



# Special HSE Guidelines

Prepared for: Minel Lanka Staff

Prepared by: Minel Lanka Management

April 25, 2020

Document Number: ML001HSE2004

---

---

## **SPECIAL HSE GUIDELINES FOR MINEL LANKA STAFF ON COVID - 19 OUTBREAK**

### **Introduction**

This document provides Special Health, Safety and Environmental (HSE) Guidelines for Minel Lanka Staff on COVID-19 Outbreak which has been declared as a Global Pandemic by the World Health Organization (WHO). Though the Outbreak situation is not fully cleared, there is a requirement by Government of Sri Lanka (GOSL) on National Interest to recommence some of the identified construction projects, few of those are executed by Minel Lanka. Thus we should engage on limited controlled project activities under special guidelines declared by GOSL, Local Authorities and Medical Authorities of Sri Lanka. As we have implemented prompt and prior “Work at Home Policy” for office staff and work site shutdowns for site staff, our first priority here too is the safety of yours, loving ones, principal contractors, clients, subcontractors, all project stakeholders and society.

### **Goals**

Smooth execution of Limited Controlled Project Activities with ZERO infection by occupational factors at worksites.

### **Objectives**

All Minel Lanka office and site staff members should adhere to these Special HSE Guidelines in order to minimize any possible transmission of COVID-19 infection by occupational factors at worksites.

### **Minel Lanka City Office and Project Office**

Minel Lanka City Office at Colombo 00700 and Project Office at Piliyandala are remained closed until further notice.

- No staff member has been called to report to work at Minel Lanka City Office and Project Office until further notice.
  - All general works executed at these offices are limited to “Work at Home Policy”.
  - All financial transactions including but not limited to Minel Lanka own account transfers, inter-intra Minel Lanka transfers/ payments, third party payments, fees, taxes, levies, utility bills, salaries, allowances should be done through direct bank transfers. Payments by direct cash and cheques should be avoided until further notice.
  - All business development and relationship activities, tender preparations and bid clarifications shall be carried out promptly and communication should be via electronic communications and mobile applications only.
  - All design works shall be carried out promptly and submission should be via electronic communication only.
  - All central procurement and sourcing activities shall be well-planned and carried out promptly to avoid any possible interruptions on proposed recommencement of limited controlled activities on identified projects.
  - Regular and required meetings shall be identified and conducted via electronic communications and mobile applications to prevent any time losses and delays.
-

---

## **SPECIAL HSE GUIDELINES FOR MINEL LANKA STAFF ON COVID - 19 OUTBREAK**

### **Minel Lanka Site Office and Project Works**

Minel Lanka Site Offices at Nadukuda and Hambantota will be opened from 29th April 2020 as 220 kV Grid Substation Project at Nadukuda, Mannar Island and 220 kV Grid Substation Project at Hambantota will be recommenced by 4th May 2020. (Dates are subjected to change with GOSL recurrent instructions.) Other Site Offices in Colombo are remained closed and any recommencement in respective sites is on hold until further notice due to High Risk Identification in Colombo. We believe that we can manage a proper execution on limited controlled activities on aforesaid two projects in Nadukuda and Hambantota under the current restricted situation due to less risk, less population density and remote nature of these two locations. We kindly request all Minel Lanka Project and Site Staff of these two projects to adhere to following detailed guidelines and make all site staff of project stakeholders including not limited to principal contractor, client, funding agency, subcontractors, material suppliers and logistic providers strictly align to Site Special HSE Guidelines.

