



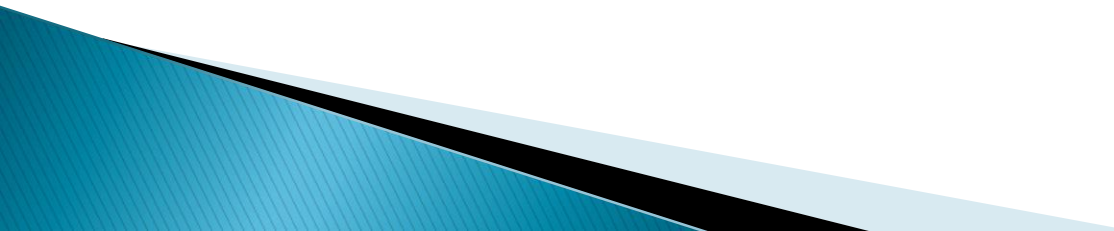
LAXMI NARAYAN

A Trusted name in Packaging

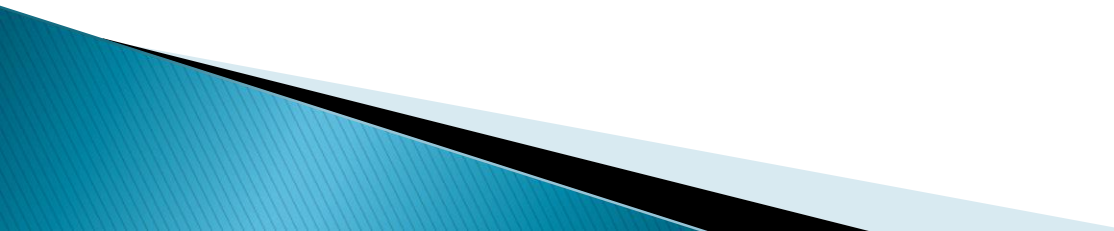
Presentation on Personal Hygiene &

Social distancing practices for Covid'19.

Moral duties & social responsibilities as citizen

- ▶ It is moral duty & responsibility of every citizen to prevent themselves & others from Covid 19 infection during this global pandemic scenario.
 - ▶ Strict adherence of all rules of social distancing while working, travelling, talking, meetings etc.
 - ▶ Wearing masks, washing hands regularly with soap or sanitizers has to be strictly followed.
 - ▶ We have to maintain personal hygiene & cleanliness in our surroundings.
 - ▶ We have to aware others & help them.
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Safety rules & practices at premises

- ▶ Self declaration in Safety register have been introduced at security gate to record entry/exit of all individuals.
 - ▶ Face mask has been issued & made mandatory for all persons / visitors entering factory premises.
 - ▶ Sanitizers & Handwash has been provided for entry or exit from factory for all people .
 - ▶and more
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Standing marks for workers entering at factory were made to maintain social distancing.



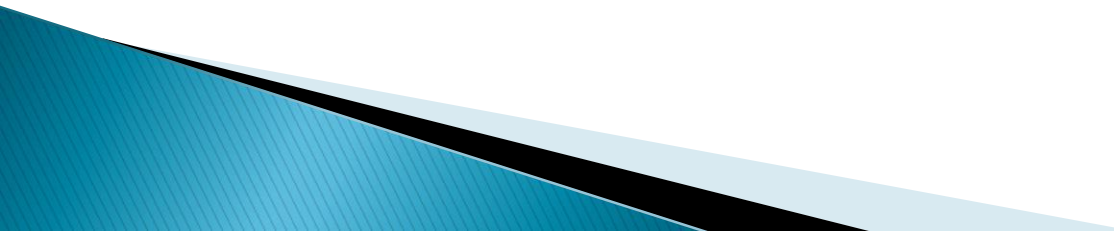
Infrared thermal temperature gun has been provided to record body temperature during entrance and exit

