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# **Prevention and Control Manual: Corona Virus / Covid 19**

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## **Implementation Plan**

Ahuja Group,

India

31<sup>st</sup> March 2020

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## **I. Purpose and scope of application:**

In order to systematically and effectively prevent and control the novel coronavirus pneumonia, maintain normal production and operation order, ensure that every employee and his family can live and work safely and healthily, and finally completely overcome the epidemic, according to the government's relevant requirement of prevention and control of novel coronavirus pneumonia and the guideline of "prevention first, scientific prevention and control second", combined with the actual situation of our company, this manual for the prevention and control of novel coronavirus pneumonia is developed.

As an ordinary Indian, we all have the responsibility and obligation to work hard to start from me, to protect ourselves, take care of our family, and guard our business through scientific prevention and control methods, and strive to obtain a comprehensive victory of prevention and control of novel coronavirus pneumonia as soon as possible !

This prevention and control manual is applicable to all employees of Ahuja Group.

## **II. Organization of epidemic prevention and control and its duties**

### **1. Leading member of Ahuja Group Epidemic Prevention and Control Action Committee**

**Team Leader: Sh. Mohit Gaur**

### **2. Duties of Ahuja Group Epidemic Prevention and Control Action Committee**

1) Procurement Working Group on Prevention and Control Materials : **Sh. Prince Gupta** and other colleagues in the purchase department

Duties: Responsible for statistics, procurement, storage, distribution, recycling, reporting, etc. of prevention and control materials.

2) Liaison Working Group on Prevention and Control Publicity: **Sh. Lalit Ahuja**

Responsibilities: Responsible for external communication and reporting with higher-level government departments, statistics on employee health and travel conditions, training in related knowledge of epidemic prevention and control , production and posting of relevant signs and propaganda slogans, and summary statistics of epidemic prevention and control forms.

3) Plant prevention and control working group: **Sh. Sumit Sharma**

Responsibilities: Responsible for temperature measurement, disinfection and sanitation, lunch control, shuttle control, employee on-site prevention and control supervision, external personnel and vehicle prevention and control management, emergency treatment of abnormal situations, etc. at the entrance and exit gates of the factory area.

**III. Key points of epidemic prevention and control before resumption of work**

**1.** Establishing an epidemic prevention and control leadership team composed of the company's top management, and three working groups on procurement of prevention and control materials, prevention and control communication, and comprehensive prevention and control of the plant area, from the leadership and organization to implement various prevention and control plans, such as Obeying command, having plan, material protection, publicity, training, risk prevention, strong control, regular monitoring, regular reporting, etc., resolutely and timely implement epidemic prevention and control measures, and handle the procedures of resumption of work in accordance with the requirements of the local government (Including the company's commitment to return to work and the employee's commitment to return to work).

**2.** Pay close attention to the national and local government's epidemic prevention and control notice and requirements in real time, learn in time and implement systematically. Before returning to work, the detailed information of employees, including their health and travel, shall be arranged in place, the requirements of 14 day isolation period shall be strictly implemented, and the letter of commitment for returning to work shall be signed, and the entrance of employees shall be strictly controlled.

**3.** The novel coronavirus pneumonia prevention and control manual (implementation plan) should be formulated, and personnel arrangement and prevention and control preparations after resuming work should be done well. Closed loop management should be implemented during production, and corresponding work and life requirements, material reserves, epidemic prevention isolation points and emergency plan closed loop system should be established.

**4.** Equip with sufficient various kinds of epidemic prevention materials, especially important epidemic prevention materials such as masks, disinfectants, thermometers, etc., reserve epidemic prevention materials with a consumption of not less than one week, and make statistical report on epidemic prevention materials every day.

5. Carry out closed management in strict accordance with "an enterprise is a grid", prohibit irrelevant personnel from entering and leaving the enterprise, strictly control the entrance of the company, carry out staff temperature monitoring and record at least twice a day, and ensure that public health management and disinfection protection are in place in the production area, especially in the workshop, dormitory, lunch room and other concentrated areas, and ensure that disinfection is carried out at least twice a day and recorded.