### **1. Curable Health Measures**

- COVID-19 is known to be highly contagious and said to be with a mortality rate of about 3% (Global Data), however just around 1% in Sri Lanka for the moment.
  - Any person suspected with COVID-19 infected symptoms during working hours within the site premises should be immediately isolated from other workforce. Immediate isolation room will be the Minel Lanka Site Office Container with attached bathroom/ toilet for the moment.
  - Any person suspected with COVID-19 infected symptoms during working or non-working hours within the hostel or accommodation premises should be immediately isolated from other workforce. Immediate isolation room will be the pre-identified room with attached bathroom/ toilet for the moment.
  - With such an isolation and identification, immediately seek assistance from hotline 1390 and follow the instructions given.
  - Concurrently as per the severity, dial 1990 for Emergency Suwasariya Ambulance Service and transfer the person to nearest government hospital.
  - However, the said hospital should be informed prior to send the patient.
  - After such an isolation incident, said isolation room should not be used without disinfected by Public Health Authorities.
  - After such an incident, all site activities should be temporarily on hold and further instructions by Public Health Authorities should be strictly followed.
  - After such an incident, all workforce should not leave the site/ hostel/ accommodation premises until cleared by Public Health Authorities.
  - After such an incident, necessary identified workforce should be quarantined as per instructions of Public Health Authorities.
  - Minel Lanka Site In-Charge (Deputy Project Manager/ Site Manager) should lead and guide all site workforce on such an incident and should support Public Health Authorities to clear the situation at their earliest.
  - All correspondence including divulging information to relevant authorities are to be carried out by Minel Lanka Site In-Charge (Deputy Project Manager/ Site Manager).
-

---

## 2. Preventive Health Measures

Transmission of COVID-19 infection could happen by (i) Direct Transfer or (ii) Indirect Transfer through nose, mouth or eyes.

### Direct Transfer

- Direct contact with an infected person (Eg: hugging, kissing, shaking hands, touching, etc.)
- Direct exposure for an infected droplet produced during coughing or sneezing or by exhalations from infected persons.

### Indirect Transfer

- Touch a contaminated surface by infected droplets and then touching their eyes, nose or mouth.

Therefore Minel Lanka Management request all workforce to strictly concentrate and avoid any and all daily activities, movements and interactions could lead for aforesaid direct or indirect transfer of COVID-19 infection.

### Entrance to Site Premises

- **No** visitor is allowed to enter the site premises except Permitted Minel Staff, Principal Contractor Staff, Client Staff, Subcontractor Staff or GOSL Medical Authorities.
  - **No** Material Suppliers Staff and Logistic Providers Staff are allowed to enter the site premises until Minel Site In-charge (Deputy Project Manager/ Site Manager) granted permission after special entrance procedures unless an unavoidable essentiality.
  - **No** staff of following categories should report to work.
    - Those having fever with or without cough, running nose, sore throat or shortness of breath.
    - Those who have had contact with suspected or confirmed case of COVID-19 infection for the last 28 days.
    - Those who are quarantined for COVID-19 infection.
    - Those who have had international travel within last 28 days.
    - Those who are 65 years above old.
    - Those who are having chronic medical conditions, immune compromised conditions or pregnancy.
  - **No** person is allowed to enter the site after 4 p.m. until next day 7 a.m.
  - **No** person is allowed to leave and re-enter the site once entered-in during working hours unless there is medical or legal requirement.
  - All authorized persons to enter the site premises should follow following formalities before enter the site.
    - **Should** wear a face mask at all time.
    - **Should** remove foot-ware, clean and keep at the designated location.
    - **Should** wash hands properly at the designated location.
    - **Should** go directly to body temperature measurement at the designated location.
    - **Should** go directly to the designated working area if the body temperature is normal and wear further PPEs given.
-

---

### Site Offices

- **No** more than one person/ working station is allowed in site office room or compartment.
- **No** touch on own face, eyes or mask at working hours.
- **No** hard format documentation, stationaries, office-ware, mobile phones and accessories are allowed to share among inter-intra site staff members.
- **No** F2F (Face to Face) meetings are allowed.
- **No** common-used items and accessories are allowed to keep inside offices.
- **Should** wear a face mask at all time.
- **Should** remove foot-ware, clean and keep at the designated location before enter to site office.
- **Should** wash and clean hands at the entrance to office before enter to site office.
- **Should** keep door-handles, working stations, stationaries, office-ware and attached bathroom/ toilet cleaned and sanitized regularly by the user him/her self.
- **Should** keep only limited essential hard documentation, stationaries and office-ware inside the offices.