31-05-20					
No	Name	Temp In	Temp Out	Status	Temp
1	Manoj Kumar	31.4	31.1	OK	
2	Sanjay Kumar	31.4	31.5	OK	J. Pan
3	Abhishek Kumar	31.7	31.2	OK	
4	Dhyan Nath	31.6	31.8	OK	D. Pan
5	Dakshin Datta	31.2	31.5	OK	
6	Satish Kumar	31.7	31.0	OK	
7	Atish Kumar	31.1	31.2	OK	Atish
8	Atish Kumar	31.2	31.4	OK	
9	Pratik Kumar	31.2	31.2	OK	
10	Pratik Kumar	31.8	31.7	OK	
11	Dhyan Datta	31.1	31.1	OK	Di
12	Ram Hari Datta	31.4	31.7	OK	
13	Sanjay Kumar	31.7	31.4	OK	
14	Sanjay Kumar	31.7	31.4	OK	
15	Sanjay Kumar	31.7	31.5	OK	San
16	Sanjay Kumar	31	31.2	OK	San
17	Sanjay Kumar	31.7	31.7	OK	
18	Pratik Kumar	31.7	31.2	OK	Pratik
19	Pratik Kumar	31.5	31.0	OK	
20	Pratik Kumar	31.7	31.0	OK	
21	Pratik Kumar	31.6	31.4	OK	Pratik
22	Pratik Kumar	31.1	31.1	OK	
23	Pratik Kumar	31.1	31.1	OK	
24	Pratik Kumar	31.3	31.2	OK	Pratik
25	Pratik Kumar	31.6	31.0	OK	
26	Pratik Kumar	31.4	31.0	OK	
27	Pratik Kumar	31.2	31.2	OK	Pratik
28	Pratik Kumar	31.3	31.2	OK	
29	Pratik Kumar	31.3	31.5	OK	
30	Pratik Kumar	31.6	31.0	OK	
31	Pratik Kumar	31.8	31.7	OK	Pratik
32	Pratik Kumar	31.4	31.2	OK	

Fogging & Sanitization record of Factory Premises and surroundings

[illegible]

SOP introduced for Sanitization & disinfection

- ▶ A standard operating procedure has been made & implemented covering all safety practices, parameters required in current critical scenario around the globe.
 - ▶ The process & steps of this SOP has to be followed by the each & every person of plant .
 - ▶ Violation in any case will not be allowed , resulting in suspension, absenteeism or monetary punishment.
 - ▶ All the security guards are trained to follow all process while checking & examining of all persons.
 - ▶ We are regulary disinfecting our factory (including office, labour/staff quarters)& its surrounding 2 times a day with proper record of it.
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S O P

Standard Operating Procedure	
"PERSONAL HYGIENE,SOCIAL DISTANCING& OTHER SAFETY DURING COVID' 19"	
Scope:-	
1	This SOP shall be applicable for the all workers, staff, management personnel&visitor entering in plant. .
Responsibilities :-	
1	Each & every persons entering in factory.
Accountability:-	
1	All head concerns & security officer.
Procedure:-	
1	Every person have to strictly follow all safety precautions for social distancing &personal hygiene should be maintained keeping in mind the current scenario across the globe.
2	The workers entering at start of shift should be properly queued &stand at the markings done made 1 meter apart from each other at the entrance of factory gate.
3	A safety register has been implemented at factory gate for recording all related safety information & parameters of all in/out of persons in factory.
4	The security personnel will check the mask , body temperature of all persons while entrance & exit of factory & sam should be noted with the signature of person in safety register.
5	Any deviation from any aspect of safety concerns& parametres will not be allowed , resulting in absent of particular day & person will be returned from gate itself.
6	Any infected personal with high temperature, fever,cough ,cold will not be allowed to enter in factory & information should be given to management also .
7	All entering persons following each & every safety concerns should be entered with the proper handwashing & hand sanitizing process.
8	Every person had to strictly follow the social distancing rule while working on machine or on shop floor or while talking /working inside the factory premises.
9	Factory premises inside & outside should be properly sanitized 2 times a day with the disinfectant through the spray machine(operator should be proper dressed while spraying) & properly recorded in safety register with sign of safety officers as well as operator.
10	All the doors & handles should be cleaned with disinfectant from both side 3 times a day & work should be properly noted, signed under presence of safety officers.
11	Not more than 2 persons will be allowed to gather in premises ,to talk n even during break time & shift changing time of plant.
12	All the staff & worker rooms inside the factory premises should be cleaned & disinfected 1 times a day & not more than 2 workers/staffs are allowed to allocate in single room.
13	No visitors are allowed to visit /roam in the factory without valid reason, he/she should be properly examined , masked, sanitised before entering with permission of management only.
14	Safety officer/ examiners should be properly equipped with safety equipments while checking process of staff/workers/visitors.
15	Gloves should be provide to each & every person involved in handling of goods on floor to reduce the manual touch on goods. It should be good hygiene practise as well.
16	All drivers temperature of entrance /exit of factory should be noted as well as informed to vendor while dispatch of goods.
17	All the incoming /exiting vehicles (including cabin)of factory premises should be properly sanitized with disinfectant spray .
18	Safety officer has been designated for overveiwing all safey practices, hygiene process & social distancing practices inside factory premises which will directly report to management.
19	Each & every person working in factory should be well aware of all safety concerns &practices.
Prepared by	Approved by