6. Do a good job of epidemic prevention in the production line, office areas, lunch rooms and other densely populated areas of the company, Manage the ventilation, disinfection and sanitation of the site, urge the employees to wear masks and do a good job in personal protection, The isolation point shall be well controlled, and the abnormal situation shall be reported in time and emergency measures shall be taken.

7. Carry out grid management with departments, workshops and teams as units, and do a good job of track management for all staff. Encourage the use of WhatsApp group, and other communication tools and means to strengthen the dynamic management of non-working hours of employees. Accurately master the household registration, residence (including rental place) of employees and their out, back and current health situation, which should be registered to avoid missing any risk sources. Establish "one person, one table" file dynamically, which are in duplicate, one is submitted to the local government and the other is filed by the enterprise.

#### **IV. Details of Epidemic Prevention and Control after Resumption of Work:**

##### **1. Management and control rules for employees going to and after work**

1) Employees' commuting mode: shuttle bus, private car, battery car (bicycle), walking. Before the epidemic is over, employees are not advised to take bus to work, and private cars are not recommended to carry other colleagues.

2) Shuttle buses (company is responsible), private cars and battery cars (car owners are responsible) should keep the inside and outside clean, and often ventilate and disinfect.

3) Health (especially body temperature) abnormal conditions:

In case of abnormal body temperature (over 37.2 °C), cough and asthma, the employee should seek medical treatment in time, report to the administrative department, and be isolated at home for treatment. High-temperature cases found inside the company will be immediately quarantined in the rescue house and reported to the police station and village residence commission.

4) The employee's body temperature is measured at home and he/she wears a mask before going out. Each employee must use the thermometer to check himself at home before going to work, record the specific temperature value, send a text to the administrative department to fill in the employee temperature record form in the column of self-report temperature.

If the employee has symptoms such as abnormal body temperature (over 37.2 °C), cough and asthma, etc., he/she shall report to the administrative department immediately, seek medical treatment in time, and be isolated at home or receive hospital treatment.

5) Notes for shuttle bus ride: each shuttle bus shall appoint a shuttle bus director, who shall be responsible for checking the temperature of each employee (including the driver) and checking the wearing condition of the employee's mask before getting on the bus and leaving. Employees who do not wear masks or wear masks correctly shall not take the shuttle bus. Shuttle bus staff should try to avoid contact with the goods on the bus, by the bus director responsible for opening and closing. Shuttle bus captains should wear disposable gloves.

If the employee has symptoms such as abnormal body temperature (over 37.2 °C), cough and asthma, etc., he/she shall report to the administrative department immediately, seek medical treatment in time, and be isolated at home or receive hospital treatment

6) Notes for entering the factory area:

When entering the factory area, you must wear a mask, and cooperate with the company's staff's temperature detection and disinfection and sanitation when entering the factory. When queuing up for temperature detection, avoid congestion, and maintain a distance of more than 1 meter between the team members.

Among them, the employees who drive private cars receive body temperature detection and disinfection and sanitation work in the car. For employees who take the shuttle bus, body temperature detection and disinfection and sanitation work are completed before entering the bus. The remaining employees receive thermometers and disinfection in the guard room.

If the employee has symptoms such as abnormal body temperature (over 37.2 °C), cough and asthma, etc., he/she shall report to the administrative department immediately, seek medical treatment in time, and be isolated at home or receive hospital treatment.



7) The factory inspection staff must conduct self-inspection with each other in advance, do a good job of disinfection and sanitation when entering the factory, and wear protective equipment such as masks, goggles, and disposable gloves.

If the employee has symptoms such as abnormal body temperature (over 37.2 °C), cough and asthma, etc., he/she shall report to the administrative department immediately, seek medical treatment in time, and be isolated at home or receive hospital treatment.

8) The administrative management department should print the list of returning workers to the doorman before 6 o'clock every day, and calibrate and disinfect the temperature measuring instruments.

9) No special circumstances. During the epidemic period, no overtime will be arranged except for the guards and the staff on duty.

