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.

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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
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.

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.

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9.7 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.

9.8 All restrooms will need 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.

9.9 Each floor must have access to disinfectants so that people can disinfect their hands, keyboards, mouse and phones on a regular interval.

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

9.11 Overall, general cleanliness ought to be maintained every 2 hours.

10.0 Procedure for Pool Cars:

10.1 All pool cars must be sprayed with a disinfectant 15 minutes before travel. After spraying the doors and windows must be kept closed for 15 minutes.

10.2 Drivers should wash/sanitize their hands thoroughly before, during and after duty hours.

10.3 Drivers must also specifically disinfect the steering wheel and gear frequently.

11.0 Procedure for Mosque:

11.1 Mosque will be closed until further notice.

12.0 Provision for Disinfectant:

12.1 All employees of Renata, Renata Agro, and Purnava to be supplied with hand sanitizer.

13.0 General Awareness:

13.1 Maintain at least 1-meter (3 feet) distance between yourself and anyone who is coughing or sneezing.

13.2 Please do not shake hands or hug each other. Salam and Namaste are ingrained in our cultural tradition. These are safer alternatives to shaking hands.

13.3 It is advisable to avoid any social gathering for own and family safety.

13.4 Hands can pick up the virus quite easily, therefore, it is highly recommended that you avoid touching your face, mouth, nose and eyes as much as you can.

13.5 Encourage everyone around to use masks and paper towels, especially if anyone experiences cold, cough and runny nose. The used masks and paper towels must be disposed in closed bins.

13.6 If any employee has fever or any close family member is having fever, he/she should inform the concerned supervisor and take leave immediately. Only after consulting with a doctor and after providing Doctor’s clearance an employee can resume office.

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13.7 HODs/supervisors are advised to do the follow up with the employee on his/her health condition in regular interval.

13.8 All employees should hold meetings in small groups. At the same time, it is preferred that meetings are held via teleconference, video conference, etc.

13.9 Before traveling learn about areas where COVID-19 virus has spread and avoid visiting those affected areas.

13.10 While travelling, keep alcohol-based hand rubs at all times.

13.11 Avoid travelling unless its urgent and take prior approval from concerned HOD.

13.12 In case you have travelled to an affected area, after returning, monitor your body for high temperature and mild cold for 14 days. Ideally it should not be greater than 99 F. In case of any discomfort or illnesses, report to your physician immediately or call IEDCR hunting number at: +8801944333222 and the hotline numbers at: +880193700011, +8801937110011, +8801927711784, +8801927711785, +8801550064901-05

13.13 It is advisable to visit the IEDCR website (https://iedcr.gov.bd/) and their Facebook Page (https://www.facebook.com/iedcr/) for regular updates.

13.14 One can also email IEDCR with any queries at: iedrcovid19@gmail.com

13.15 It is highly recommended that we follow WHO guidelines regarding prevention of COVID-19.

14.0 Reference: In-house.

15.0 Signing and Authorization

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