



Initial Environmental Examination

Project Number: 42266-026
June 2020
(Addendum)

IND: Kolkata Environmental Improvement Investment Program-Tranche 3

Subproject : Health and Safety Plan {In Response to coronavirus disease (COVID-19) Pandemic}

Submitted by

Kolkata Municipal Corporation, Government of West Bengal

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Asian Development Bank

From: Project Director KEIP <pdkeiip@gmail.com>

Sent: Wednesday, June 17, 2020 12:36 PM

To: Sourav Majumder <smajumder@adb.org>

Cc: Nilesh Kumar <nkumar@adb.org>; Soumya Ganguly <soumya6@yahoo.com>

Subject: Submission of SOP – Health & Safety (H&S) Plan for Kolkata Environmental Improvement Investment Program (KEIP), Tranche- 1, Tranche-2 & Tranche-3, ADB Loans – 3053, 3413 & 3689 – IND

Dear Sourav,

Please find enclosed herewith a SOP – Health & Safety (H&S) Plan finalized and approved by Kolkata Environmental Improvement Investment Program (KEIP), Government of West Bengal for ADB financed sub- projects being implemented under ADB Loans – 3053, 3413 & 3689 – IND in response to COVID -19 pandemic, which may please be considered as an addendum to ADB approved IEE reports already disclosed in ADB website.

Thanking you

Project Director
Kolkata Environment Improvement Investment Program
Kolkata Municipal Corporation
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KOLKATA ENVIRONMENTAL IMPROVEMENT INVESTMENT PROGRAM (KEIP)

Tranche- 1, Tranche-2 & Tranche-3

PROJECT MANAGEMENT UNIT

SOP – HEALTH AND SAFETY PLAN

STOP the SPREAD of COVID-19

KEIP: ADB Loans – 3053, 3413 & 3689 - IND



JUNE 2020



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1 INTRODUCTION¹

- This document is intended to supplement formal H&S policies, procedures and plans that the contractor has in place for its employees and staff working on Kolkata Environmental Improvement Investment Program' (KEIIP) projects under loans 3053,3413 & 3689- IND. Hence, this document is not intended to replace any formalized procedures currently in place for the Contractor. Where this guideline does not meet or exceed the standards put forth by the Contractor, the Contractor shall abide by the most stringent procedure available.
- This approved project specific Health and Safety Plan (H&SP) shall be modified to require that the COVID-19 Officer² at the Contractor's worksite (appointed by Contractor and agreed by PIU) submit a written daily report to the Client's Representative (PIU Head). The COVID-19 Officer shall certify that the Contractor and all subcontractors are in full compliance with these guidelines.
- The COVID-19 officer should be present on site at all times.
- Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The Contractor will be required to submit a corrective action plan (on the next day or immediately as per the nature of issue) detailing each issue of non-conformance and a plan to rectify the issue(s). The Contractor will not be allowed to resume work until the plan is approved by the Client (PIU). Any additional issues of non-conformance may be subject to action against the Contractor's as health & safety/safeguard clauses of the contract.
- Construction sites operating during the Covid-19 pandemic need to ensure they are protecting their WORKFORCE and minimising the risk of spread of infection.
- This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.
- These are exceptional circumstances and the industry must remain abreast of and comply with the latest Government advice on COVID-19 at all times.
- The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.
- It is to be noted that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.
- Sites should remind the workforce at every opportunity of the Worksite Procedures which are aimed at protecting them, their colleagues, their families and the population of West Bengal

If a worksite is not consistently implementing the measures in this document, it may be required to shut down.

¹ This document may be made available in the local language, and the salient features would be displayed through signages at the appropriate locations throughout work sites and stretches by the Contractor for wider dissemination and awareness.

² The existing safeguards officer OR health & safety officer OR supervisor of the contractor can be designated as COVID-19 officer by undergoing the training available at

(a) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

(b) <https://openwho.org/courses/eprotect-acute-respiratory-infections>

(c) <https://openwho.org/courses/COVID-19-IPC-EN>

2 PRINCIPLES OF WORKER PROTECTION

- Consistently practice social distancing
- Cover coughs and sneezes
- Maintain hand hygiene
- Clean surfaces frequently

3 MAXIMUM PRECAUTION FOR PERSONS/LABOURERS REPORTING TO WORK

- IF SICK, STAY HOME!
- IF SICK, GO HOME!
- IF SOMEONE SICK, SEND THEM HOME!

Contractor to provide face masks (of the type approved by Government for use to protect persons from COVID-19) to all persons working in or visiting the worksite. This along with procedures set out in this document is for maximum precaution to protect all persons/labourers at all times.