10) For employees in key epidemic areas, the company should pay special attention to extending the quarantine period appropriately.

**2. Employees' daily access control rules**

1) It is forbidden to go out during the noon break.

2) Employees who travel between factories should not make any stops, embarkation, loading and unloading of items halfway .When entering the factory, temperature measurement and disinfection are still required .

3) The company employee should go to the administrative department in advance to register for travel (such as going to relevant government departments for affairs, etc.) and record related travel information in the "one person, one table" file .

**3. Staff lunch control rules**

1) Encourage employees to prepare their own tableware and clean and disinfect themselves.

2) Lunch will be different timings for all

Department	Lunch time	Lunch Area
Guards	12.30 pm to 1.00 pm	Security Room
Production Department	1.00 pm to 1.30 pm	Staff lunch room (only one colleague can sit at each table, and face the kitchen room

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		uniformly, no face-to-face lunch is allowed)
Quality / Adm Staff / Sales / Accounts / H&P		Staff lunch room (only one colleague can sit at each table, and face the kitchen room uniformly, no face-to-face lunch is allowed)

3) Dinner time is not limited, and the place is the staff lunch room (only one colleague can sit at each table and face the kitchen room uniformly, and no face-to-face lunch is allowed).

### 4. Lunch room control details

The lunch room is sterilized twice a day, and the table and chairs are disinfected after use. The daily monitoring of the staff refers to the "one person, one table" file established by the company's employees.

### 5. Regulations for disinfection control

1) Key areas: Contains the door guard room, company vehicles (because of the high frequency of use, after each disinfection, disinfection signs need to be posted), toilets, wash basins, lunch rooms, workshop shift stations, Delivery areas, door handles, lawn tables and chairs, telephones, remote controls, touch screens and other areas or equipment with frequent contact. Key areas are disinfected 3 times a day, respectively at 8 am, 1 noon, and 5 pm.

2) General area: office, meeting room, walkway. The general area is disinfected twice a day, after 7am and 5pm respectively.

3) Ventilation is required after disinfection.

4) Disinfection supplies should be used and stored in strict accordance with the instructions . Disinfect scientifically, avoid excessive disinfection and avoid safety accidents caused by improper storage and use of disinfectants.

### 6. Working communication control details

1) During the epidemic, employees are prohibited from linking departments and positions.

2) Promote the use of contactless communication tools: telephone, intercom, WhatsApp, video conference and other online communication tools. The company encourages contactless online training activities.

3) The employee holding the intercom should keep the intercom On for 24 hours.

4) If there are important matters that need to be communicated on site, wear a mask to communicate outdoors or at a distance of more than 1 meter in a ventilated place.

5) During the epidemic, suspend indoor meetings and provide outdoor or ventilated places for meeting work communication: such as company lawns, driver rest areas at gate 18, etc.

6) It is forbidden to circulate unnecessary paper documents.

7) The morning and evening meetings are important corporate training positions for the prevention and control of the epidemic situation. When it is held, the interval between the departments should be more than 5 meters, and the distance between the department employees should be more than 1 meter, and wear masks for meeting communication. On rainy days, morning and evening meetings cannot be held.

## **7. Foreign vehicle, personnel control details**

1) Before foreign vehicles enter the factory area, they need to register the ID card, license plate number, whether the vehicle and personnel travel through Hubei within 14 days, and the driver and accompanying persons must wear masks, and perform temperature detection and physical abnormality observation and record. If symptoms such as abnormal body temperature (above 37.2 ° C), cough and asthma are found, they should be requested to seek medical treatment in time and it should be reported to the administrative department, and reported to the local police station and village committee.

2) During the epidemic, it is forbidden to call for take-out or private delivery.

3) When foreigners enter the company, a special accompanying person should be appointed to accompany them throughout the visit according to the purpose of the visit, try to handle various procedures for them, ask them not to move around and fill in the "one person, one table" file on behalf of the accompanying personnel.

4) Talk and communicate outdoors or in a ventilated place

5) If not necessary, discourage customers who plan to visit.

