	Business Continuity Plan-(Kribhco Infrastructure Ltd.)	Document Owner	KRIL-HR Deptt.
		Approved by	CEO/KRIL
		Issue Date	18/03/2020
COVID-19		Document Number	COVID-19/2020
		Rev. # & Date	
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1. Purpose

As we are all aware that after outbreak in China, the Corona Virus (Covid-19) has now affected several other countries also. Cases of people infected with this virus are increasingly seen in Delhi. As this virus is contagious, Management advises all its employees related to KRIL at HO & Terminals to take all necessary precautions to protect themselves and also prevent its spread.

2. Scope


This plan shall apply to KRIL HO & Terminals. All offices must adopt these guidelines or may change the same as per local authority procedures.

3. General requirement

- A. Usage of mask, gloves where needed.
- B. Usage of alcohol based sanitizers containing 60%-70% alcohol are advised.
- C. Employee may use HRM Thread mobile application (in case of KRIL) for attendance punching/ manual register in lieu in place of attendance machines installed at the facility.
- D. Employee may avoid official meetings with external persons and may use video conferences or telephonic discussions.
- E. Employee advised to avoid official tours.
- F. Employee may isolate themselves from the outside persons.
- G. Employees who are sick with acute respiratory illness (i.e. cough, shortness of breath) are advised for proper healthcare. Sick employees should cover their nose & mouth with a tissue /mask.

4. Contingency team

A	“Nerve Centre(Central Team)”		
	Back-up Team	Ms. Shivani Kaul (Chief Manager-HR) Mobile-9873604554	Mr. Rohit Saxena (Asstt. Manager-HR) Mobile-9015166886
B	“Nerve Centre(Local Team)”		
	Noida	Mr. Rohit Saxena (Asstt. Manager-HR) Mobile-9015166886	Mr. O.C. Verma (Consultant-OM) Mobile-9873718051
	Hazira	Mr. A. K. Tandon (Terminal Head) Mobile- 9925239113	Mr. K. Ashokan (CM-Admn.) Mobile-9925240207
	Modinagar	Mr. Amit Pandey	Mr. Yogesh Kumar

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		(Terminal Manager) Mobile-8859410410	(Manager-Log.) Mobile-9412549796
	Rewari	Mr. Girender Sharma (Terminal Manager) Mobile-8396096097	Mr. Somnath Manni (Sr. Exe-Opns) Mobile-9582189893
	Hindauncity	Mr. B.S. Verma (Terminal Manager) Mobile-9001058932	Mr. Nitin Chhonkar (Asstt. Manager-P&S) Mobile-9887698474


- C. Mr. Rohit Saxena (Mobile-9015166886, mail-id-rohit@kribhcoinfra.com) and Ms. Shivani Kaul (Mobile-9873604554, mail-id-shivani@kribhcoinfra.com) will work as backup team for all locations.
- D. Through email, phone call, messaging in case of any positive result or anyone in connection (Self declaration to be sent by employee to HR Deptt.).

5. Health

- a. Preventive measures to be taken up right earnest
 - I. All employees to read and understand the advice and awareness Circular /PPT
 - II. Placed posters for awareness on Covid-19 & precautions to be taken
 - III. Placed hand hygiene equipment at all the entrance areas.
 - IV. Provided soap water & Alcohol based hand rub at the work place and at the prominent locations.
- b. Screening measures on site: Digital Infrared thermometer may be used to measure the temperature of workforce and a doctor may be consulted in case of high temperature.
- c. Post-identification steps, Contact nearest Hospital/ local authority and “Nerve Centre” team of your location.
- d. List of Covid-19 helpline centers and their contact numbers for your BU/area are displayed.(Circulated vide mail dtd.-13/03/2020)

6. Reporting protocol post Covid-19 identification

- a. Reporting flow chart in terms of who to first inform etc.
 1. Location wise “Nerve Centre” (first line) team (B)
 2. “Nerve Centre” (second line) backup team (A)

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7. Office cleanliness and hygiene: Steps to be initiated right earnest-

a. Steps-

- I. All employees to be thermal screened before entry.
- II. Cleaning of all main gates handles by Dettol disinfectant spray/ moping on fixed frequency basis. Main door to be manned by suitably protected person with mask, gloves, etc.
- III. All cabin/ entry doors kept open for minimum handling.
- IV. Disposable cups to be used in place of crockery.
- V. All are requested to use their own lunch boxes and spoons for lunch purpose. Office crockery shall not be provided.
- VI. All are requested to sanitize every time before entering office. 'SANITIZER' placed at entry point.

b. Additional steps to be put in place and by when-


- I. Full office may be sanitized/ fumigated at regular intervals.

