Breaking free from lockdown with timely measures.

COVID COMPLIANT STANDARDS from
All India Rubber Industries Association
(AIRIA)

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About AIRIA

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Founded in 1945, The All India Rubber Industries Association (AIRIA) is an organisation that is serving the rubber industry and trade with the objectives of safeguarding and promoting interests of the industry. It comprises of almost 90% members from the Medium, Small and Micro Enterprises. It organizes conferences, expos, trade delegations, factory visits, techno-commercial talks and buyer-seller meets.

It has been in existence for last 75 years and have more than 1300 MSME members presently in its fold. AIRIA actively engages with the policy makers and civil society in order to influence policy framework, encourage debate on pressing issues and present the views and concerns of the Rubber Products Industry. AIRIA acts as a catalyst in the promotion of Industry, trade, technology, entrepreneurship, sustainability and a green environment.

AIRIA organises many top-level events in the industry, one being, India Rubber Expo (IRE) which is held every two years with its latest edition set to be held in 2021 in New Delhi, India – the event serves as the biggest event in Asia, related to Rubber. The organisation also spearheads many conferences, workshops, Buyer-Seller Meets and Seminars to fast-track networking and increase business growth, for its members & partners.

Management's Role

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o Treat any symptom of COVID-19 with utmost priority and should have an isolation ward in the work premise. Inform the nearest COVID centre.

o Training & Education of employees for Fumigation and Sanitization methods

o HR groups to regularly communicate and supervise all the employees

o Training the in-house house-keeping team to streamline methods

o Facilitating basic medical support for everyone in the premises

o Collect travel history from all employees

o Ensuring the employees are feeling safe and secure while coming to work

o Management of all teams, to be on top of their employees to follow all safety measures rigorously

o Implementing rotational shifts or sources to maintain stagnant social distancing (1 meter)

*Corporate Initiatives
& Measures*

Corporate Initiatives & Measures

o Implementation & formulation of contingency plans and BCP (Business Continuity Planning)

o Support and guidance to employees on job security, reporting and other day-to-day tasks

o Managing industry/general news tracking & recent events to correspond measures and safety plans

o Holding webinars under #AIRIADialogues - on varied topics (delivered by dedicated industry experts) around Rubber industry functioning w.r.t. management, human resource policies, future planning, business continuity and other major economic factors w.r.t post COVID-19

Corporate Initiatives & Measures

o Work tracking on a remote level to manage KRAs and other delegation of work through possible MIS integration

o Dealing with and encouraging members of the association to implement best practises within their working framework and ensure safety

o Connecting with regional, registered and branch offices across AIRIA to ensure proper implementation of employee welfare, premises management and safety

o Members/ Employers should strictly follow the instruction of the Local authorities which may be issued from time to time depending on the local situations

Premises Functioning & Safety

Premises Functioning & Safety

o Turning off the main electric supply when the office premises is not in use – to avoid any mishap in case of long-term closure

o Shutting down all self-powered units (UPS) to contain any fire hazards

o Proper checks of fire extinguishers, medical first aid kits and other sanitisation equipment to ensure readiness

o Placing mitigants such as Naphthalene balls in Machines & other file cabinets on closure on a weekly basis

o Ensuring proper uniform for support and security staff to ensure clear demarcation

o Conducting emergency drills with the staff

o Formulating an spreadsheet based tracking system to manage office supplies, inventory, systems and other movable infrastructure in place

Sanitization of the infrastructure

Sanitization of the infrastructure

o Fumigation to be conducted before the operations resume - in the parking lot, lawn, cafeteria, corridors and lobby.

o Every workstation to be sanitized

o Telephones to be sanitized every two hour

o Toilets to be cleansed and sanitised every hour

o Common areas to be monitored until further notice for movements

o Visitor magazines and papers will not be kept in the lobby

o Usage of Card punch system, instead of finger biometric system

o Spacious seating plan to be implemented on the floor

o Maximum carriers in lift – 1 at a time

o Using more than one entrance and exit

Sanitization of the infrastructure

o Possible fumigation tunnel installation and other technological measures

o Temperature checking with a temperature gun before entry

o Fumigation on incoming and outgoing materials and vehicles

o Use of hand sanitisers upon entry, exit and interaction with office personnel

o 3-stage cleaning of surfaces – before work, during lunch and post end of the day

o Proper cleaning of equipment and computer peripherals with ethanol-based sprays
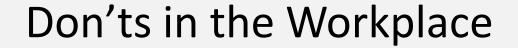
Do's & Don'ts in the Workplace

Do's in the Workplace

o Group meetings will be held online or to be held in smaller groups

o Keeping a 6 feet distance from contact in all places

o Wearing masks at all times

o Use of personal hand sanitisers and inculcating 30-second handwash every hour

o Sneezing or coughing into the elbow and proper hygiene post that

o Proper reporting of any health related ailments or conditions

o Segregated lunch/tea breaks

o Taking turns team-wise to enter cafeteria for lunch

Don't in the Workplace

o Entertaining visitors beyond mandatory levels

o Giving handshakes and inter-personal contact: Greeting with Namaste

o Sharing food and drinks

o Avoiding sitting across many employees

o Hanging out in groups, in and around workplace

o Refusing basic sanitation by the management

o Take lifts with a group of people beyond necessary limit

Additional Mitigation Measures

Additional Measures

o Complete adherence, tracking and implementation of govt. & regulatory norms or any updates w.r.t COVID-19

o In case where social distancing is practically not possible, the employees should be given PPE kit to perform the work. Only applicable where distancing is not possible

o Display banners and signs for washing hands and using sanitizer

o Frequent announcements about 6 feet rule and usage of masks

o Encouraging the usage of 'Aarogya Setu' App

o Helpline and Room numbers to be displayed on every floor

o Usage of vent outs and windows instead of AC to allow ventilation

o Minimal usage of shared cabs and shuttles

o Single-handed commute will be encouraged

o Exploring medical help on call or advice of medical practitioners on a ready reckoner basis

o Screening and sanitizing any courier receipts or packages

Note to Readers

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"We seek to help in containing COVID-19 with our stringent measures w.r.t. sanitation and safety.

We would implement due diligence & smart measures to help make India – a safer and a thriving country post lock-down by doing our bit in ensuring our premises' and employees' safety."

DG - AIRIA

Thank you