6) Express delivery position is the doorman's room, courier personnel cannot enter the company, and private express delivery is temporarily suspended. After being notified by the company's walkie-talkie or telephone, after disinfection the courier items can be used.

7) The employee lunch room is temporarily closed to outsiders, and relevant departments can apply to the administrative department for seamless packaging of snacks, buckets of instant noodles, and boiling water.

## **8. Regulations on materials control for epidemic prevention and control**

- 1) Each person is given one disposable medical mask per day or 2 N95 masks per week.
- 2) Materials of staff in charge of prevention and control: each person each day will be given two masks (one-time use), one pair of gloves (one-time use), one pair of goggles (reusable after disinfection), one raincoat (used for temperature measurement, one-time use)
- 3) Prevention and control materials are issued by the administrative department and records are kept.
- 4) Preventive and control materials need to be recycled at designated locations to avoid overuse.
- 5) The used prevention and control materials, especially the disposable materials, need to be disinfected and specially treated after recovery.
- 6) Prevention and control materials need to be stored at a fixed location and cleared daily.
- 7) Store materials according to the epidemic situation. In principle, we need to reserve materials of at least one week amount.
- 8) In principle, the company's prevention and control materials are only used for employee's work and commuting.

## **9. Personal protection control rules in enterprises**

- 1) Masks are required on the following occasions: on the way to and from work, to face-to-face communication, morning and evening meetings, shuttle buses and other public places, and spaces for two or more people.
- 2) Independent office personnel may not wear masks in the office.
- 3) It is forbidden for 2 or more people to use the smoking point at the same time in the factory.
- 4) It is recommended to wear a mask in a multi-person office area.
- 5) Personnel responsible for temperature measurement and disinfection should wear masks, gloves, and goggles.
- 6) Minimize contact with common items, such as: stationery, telephones, kettles, etc.
- 7) Contaminated protective equipment should be replaced in time.

8) Before Lunch and after defecation, wash hands with hand sanitizer after touching common items.

9) Ventilate the office 3 times a day for 20 minutes each time.

### **10. Detailed rules for employee health management**

1) Strengthen training on novel coronavirus pneumonia and its protection, and pay attention to good hygiene habits such as washing hands frequently and wearing masks. Employees have the primary responsibility for the health status of themselves and family members. In case of concealing or maliciously contacting others with symptoms of illness, the employee will be investigated for criminal responsibility.

2) Employees should report the health status of themselves and family members daily.

3) Employees should report the travel situation of themselves and family members daily.

4) Each department is responsible for collecting and submitting employee health and travel reports daily.

5) As soon as a person with cold symptoms is found in the company, they should leave the office immediately, transfer to the emergency isolation room for care, and then take them to the hospital or the government-designated isolation place.

## **V. Personal Protection Guide**

(1) Washing

### **1. How to protect yourself from the pneumonia infection of the novel coronavirus?**

1) Wash your hands frequently. Wash your hands with soap or hand sanitizer and running water, and wipe your hands with disposable paper towels or clean towels. Wash your hands immediately after touching respiratory secretions (such as after sneezing).

2) Maintain good respiratory hygiene habits. When coughing or sneezing, cover your mouth and nose with a tissue, towel, etc. Wash your hands after coughing or sneezing, and avoid touching your eyes, nose, or mouth with your hands.

3) Enhance physical fitness and immunity. Balanced diet, regular exercise, regular work and rest, and avoid excessive fatigue.

4) Keep the environment clean and ventilated. Open the window and ventilate several times a day, no less than 3 times, each time 20-30 minutes. When the outdoor air quality is poor, the frequency and time of ventilation should be appropriately reduced.

5) Try to avoid activities in crowded places and avoid contact with patients with respiratory infections.

6) If symptoms of respiratory infection such as cough, runny nose, fever, etc. occur, you should stay at home and rest. Seek medical attention as soon as possible if the fever persists or the symptoms worsen.

## **2. What is the role of hand washing in preventing respiratory-borne diseases?**

Proper hand washing is one of the most effective measures to prevent diarrhea and respiratory infections. The National Centers for Disease Control and Prevention, WHO, and the United States CDC and other authoritative agencies all recommend washing hands thoroughly with soap and water (flowing water).