4 COVID-19 TYPICAL SYMPTOMS

- Fever
- Cough
- Shortness of Breath
- Sore Throat

All persons at the worksite should have their temperature screened by COVID-19 officer with Infrared Thermometer (handheld non-contact).

5 SELF- ATTESTATION BY PERSONS/LABOUR PRIOR TO WORK

Prior to starting a work (on daily basis), each labour /worker will self-attest to the supervisor:

- No signs of COVID-19 symptoms within the past 24 hours.
- No contact with an individual diagnosed with COVID-19. (contact means living with a positive person, being within 6 ft of positive person OR sharing things of positive person)
- Not undergone quarantine or isolation (in case of any labourer /worker who has been quarantined or isolated previously, the engagement shall be only after obtaining the requisite clearance)

The engagement of workers falling in the high-risk category such as workers over the age of 55 years, with underlying medical conditions or health issues, etc. should be done only after obtaining the requisite clearance from trained and registered medical practitioners.

The self-attestation would be verified in collaboration with trained and registered medical practitioners deployed at site through discussions with laborers /workers and/or preliminary checks such as temperature checks, etc. prior to their engagement at site.

In addition, the Contractor shall mandatorily follow all medical test requirements for the workers prior to their engagement and/or mobilization at site as per the guidelines issued by the Central and State government agencies and WHO from time to time.

Persons/Labourers showing COVID-19 symptoms or not providing self-attestation shall be directed to leave the work site and report to the fever clinic/quarantine centre immediately. Labour not to return to the work site until cleared by fever clinic/quarantine centre.

6 GENERAL DIRECTION

- No handshake, Only Namaste
- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring physical contact should not be carried out
- Plan all other work to minimise contact between workers
- Wash hands often (every 1-2 hrs or frequently as possible) with soap for at least 20 seconds
- Use hand sanitizer
- No person should enter the work site other than the authorized persons mentioned by supervisor during start of work
- All must implement social distancing by maintaining a minimum distance of 6-feet from others³ at all times to eliminate the potential of cross contamination.
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing i.e., 6 ft from others.
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- All individual work group meetings/ talks should follow social distancing
- At each job briefing /toolbox talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each worksite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom /toilet facilities should be cleaned (min twice a day), and handwashing facility must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including mobiles, tabletops /surfaces, door handles, laptops, records, etc.
- All common areas and meeting areas are to be regularly cleaned (min twice a day) and disinfected at least twice a day
- All persons to maintain their own water bottle, and should not be shared.
- To avoid external contamination, it is recommended everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough /sneeze into your upper sleeves or elbow. Do not cough or sneeze into your hands.
- Clean your hands after coughing or sneezing thoroughly by using soap and water (minimum for 20 seconds). If soap and water are not available, please use a hand sanitizer. The Contractor shall ensure adequate quantities of sanitizer and soap are made available at all locations including site offices, meeting rooms, corridors, washrooms /toilets, etc. as appropriate.
- Avoid touching eyes, nose, and mouth with your hands

³ Social distancing may not be practical for undertaking certain specific activities within the workplace. It is therefore important to review the work method statements for these types of activities to assess impact and how to find safe ways of doing in line with best available guidance.

- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!⁴
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

7 WORK-SITE PREVENTION PRACTICES

- At the start of each shift, confirm with all employees that they are healthy and inform all workers of reusable and disposable PPE.
- Outside person(s) should be strictly prohibited at worksite
- All construction workers will be required to wear cut-resistant gloves or the equivalent.
- Use of eye protection (reusable safety goggles/face shields) is recommended. The supply of eye protection equipment to the workers is considered as a standard part of PPE during construction works.
- In work conditions where required **social distancing is impossible** to achieve, such employees shall be supplied with standard face mask, gloves, and eye protection.
- All employees shall drive to work site in a single occupant vehicle. Staff shall not ride together in the same vehicle
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant (with 1% sodium hypochlorite solution daily) prior to entry. Adequate quantity of the disinfectant shall be provided by the Contractor at all such site-specific locations.
- Workers should maintain separation of 6' from each other.
- Multi person activities will be limited where feasible (two persons lifting activities)
- Gathering places on the site such as sheds and/or break areas will be eliminated, and instead small break areas will be used with seating limited to ensure social distancing.
- Contact the cleaning person of the worksite and ensure proper COVID-19 sanitation processes. Increase cleaning/disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with gloves, gown and face mask for each cycle of cleaning. The Contractor shall make available adequate supply of PPE and chemicals while the threat of COVID-19 continues.
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles
- All employees to maintaining good health by getting adequate sleep; eating a balanced, healthy diet, avoid alcohol; and consume plenty of fluids.
- Continuation of works in construction project with workers available on site and no workers to be brought in from outside
- The site offices shall have adequate ventilation. The air conditioning or ventilation systems installed at the site offices would have high-efficiency air filters to reduce the risk of infection. The frequency of air changes may be increased for areas where close personal proximity cannot be fully prevented such as control rooms, elevators, waiting rooms, etc.