Sanitization & fogging practise



Disinfection on Progress



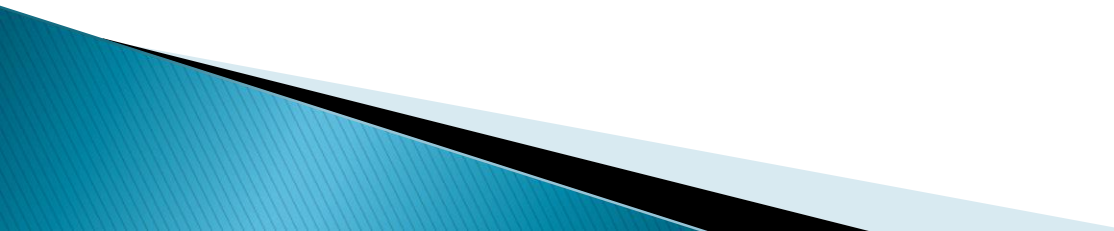
Surrounding's being disinfected



Disinfection at QC lab



Other Safety Protocols

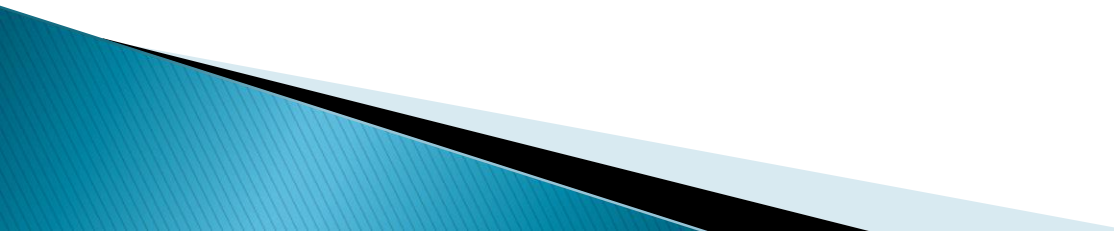
- ▶ Regular cleaning door handles & doors both side , 3 times a day as they are vulnerable to touch.
 - ▶ Checklist has been made for cleaning door handles & doors as per all doors present in office & plant.
 - ▶ Dedicated worker & Safety Incharge has been allotted to oversee all safety measures & training.
- 

Pics of Check List

CLEANING CHECKLIST			
DOOR & HANDLES CLEANING (DOOR 3)			
DATE	MORNING	NOON	AFTERNOON
30-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
11-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
22-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
23-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
18-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
25-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
26-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
27-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
28-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
29-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
30-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
01-May			
02-May			
03-May			
04-May			
05-May			
06-May			
07-May			
08-May			
09-May			
10-May			
11-May			
12-May			
13-May			
14-May			
15-May			
16-May			
17-May			
18-May			
19-May			
20-May			

