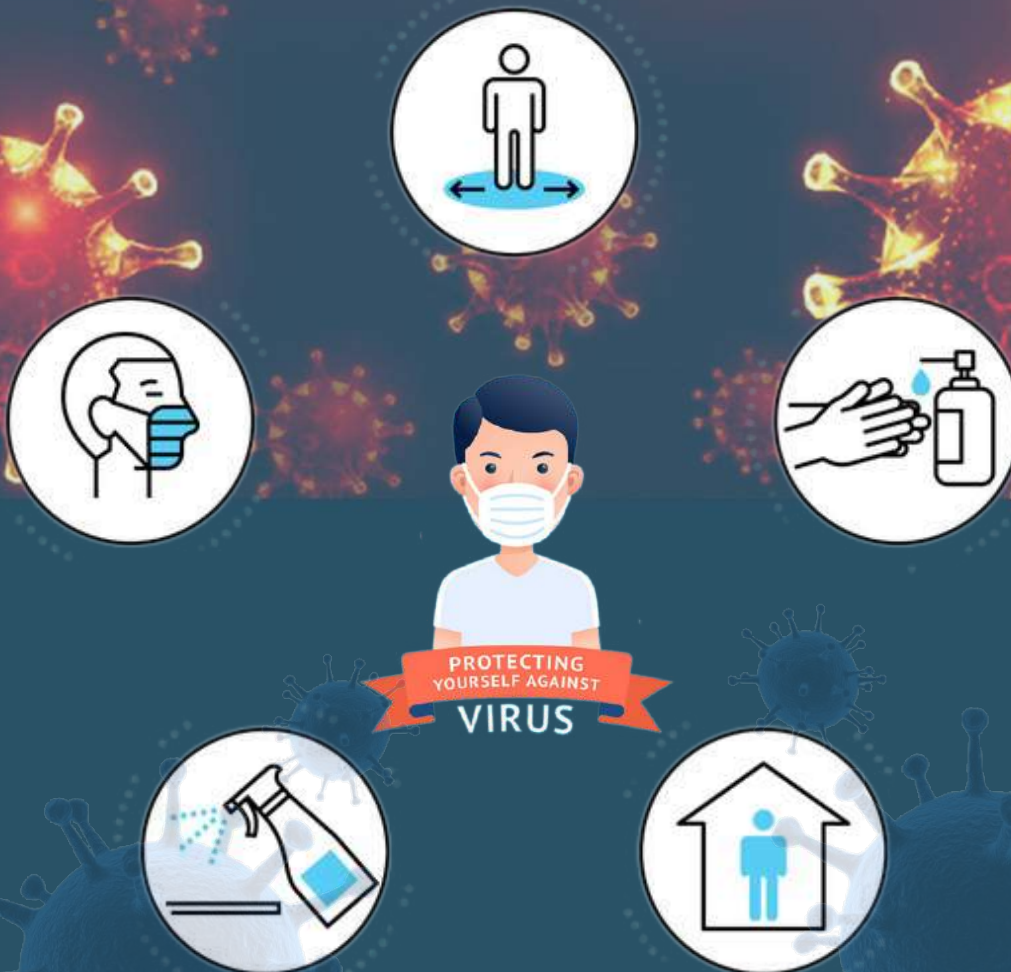


COVID-19

Coronavirus



COVID-19
Coronavirus



Dr. Sundar Kataria
Chairman & Managing Director
International Certification Services Pvt. Ltd.

Dear Valued Member / Partner / Associate,

At the outset, we sincerely hope that you, team members of your organisation and your family are doing fine. We are sure that by the Grace of God, we all will tide over this situation and emerge stronger (Both physically & spiritually) for the future.

The Government has advised us to 'Stay at Home', & we believe that this is our best chance to stop spread and eradicate this virus. We also believe that things are going to get better very soon & through this mail, we would like to inform you that as an organization, we at ICSPL want to express our gratitude to all the Professional who are tirelessly & selflessly working round the clock to ensure that # India Flattens The Curve!

We although are working from home, it shall be our earnest effort in assisting you with all information in the least possible time keeping in mind limited resources that we are working with.

In the interest of our Patrons and India at large, We are happy to share that due to COVID-19 pandemic and challenges faced by our esteemed clientel, ICSPL has been granted permission to conduct remote audits As per IAF MD 4:2018 (Mandatory Document for the use of Information and Communication Technology (ICT) for Auditing /Assessment Purposes) by our Accreditation Bodies.

In a gist ICSPL is now able to assist its valued partners in :

- Conducting remote assessments of your due Surveillance Assessments or Initial Assessments and you shall be able to maintain accreditation and continuity of your certification.
- ICSPL is also carrying our short online assessments for organizations to check if they are in compliance to the various guidelines and directives of statutes and Govt. directives and best practices and evaluation of existing SOP that organizations may have developed and are being followed for the COVID-19 and even restart safety assessments for their units.

Please feel free to contact your Station Heads for necessary details on the above. Meanwhile Stay Safe, Stay Home- fight COVID-19.

Remember- God Has A Plan, Live IT, Love IT, Enjoy IT
With Warm Regards
Dr. Sundar Kataria
Chairman & Managing Director
International Certification Services Pvt. Ltd.

