hands.
 - 6.4** All restrooms will be required to have adequate amount of soap/liquid soap at all times. Employees will need to use them frequently every time coming out and going in the restrooms.
 - 6.5** Each department must have access to disinfectants so that people can disinfect their hands, keyboards, mouse and phones on a regular interval.
 - 6.6** It is advisable not to share stationery such as pen, pencils, etc.
 - 6.7** Those who are working in cash section, need to use sanitizer every time they are touching/counting money. It is advisable to wear disposable hand gloves while dealing with money.

- 6.8 It is encouraged to use the stairs as much as possible. At other times, when using the lifts, make sure there are no more than 3 people at any given time.
- 6.9 When using the gym, all users are advised to use the hand rub available there before and after using any equipment.
- 6.10 The equipment of gym must be disinfected once in the morning and once in the afternoon.
- 6.11 When using ATM, employees must sanitize their hands before and after use.
- 6.12 Before entering the office for the first time, all employees, vendors, visitors and all other stakeholders will have to go through mandatory temperature checks at the reception door. Admission into the premises will only be allowed if the temperature of the person is found normal. If anyone is found with fever (i.e. a temperature of ≥ 100 F), they will be requested to return home and consult with the doctors for further treatment and share details of their symptoms and recent travel (if any) with the Doctor.
- 6.13 When entertaining guests at Renata Park or in any social gathering, social distancing of 1 meter between people at all sides must be maintained. This will also be applicable in any other crowded area or public place.
- 6.14 In all other areas, general cleanliness ought to be maintained every 2 hours.

7.0 Procedure for Manufacturing Sites:

- 7.1 Normal cGMP guidelines must be followed by all factory staff.
- 7.2 Reception areas must be swept hourly, including all door handles.
- 7.3 All door handles must be disinfected once in the morning and once in the afternoon in the office areas. In case of lift buttons, they must be disinfected hourly.
- 7.4 Employees should only use the attendance machine after sanitizing their hands.
- 7.5 When using the gym, all users are advised to use the hand rub available there before and after using any equipment.
- 7.6 It is encouraged to use the stairs as much as possible. At other times, when using the lifts, make sure it is not congested and has enough room between people depending on the size of the lift.
- 7.7 When using ATM, employees must sanitize their hands before and after use.
- 7.8 The ATM keyboard and the adjacent areas must be wiped with a cloth and alcohol rub every 2 hours.
- 7.9 Those who are working in cash section, need to use sanitizer every time they are touching/counting money. It is advisable to wear disposable hand gloves while dealing with money.
- 7.10 When entering the office for the first time, all employees, vendors, visitors and all other stakeholders will have to go through mandatory temperature checks at the site-specific

entrance before the barricade. Admission into the premises will only be allowed if the temperature of the person is found normal. If anyone is found with fever (i.e. a temperature of ≥ 100 F), they will be requested to return home and consult with the doctors for further treatment and share details of their symptoms and recent travel (if any) with the Doctor.

7.11 It is advisable not to share stationery such as pen, pencils, etc.

8.0 Procedure for Canteens:

8.1 In the canteen, all employees must maintain social distancing of 1 meter between themselves in all directions.

8.2 If there is insufficient space inside the canteen, then temporary premises/arrangements must be set up to allow for social distancing.

8.3 Tables must be sanitized before and after each meal.

8.4 All canteen and kitchen staff must wear masks and gloves to protect themselves.

8.5 All canteen and kitchen staff must maintain proper hygiene at all times.

8.6 Canteens should only have paper towels. All shared cloth-based towels must be removed.

9.0 Procedure for Depots:

9.1 Hand rubs/Sanitizers will have to be kept in the reception areas.

9.2 Employees should only use the attendance machine after sanitizing their hands.

9.3 It is encouraged to use the stairs as much as possible. At other times, when using the lifts, make sure it is not congested and has enough room between people depending on the size of the lift.

9.4 Before entering the office for the first time, all employees, vendors, visitors and all other stakeholders will have to go through mandatory temperature checks at the depot main entrance. Admission into the premises will only be allowed if the temperature of the person is found normal. If anyone is found with fever (i.e. a temperature of ≥ 100 F), they will be requested to return home and consult with the doctors for further treatment, and share details of their symptoms and recent travel (if any) with the Doctor.

9.5 Areas that usually have the most people such as the pick-pack area, must be swept every 2 hours with disinfectants.

9.6 Delivery Assistants and other staffs who are working in warehouse are instructed to wear disposable hand gloves while packing, putting products in the shelves/warehouse and delivering product at the chemists' end.