## **3. To properly wash your hands, you need to master the six-step washing method:**

Step 1: rub the palms of your hands together (fold your hands together and rub five times)

Step 2: scrub your fingers with your hands crossed (Hand to hand back, hands overlapping, left and right hand exchange five times each).

Step 3: rub finger gaps by Palm to Palm. (Palm to Palm, Fingers interlaced, rub five times)

Step 4: scrub your palms with your fingertips, the left and right hands are the same (put your fingertips in your palms and rub each other five times)

Step 5: Hold the thumb of the other hand and scrub, rub the left and right hands five times.

Step 6: Bend your fingers to rotate and knead the joints in the palm of the other hand(exchange after five times).

## **4. When do I need to wash my hands?**

- 1) Before and after passing the file
- 2) After coughing or sneezing
- 3) Before, during and after preparing food
- 4) Before eating
- 5) After going to the toilet
- 6) When hands are dirty
- 7) After contacting other people
- 8) After contacting animals
- 9) After going out

## **5. What to do if I don't have clean water when traveling and it is not convenient to wash my hands?**

You can use alcohol-based disinfection products to clean your hands. novel coronavirus is not resistant to acids and alkalis, and is sensitive to organic solvents and disinfectants. 75% alcohol can inactivate the virus, so alcohol-containing disinfection products that reach a certain concentration can be used as soap and running water to wash hands Alternative.

### **(2) Masks**

#### **1. How to choose a mask?**

Option 1: Disposable medical masks, replace them after continuous 4 hours , and replace them immediately after pollution or humidity;

Option 2: N95 medical protective masks, replace them after continuous 4 hours , and replace them immediately after pollution or humidity. Cotton masks and sponge masks are not recommend.

#### **2. Use masks properly**

How to use medical masks:

1)The front side of mask is in dark color , and the front side should face outwards, and there is a metal nose clip on the medical mask.

2) The one facing the face should be the reverse side of the medical mask, that is, the lighter side. In addition, pay attention to that the part with metal strip should be on the top of the mask instead of wearing the reverse side.

3) After distinguishing the front, back, upper, and lower ends of the mask, wash your hands first , after determining whether the mask is correct, then hang the rope on the ears at both ends.

4) The last step is also the metal strip problem mentioned earlier. After wearing the mask, you need to press the metal strips on both sides of the nose with both hands to make the upper end of the mask close to the bridge of the nose, and then stretch the mask downward to prevent the mask Wrinkles remain, preferably covering nose and mouth.

#### **3. How do special people wear masks?**

1) Pregnant women wearing protective masks should pay attention to their own conditions and choose products with better comfort.

2) The elderly and patients with chronic diseases of the heart and lung may cause discomfort after wearing, and even worsen the original condition, so you should seek professional guidance from a doctor.

3) Children are in the stage of growth and development, and their faces are small. So choose child protective masks.

## VI. Home protection guide

### 1. How to prevent pneumonia infection of novel coronavirus at home?

- 1) Strengthening health awareness, proper exercise, ensuring sleep, and not staying up late can improve autoimmunity;
- 2) Maintain good personal hygiene habits, cover your mouth and nose with a tissue when coughing or sneezing, and often wash your hands thoroughly. Do not touch your eyes, nose, or mouth with dirty hands;
- 3) The room should be ventilated and kept clean and tidy;
- 4) Try to avoid close contact with people who have symptoms of respiratory diseases (such as fever, cough or sneezing);
- 5) Try to avoid crowded and confined places and wear a mask if you have to go there;
- 6) Avoid contact with wild animals and poultry and livestock;
- 7) Adhere to safe eating habits, and cook meat and eggs thoroughly;
- 8) Pay close attention to symptoms such as fever and cough. If you have such symptoms, you must see a doctor in time

### 2. When novel coronavirus infection is prevalent, how can we eat?

- 1) Do not eat animals and their products.
- 2) Separate cutting boards and knives for raw and cooked food. Wash hands when handling raw and cooked food.
- 3) Even in epidemic-affected areas, meat can be safely eaten if it is thoroughly cooked and properly handled during food preparation.