8. Transportation

- a. Existing arrangements are continued
- b. Flexible office timing made from 8.00 am to 4.00 pm & 10.00 am to 6.00 pm for HO.

9. For Travel during less congested hours

- All employees are advised to avoid all non-essential domestic and international travel (including personal travel) with immediate effect. If an employee is undertaking any international travel in personal capacity, he/she must inform the HR & line manager immediately.
- Employees are encouraged to use alternative methods of correspondence, including, but not limited to, video conferencing or phone calls wherever possible, to avoid travel / face-to-face interactions.
- In case of an absolutely essential travel, the same will need to be approved by CEO -KRIL
- If employees are in knowledge of any of their stakeholders (Customer, Business partner, Vendor etc.) having travelled to a high risk country in the last 14 days (high risk territories currently are China, Japan, South Korea, Iran, Italy, Spain, France, Germany, Thailand, Singapore, Malaysia, Hong Kong), they should avoid meeting this individual. The list keeps getting updated and is available on the website of Ministry of Health and Family Welfare besides reported in the newspapers.

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- All face to face meetings with customers, vendor partners etc. should be avoided and should be conducted through online medium. For intra-city travel, while the travel is to be minimized, in case necessary, all precautions are to be taken at personal level.
- Employees should declare and self-quarantine for a period of 14 days, in case they or their immediate family members have travelled to any of the high risk countries (high risk territories currently are China, Japan, South Korea, Iran, Italy, Spain, France, Germany, Thailand, Singapore, Malaysia and Hong Kong). The list keeps getting updated and is available on the website of Ministry of Health and Family Welfare besides reported in the newspapers.

10. Visitors

- Visitors from overseas to also seek approval prior start of travel from CEO through concerned Deptt.
- Local visitors policy-All the employee asked to stop visitor's entry in office else entry is restricted up to Reception Area only.

11. Employee

- Team rostering plan (for next 2 weeks i.e. 18/3 – 31/3)-Location wise attached-Annexure A
- HR related policy (eg. Working from home is not considered as leave and will be normal pay)-Working from home to be notified to HR Deptt. through mail/ register/ HRM Thread mobile app
- Work from home do's & don'ts-
All attendance (Present/ Work from Home/ Leave) to be updated in register/ software to HR Deptt. by 26th day of month for salary purposes.


12. Process

- Mark the activities which are critical, medium and low
- Critical must be covered either on site or remotely
- Medium to be covered mainly remotely
- Low can be suspended for next 2 weeks (please gauge impact for same and what alternatives needs to be put in place if possible)

HO & Terminals have identified the same under discussion of reporting heads & shall be adhered to.

13. Communication (who, what, when)

- Towards local authorities and health body-HR Deptt./ Terminals
- Towards employees- HR Deptt./ Terminal Heads/ Incharge
- Towards customers- Sales & Marketing Deptt./ Operations Deptt./ Commercial & Finance Deptt./ Finance & Accounts Deptt.

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- d. Towards vendors-All concerning Deptt.
- e. Email signature to default inform all receivers that the BU is working as usual- All may use the line-**“In view of COVID-19 situation and as responsible members of our community, we are currently working on flexi hours. We have ensured that there is no disruption in our client services and will continue to be available over emails and mobile phone. Stay safe and healthy as we overcome this challenge together.”**

14. IT

Adequate equipment's are provided to all users with sufficient corporate data plans/ mobile data plans.

15. **Education/Awareness (How will you educate employees/vendors/customers/at what frequency etc.)**-Awareness posters, advisory emails circuited.

16. **Actions that needs to be put in place (incl. posters, notices, emails, whatsapp etc.)**-KRIL website to be updated

17. **More information(Website details)**-www.kribhcoinfra.com