⁴ The workers with no sick-leave would be supported with additional leave while affected by COVID-19 by the Contractor. The workers who have to stay home because of COVID19 affected family member(s), the Contractor shall pay for the days for staying away from the work.

- The Contractor shall carry out contactless temperature checks for the workers prior to site entrance, during working hours and after site works to identify persons showing signs of being unwell with the COVID-19 symptoms

8 WASHING FACILITY

- All worksites should have access to toilet and hand washing facility.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- Washing facility with hot water, and soap at fire hydrants or other water sources to be used for frequent hand washing for all onsite employees
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors. Proactively supervisor should make sure shortage situation never occurs.
- Garbage bins will be placed next to the hand wash facility for discarding of used tissues/towels with regular removal and disposal facility (end of each day)

9 CLEANING PROCEDURES

Increase cleaning /disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with gloves, gown and face mask for each cycle of cleaning.

Each worksite should have enhanced cleaning and disinfection procedures that are posted and shared including sheds, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site. These include common areas and high touch points like

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment / mobiles
- Keyboards, photocopiers and other office equipment

Re-usable PPE should be thoroughly cleaned after use and not shared between workers

10 LABOUR CAMP

Contractor shall follow a zero-tolerance policy on wearing of masks.

Masks (homemade⁵ can be thought of) to be provided to all the persons/labourers for use at the camp site as well as at the worksite. Increase cleaning/disinfection visits to at least 2 times a day. Cleaning person(s) to be provided with disposable gloves, gown and face mask for each cycle of cleaning.

⁵ Advisory on use of Homemade Protective Cover for Face & Mouth by GOI

10.1 Toilet Facility

- Restrict the number of people using toilet facility at any one time e.g. appoint one welfare attendant among the labours.
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

10.2 Eating/snacks Arrangements

- With eateries having been closed (restricted) across West Bengal, providing permanent (till society is safe from COVID-19) on-camp/off-camp cook/helpers can be implemented. Make sure that the “Guidelines for food handling, preparation and distribution during COVID-19” and its regular updates are being followed.
- Whilst there is a requirement for construction camps to provide a means of heating food and making hot water, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, etc. must be removed from use.
- Contractor to arrange all daily need items and grocery at site itself and no worker is allowed to go to shops for daily need items.
- Dedicated eating areas should be identified on camp to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on camp, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless options wherever possible
 - Crockery, eating utensils, cups etc. should be avoided wherever possible
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up; only covered pedal operated bins should be used and the bins should be cleared and cleaned regularly, with strict adherence to safety protocols for disposal and hygiene maintenance (including proper PPE’s such as gloves, mask and apron worn by the waste handler/cleaner and disposal at a designated place);
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, etc.

10.3 Changing Facilities, Showers and Drying Areas

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on camp if possible

- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient garbage bins in these areas with regular removal and disposal.
- Visitor log should be strictly maintained that the labour camp.

COVID-19 officer will ensure compliance with prevention issues at the labour camp(s).

11 UPDATES ON COVID-19

The Contractor shall be in touch with the Department of Health & Family Welfare and Labour Department to identify any potential worksite exposures relating to COVID-19, including:

- Strictly follow the guidelines issues by Ministry of health and OSHA
- Other workers, vendors, inspectors, or visitors to the worksite with close contact to the individual
- Labour Camps / Work areas such as designated workstations or rooms /sheds
- Work tools and equipment
- Common areas such as break rooms, tables and sanitary facilities

Also refer the following websites from time to time for regular updates.

<https://www.mohfw.gov.in/>

<https://wb.gov.in/COVID-19.aspx>

<https://www.wbhealth.gov.in/pages/corona/guideline>

This document can be updated from time to time based on the advisories or directions of the Govt.

12 TRAINING

- PMU/PIU to ensure all workers get training on above requirements before start of any construction activity
- During construction period frequent visual and verbal reminders to workers can improve compliance with hand hygiene practices and thus reduce rates of infection. Hand washing posters should also be displayed at work site and labour camps

13 EMERGENCY CONTACT

- Provide emergency contact number(s) at work site and labour camp for reporting COVID-19 symptoms

Ensure all staff and personal use the Aarogya Setu app, recommended by GOI for tracking COVID-19 patients.