### 4. How can I prevent pneumonia infection of the novel coronavirus in public places?

- 1) Avoid contact with farm animals or wild animals without protection.
- 2) Maintain constant ventilation in the workplace; in places with a lot of people, such as shopping malls, buses, subways, and airplanes, wearing masks to reduce the risk of exposure to pathogens.
- 3) When coughing or sneezing, cover the nose completely with paper towels or sleeves or elbows; throw the used paper towels into closed bins immediately; after coughing and sneezing, wash your hands with soap and water or alcohol-based hand washing liquid .
- 4) Wash your hands in time after going home. If you have fever and other symptoms of respiratory infections, especially persistent fever, go to the hospital in time.
- 5) Various parties should be avoided during the epidemic period.



### **5. Purchasing from the fresh market, how to prevent pneumonia infection of the novel coronavirus?**

- 1) After touching animals and animal products, wash your hands with soap and water;
- 2) Avoid touching eyes, nose and mouth;
- 3) Avoid contact with sick animals and diseased meat;
- 4) Avoid contact with stray animals and waste water in the market.

### **6. Home isolation recommendations for mild fever cases:**

- 1) Place the patient in a well-ventilated single room.
- 2) Limit the number of caregivers, try to arrange a person in good health and without chronic disease to care, and refuse all visits.
- 3) Family members should live in different rooms. If conditions do not permit, keep a distance of at least 1 meter from the patient.
- 4) Limit patient activities and minimize shared areas for patients and family members. Ensure that shared areas (kitchen, bathroom, etc.) are well ventilated (open windows).
- 5) Caregivers and patients should wear masks in the same room. The masks should be close to the face. Do not touch or adjust during wearing. The masks must be replaced immediately due to wet and dirty secretions. After removing and discarding the masks, wash your hands .
- 6) After having any direct contact with the patient or entering the patient isolation space, clean your hands.

## **VII. Knowledge of novel coronavirus pneumonia**

### **1. What is a novel coronavirus?**

Coronavirus isolated from the lower respiratory tract of patients with unexplained pneumonia in Foreign country is a novel type of coronavirus, named by WHO as 2019-nCoV.

### **2. Who is susceptible to the novel coronavirus?**

The population is generally susceptible. Pneumonia infected by the novel coronavirus can occur in people with low immune function and normal immune function, and it has a certain relationship with the amount of virus exposure. For people with poor immune function, such as the elderly, pregnant women or the presence of liver Renal dysfunction, people with chronic disease, the situation would be worse after infection.

### **3. What are the routes of transmission of the novel coronavirus?**

The main transmission methods are droplet transmission, contact transmission (including self-vaccination caused by hand pollution), and short-range transmission of respiratory aerosols of

different sizes. At present, short-distance droplet transmission should be the main route.

**4. Does the novel coronavirus pass from person to person?**

Yes. Judging from the order of the incidence of some clustered cases, the characteristics of human transmission are obvious, and there is a certain range of community transmission.

**5. What is droplet transmission?**

Droplets: Generally considered as water-containing particles with a diameter larger than 5µm, the drops can enter the susceptible mucosal surface through a certain distance (generally 1 meter).

Generation of droplets:

- 1) Cough, sneeze or talk
- 2) Perform invasive procedures of the respiratory tract, such as sputum suction or tracheal intubation, turning over body, patting the back and other irritating coughs and cardiopulmonary resuscitation.

**6. What is contact transmission?**

Direct contact: Pathogens are transmitted through direct contact with mucous membranes or skin

- (1) Blood or bloody fluid enters the body through mucous membranes or damaged skin
- (2) Transmission caused by direct contact with secretions containing certain pathogens

**7. What are close contacts?**

Refers to people who have lived or worked with a confirmed or highly suspected case of the virus within 14 days, including colleagues in the office, colleagues in the same classroom, dormitory, classmates, passengers on the same plane, etc., and other forms of direct contact including the accompanying person and those who, take taxis, elevators, etc. together with infected patients.