CLEANING CHECKLIST			
DOOR & HANDLES CLEANING (DOOR 3)			
DATE	MORNING	NOON	AFTERNOON
30-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
11-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
22-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
23-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
18-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
25-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
26-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
27-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
28-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
29-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
30-Apr	<i>dy</i>	<i>dy</i>	<i>dy</i>
01-May			
02-May			
03-May			
04-May			
05-May			
06-May			
07-May			
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20-May			

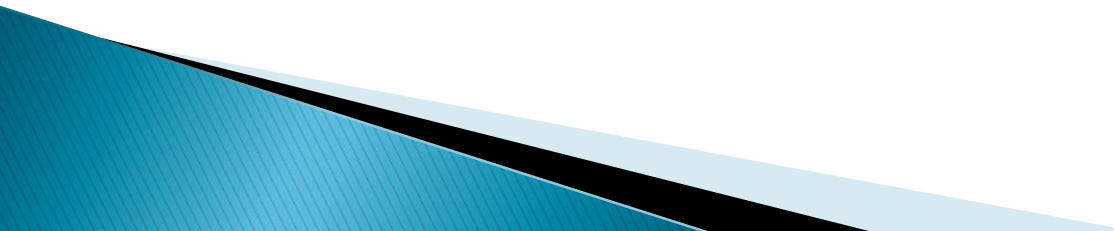
Touch free process to ensure hygienic finished goods

- ▶ We are now using the touch free (reduced manual handling) in our production process.
 - ▶ We have provided the Hand Gloves to all the workers for handling Semi Finished and Finished goods
 - ▶ We are committed to provide the Well Sanitized & hygienic finished goods to our all clients.
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Handling of SFG



Safe & Sanitized delivery to all vendors

- ▶ All trucks are properly sanitized at entry/exit of Factory Gate.
 - ▶ The body temperature readings of all truck drivers is recorded at the time of dispatch & mentioned in Invoice and Quality Report issued to our customers.
 - ▶ Entire cabins and containers of trucks is well sanitized and then allowed to be loaded.
- 

Sanitizing Work of Trucks



Helping Hand– Laxmi Narayan

- ▶ We as a trusted organization, also works as helping hand for the society.
- ▶ Our honorable Chairman sir, Sri Basant Agarwal & Managing Director Sri Vivek Agarwal donated 250 Certified PPE Kits to **National Health Mission, Assam** for the Covid Warriors to fight against Corona Virus.
- ▶ We have helped to arrange and donate 1200 food packets containing Rice, pulses, vegetables to daily wage earners in the vicinity of our factory
- ▶ Donated Rs.1.00 Lac in PM Cares Fund.
- ▶ Helping hand Provided in terms of Monetary & Logistical support to Amrit Bhog Bhadar, Guwahati serving appx 20000 meals /day
- ▶ Personal Volunteering done with different organization in Guwahati for distribution of Food Packets

Glimpses of Helping Hand



Food Packets distribution



Personal Volunteering with Small Industry Organization





अमृत भोग भंडारा ने पांच लाख गरीब लोगों के बीच किया आहार वितरण



गुवाहाटी : लोकडाउन के दौरान स्वयंसेवी अमृत भोग भंडारा की ओर से पांच लाख से अधिक गरीब लोगों के बीच आहार वितरण किया। इसके साथ ही आगामी समय में भी यह सेवा निरंतर रूप से जारी रहेगा। उक्त संस्था के सह संयोजक आलोक संधालिया का कहना है कि 28 मार्च से हमारी ओर से जरूरतमंदों को आहार वितरण कराया जा रहा है। वहीं आगामी 17 मई तक जरूरतमंदों

के बीच आहार वितरण करता रहेगा। इसकी जानकारी आज एक प्रेस विज्ञापन के जरिए श्री संधालिया ने दी। वहीं संस्था के प्रमुख भागवत जैन का कहना है कि असम स्टेट ट्रांसपोर्ट कॉर्पोरेशन (एसटीसी) के आईएसबीटी के साथ ही अपने गृह राज्य राजस्थान जा रहे यात्रियों के बीच भी आहार वितरण किया। जिसकी प्रशंसा असम परिवहन विभाग के मंत्री चंद्रमोहन पटवारी ने भी की।