### Site Work Location/ Workshop/ Yard/ Stores

- **No** touch on own face, eyes or mask at working hours.
- **No** tools and tackles, common-used items and accessories are allowed to share between workers.
- **No** food and drink is allowed during working hours.
- **No** mobile phones are allowed during working hours.
- **No** mobility and hanging arounds are allowed during working hours.
- **Should** wear a face mask and other relevant extra PPEs at all time and keep these PPEs cleaned.
- **Should** keep a distance of 2 m between workers at all time.
- **Should** minimize F2F verbal communication between workers.
- **Should** keep your surroundings clean at all time.
- **Should** concentrate at all time when you are at site on (i) Self Safety (ii) Work you Do.

### Rest Room/ Lunch Room

- **No** touch on own face or eyes at all time.
  - **No** food and drink is allowed to share between workers.
  - **No** cutleries, kitchen-ware and accessories are allowed to share between workers unless cleaned after one use.
  - **No** F2F verbal communication between workers during lunch/ rest.
  - **No** mobile phones are allowed during lunch.
  - **Should** remove foot-ware, clean and keep at the designated location before enter to rest room/ lunch room.
  - **Should** remove the mask and discard into a pedal operated closed bin, wash and clean hands at the entrance before enter to rest room/ lunch room.
  - **Should** keep a distance of 1 m between workers at all time in rest room/ lunch room.
  - **Should** clean the cutleries, kitchen-ware and accessories by the user him/her self after every use and should keep door-handles, furniture, kitchen-ware and accessories cleaned and sanitized regularly by the keeper.
  - **Should** wear a face mask soon as lunch/ rest is completed.
-

---

### Toilets

- **Should** wear a face mask at all time.
- **Should** clean the toilet by the user after every individual use.
- **Should** keep door-handles, bath-ware and accessories cleaned and sanitized regularly by the keeper.

### Transport

- **No** touch on own face, eyes or mask at all time.
- **No** items or accessories are allowed to share between passengers.
- **No** food and drink is allowed during travel time.
- **No** mobile phones are allowed during travel time.
- **No** passenger must handle the doors until a designated officer open and close the vehicle doors.
- **Should** wear a face mask at all time.
- **Should** keep a distance of 1 m between passengers inside the vehicle, once seated in alternative seats.
- **Should** minimize F2F verbal communication between passengers.
- **Should** minimize the size and weight of luggages of all passengers.
- **Should** keep the interior and exterior parts of the vehicles cleaned and disinfected before every transport.

### Returning Hostels/ Accommodation Facilities

- **No** overcrowding is allowed.
- **No** touch on own face, eyes or mask at all time.
- **No** food and drink is allowed to share between residents.
- **No** items or accessories are allowed to share between residents unless cleaned after one use.
- **No** visitors, parties and gatherings are allowed.
- **Should** remove foot-ware, wash and keep at the designated location before enter to home/ hostel.
- **Should** leave all your belongings outside, if any item (Mobile Phone, Spectacles, Wrist-Watch, etc.) is taken inside the house/ hostel, wash it well with soap and water.
- **Should** remove the mask and discard into a pedal operated closed bin, wash and clean hands at the entrance before enter to home/ hostel.
- **Should** keep a distance of 2 m between workers at all common areas.
- **Should** isolate immediately any person suspected with COVID-19 infected symptoms, specially fever, shall inform the management.

### Returning Home

- **Should** remove foot-ware, wash and keep at the designated location before enter to home/ hostel.
  - **Should** leave all your belongings outside, if any item (Mobile Phone, Spectacles, Wrist-Watch, etc.) is taken inside the house/ hostel, wash it well with soap and water.
  - **Should** remove the mask and discard into a pedal operated closed bin, wash and clean hands before enter home.
  - **Should** have a bath before enter home.
  - **Should** follow and adhere to the Guidelines by GOSL Medical Authorities.
-