**8. Notes for close contacts**

All persons (including medical staff) who may be in contact with a suspected infection patient should have a 14 day health observation period. The observation period starts from the last day of contact with the patient. Once any symptoms occur, especially fever, respiratory symptoms such as cough, Shortness of breath or diarrhea, see a doctor immediately!

**9. Monitoring recommendations for close contacts**

- 1) If the contact person develops symptoms, be sure to go to the hospital in time.
- 2) On the way to the hospital, patients should wear medical masks.
- 3) Avoid public transportation. Call an ambulance or use a private vehicle to transport patients. If

possible, open the windows on the road.

4) Sick close contacts should always maintain respiratory hygiene and clean their hands. When standing or sitting on the road and in the hospital, stay as far away as possible from other people (at least 1 meter).

5) The surface of any object contaminated with respiratory secretions or body fluids should be cleaned and disinfected with a disinfectant containing diluted bleach.

### **10. What are the clinical manifestations of patients with pneumonitis infected by the novel coronavirus?**

The onset of pneumonia caused by novel coronavirus infection is mainly manifested by fever, which can be combined with mild dry cough, fatigue, poor breathing, diarrhea and other symptoms, and runny nose, sputum and other symptoms are rare. Some patients have mild onset symptoms without fever, Only manifested as headache, palpitation, chest tightness, conjunctivitis, mild sore limbs or lower back muscle pain. Some patients have difficulty breathing after one week, and the disease progresses rapidly. Most patients have a good prognosis, and a few patients are critically ill and even die.

### **11. How to identify and observe pneumonia cases of novel coronavirus infection clinically**

Meet the following 2 conditions at the same time

1) Epidemiological history: Have a history of travel or residence in Foreign country in two weeks before the onset, or have contacted patients with fever and respiratory symptoms from Foreign country 14 days before the onset of the disease, Epidemic situation of infectious diseases in residential areas, whether he's a patient in a clustered case, Whether he causes infection to others, etc., History of direct or indirect contact with relevant markets in Foreign country, especially the agricultural trade market.

2) Clinical manifestations: fever; with imaging characteristics of viral pneumonia; the total number of white blood cells is normal or decreased in the early stage of onset, or the lymphocyte count is decreased.

Based on the observation of the case, pathogenic diagnosis can be made by collecting respiratory tract samples such as sputum and throat swabs for viral nucleic acid detection.

### **12. Pneumonia prevention and control measures for novel coronavirus infection**

- standard precautions;
- Air transmission precautions;
- Precautions of contact and droplets transmission: Wash your hands frequently and wear a mask when going out;

- room ventilation;
- Cleaning and disinfection: The novel coronavirus is sensitive to heat. Soaking in 56 °C hot water for 30 minutes, 75% alcohol, chlorine-containing disinfectant, chloroform and other fatty solvents can effectively inactivate the virus.

## **VIII. emergency plan and medical treatment process for epidemic prevention and control**

### **1. Clarify the abnormal situation handling process**

- 1) When a person (suspected patient) with the symptoms of novel pneumonia is found, notify the person in charge of the epidemic prevention and control team of the company as soon as possible, and isolate him to the isolated area such as the company's rescue house, and contact the competent department.
- 2) List the personnel recently contacted by the suspect patient in time, isolate them to some separate offices, and report it to the competent department.
- 3) Actively cooperate with the health and epidemic prevention department or under the guidance of the person in charge of the epidemic prevention and control team to disinfect the workplace where the suspected patient is located;
- 4) According to the diagnosis and requirements of the health and epidemic prevention department, decide whether to resume production or stop production.
- 5) If confirmed cases occur among employees, Follow the government's requirements and assist the government to carry out the investigation of patients' contact history. If the contact history of confirmed cases involves employees of the company, immediately report to the person in charge of the enterprise and the park, and isolate the employees who have contacted the patient. Enterprise should stop production immediately if necessary.