---

### **Site and Office Cleaning and Disinfection**

- Maintain regular housekeeping practices in the work environment including;
  - Routine wiping/ cleaning
  - Disinfecting of surfaces, equipment and other items and accessories
  - Wet mopping or washing with soap and water or a general purpose detergent
- Clean and disinfect all door knobs and handles before every shift/ session.
- Clean and disinfection shall be done minimum of twice a day by the users themselves.
- Complete cleaning and disinfection should be carried out on every Sunday, which should be a non-working day.
- Cleaning staff should also;
  - Wear the appropriate PPE all the time and full protective gear when handling a suspected or confirmed COVID-19 infection.
  - Wash, sanitize, disinfect their hand and exposed parts after each encounter
  - Should keep a distance of 2 m between each other and other workers at all common areas.
- Wash, clean and disinfect all cleaning utensils and cloths after each cleaning session.
- Dispose all cleaning utensils and cloths according to Guidelines of GOSL Medical Authorities after handling a suspected or confirmed COVID-19 infection.
- Regularly educate and update of the importance of their duty, their personal safety precautions, new guidelines and protocols.

### **3. Promotive Health Measures**

Curable Health Measures will come at last, still no vaccination is found to eradicate the COVID-19 infection. Preventive Health Measures create outer shields to stop the reach of COVID-19 infection to you. Promotive Health Measures strengthen your inner shield to not be infected even COVID-19 finds you. We encourage all our workforce and their loving ones to practice and maintain following in this critical time.

- Drink daily adequate amount of clean hot water.
  - Eat more immunity boosting foods.
  - Avoid cooled and artificial beverages.
  - Avoid Non-Veg foods.
  - Eat hot cooked foods.
  - Do regular physical exercise.
  - Abstain from smoking and consuming alcohols.
  - Have a minimum 8 hours good night sleep.
  - Refrain from anger and keep your mind relaxed.
  - Practice meditation.
-

---

## Management Responsibilities

- Regularly educate and update the site management and site workforce on the importance of their duty, their personal safety precautions, new guidelines and protocols.
  - Strictly monitor and evaluate the daily site progress as per above Special HSE Guidelines and revalidate or update any required processes.
  - Provide adequate PPEs, washing and cleaning facilities.
  - All workforce and their recent and current mobility shall be traceable. Their Names, current and permanent address and contact detail shall be documented in a register.
  - No finger print scanner machines or attendance signing registers are allowed. Instead of daily Body Temperature Measurement time can be used as worker in and out time.
  - Provide multiple keys for locked rooms/ cupboards/ spaces for each authorized persons, should not share and use the same key.
  - No F2F meetings are allowed, only electronic communication tools to be used.
  - Provide necessary adequate utensils, cloths, tools and tackles to Cleaning Staff and regularly educate and update them on their processes.
  - Ensure all disposable items such as used masks, gloves, head covers, etc. shall not be re-used and shall be securely disposed.
  - Disposal of waste and cleaning of the premises should be done as per the latest Guidelines of GOSL Medical Authorities.
  - Introduce staggered lunch/ tea breaks to avoid multiple gathering of labour.
  - Educate workers to cover their nose and mouth by inner side of elbow or sleeve during any coughs or sneezes at all time, specially during lunch/ tea. If any tissue is used, it shall be properly discarded into a closed bin and hands to be washed immediately thereafter.
  - Workforce to be advised to bring there own plate, cup and water bottle, use and clean those only by themselves.
  - Workforce to be advised not to bring the money/ cash to site premises.
  - Provide lunch and tea for all workforce by Minel Lanka until further notice.
  - Properly wash and clean all the cooking items and foods for disinfection before take into kitchen area.
  - Site management should always think on Smart Methods to improve the effectiveness of working under declared Force Majeure Period, propose and discuss with Minel Lanka Management for further implementations.
  - Display billboards on Special HSE Guidelines at site for continuos education of workers.
  - Commit to look after the families and loving ones in case of a suspected or confirmed case of COVID-19 infection and a followed up quarantine period until the situation is cleared.
  - Prevent any kind of a panic or out of control situation at site premises, hostels and accommodation premises.
-