### **2. When to see a doctor**

The novel coronavirus infected pneumonia patients mainly showed fever and fatigue, respiratory symptoms were mainly dry cough, and gradually appeared dyspnea. Severe cases were manifested as acute respiratory distress syndrome, septic shock, difficult metabolic acidosis and dysfunctional coagulation disorder. Some patients have mild onset symptoms and no fever. Most patients are moderate or mild with a good prognosis, and a few patients are critically ill and even die. If fever, fatigue, and dry cough appear, it does not mean that they have been Infected.

However, if (1)appears fever (underarm temperature  $\geq 37.3$  ° C), cough, shortness of breath, and other symptoms of acute respiratory infections; (2)and have a history of travel or residence in Foreign country, or have contacted a fever patients with respiratory symptoms from Foreign country within 14 days before the onset of the disease , or a small area of clustered onset; you should go to the local designated medical institution for investigation, diagnosis and treatment.

### **3. Precautions when visiting a doctor**

- 1) If the contact person develops symptoms, it is necessary to choose a designated hospital with a fever clinic in advance.
- 2) Masks should be worn on the way to the hospital and throughout the medical treatment.
- 3) Avoid public transport. Call an ambulance or use a private vehicle to transport patients. If possible, open the windows on the road.
- 4) Sick close contacts should always maintain respiratory hygiene and clean their hands. When standing or sitting on the road and in the hospital, stay as far away as possible from other people (at least 1 meter).
- 5) The surface of any object contaminated with respiratory secretions or body fluids should be cleaned and disinfected with a disinfectant containing diluted bleach.
- 6) When visiting a doctor, you should truthfully describe the illness and the process of visiting the doctor, especially the recent travel and residence history, contact history of pneumonia patients or suspected patients, animal contact history, etc.

### **Specific Actions to be taken on 15<sup>th</sup> April' 2020 for COVID-19 epidemic prevention**

1. Put Five Hand Wash Basins with soaps and tap water outside the main gate, with proper drainage arrangement.  
Purpose:
  - a. Each person entering the main gate of the company will thoroughly wash his / her hands.
2. One Glass thermometer to be given out to each employee  
Purpose:
  - a. Employee home health monitoring, preventive tools.
  - b. Every employee must take his/her body temperature before going to work or leaving home. If the body temperature is normal (below 37 degrees), he/she can go to work.
  - c. If the temperature is higher than or equal to 37 degrees, the temperature is abnormal, must immediately stop going out, rest at home to observe, and immediately notify the company's top management.
3. Non-Contact Forehead thermometer will be used to monitor all the people entering the main gate by the company guard.  
Purpose:
  - a. Be sure to strictly measure the body temperature of all persons who enter the company (including Ahuja family members and government personnel). If the body temperature of family members is abnormal, immediately take isolation measures and further professional verification;
  - b. Not outsiders can enter the main gate.

## Prevention and Control Manual: Corona Virus / Covid 19

4. Medical Protective face masks to be given to all the employees (extra to be put in the medical room)  
Purpose:
  - a. Everyone in the company must wear the masks all the time in the company
  
5. Professional Medical N95 masks (to be put in the medical room)  
Purpose:
  - a. Not to be used usually. Only needed in the high-risk infection scenarios (such as hospitals), please follow the guidance of a medical professional.
  
6. Protective clothing (to be put in the medical room)  
Purpose:
  - a. To be used only in case of emergency in the high-risk infection scenarios (such as hospitals), please follow the guidance of a medical professional.
  
7. Safety Goggles (to be put in the medical room)  
Purpose:
  - a. To be used only in case of emergency in the high-risk infection scenarios (such as hospitals), please follow the guidance of a medical professional.

Together, We Shall Overcome and Defeat the Virus !! हम होंगे कामयाब !

Jai Hind !

With Best Regards | Lalit Ahuja | [lalit@ahujagroup.in](mailto:lalit@ahujagroup.in) | +91 9829229943

Novel Corona Virus / Covid-19 Helpline Number

Rajasthan 0141-2225624/2225000 Toll Free No: 104/108

National Call Center No +91-11-23978046 Toll Free No: 1075




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