COVID-19
Coronavirus



Sushma Kindalkar
ICS Technologies

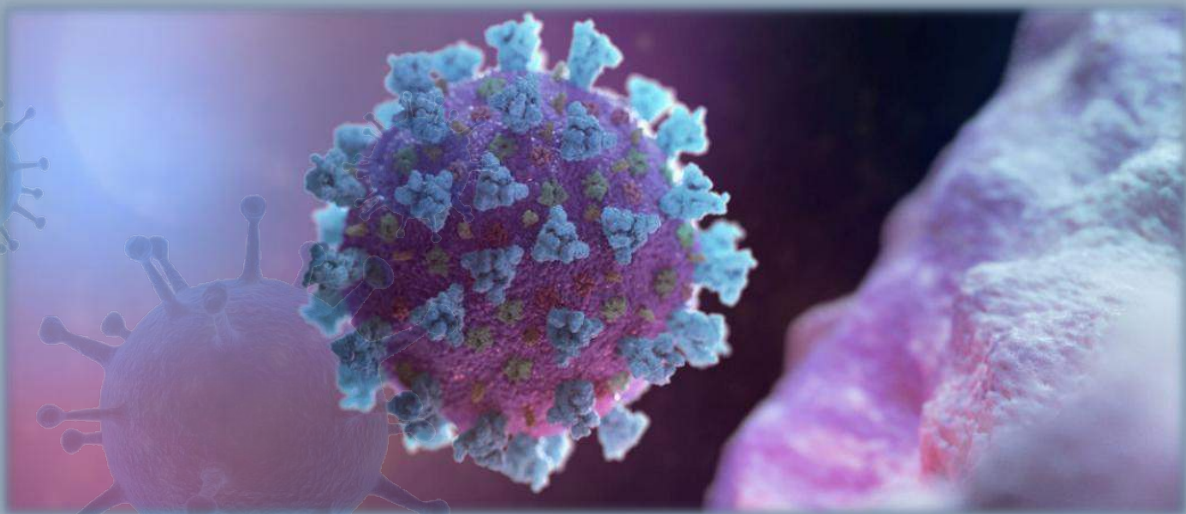


COVID-19 a 'turning point' for global biodiversity

The whole world has been affected by the Covid-19 pandemic – we all fear for our own health, that of our loved ones and also those who are most vulnerable. In the span of just a few weeks, Covid-19 suddenly become more urgent than the crises of ongoing climate change or the dangerous decline in biodiversity.

'Biodiversity' is our modern expression for this "life" in all its forms, but throughout the history of humankind, celebrating it has been an integral part of all cultures.

In past eras, the concept was local, we celebrated our own animals, plants, forests; and beyond our horizon the planet's biodiversity seemed limitless. Today, we have reached these limits.



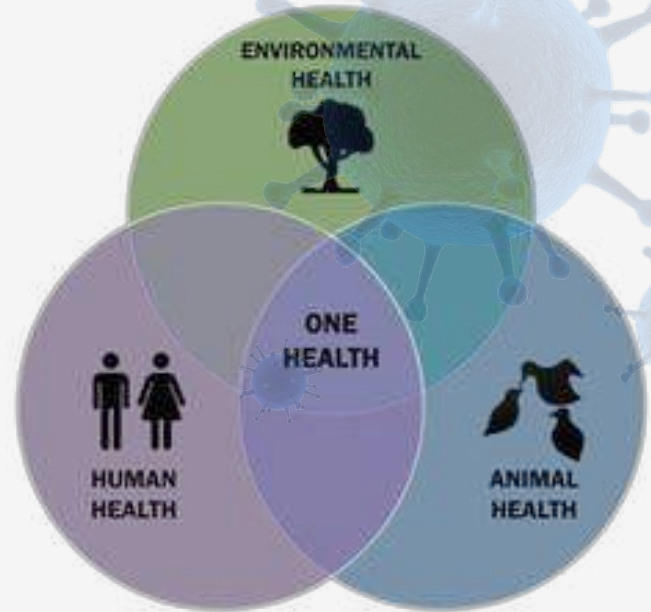
The presence of a large reservoir of SARS-CoV-like viruses in horseshoe bats, together with the culture of eating exotic mammals in southern China, is a time bomb. This time bomb seems to have exploded in November 2019 with the Covid-19.

COVID-19 Coronavirus

Managing human and environmental

The World Health Organization's "One Health" initiative advocates managing the issue of human health in relation to the environment and biodiversity. It has three main objectives: combating zoonoses, ensuring food safety and fighting antibiotic resistance.

This initiative reminds us that we cannot live in an artificial cocoon, never be in contact with biodiversity whether it be wild, raised or grown.



COVID-19 a 'turning point' for global biodiversity

Two of the initiative's three targets – food security and zoonoses – are directly related to the current Covid-19 crisis. We should not create dangerously unsustainable food circuits, whether it be importing exotic species or feeding unnatural products to farm animals – this was what led to mad cow disease, after all. The causes of the biodiversity crisis are well known and so are the remedies. First and foremost is stopping the destruction of the environment – deforestation, the world trade in any commodity or living species, the transport of exotic animals – for short-term gain, often just a few percentage points of profitability compared to local production.

The world after Covid-19

Voices are starting to be heard that that the "world will not be the same after Covid-19". So let's integrate into this "next world" a greater respect for biodiversity.

It's our greatest immediate experience deadly new pandemics, that is unfortunately certain. How many will there be depends on our efforts to preserve biodiversity and natural balances, everywhere on the planet. Beyond the current human tragedies, one can at least hope that Covid-19 has had the positive effect of raising this awareness.



COVID-19
Coronavirus



Dilip Negi
General Manager



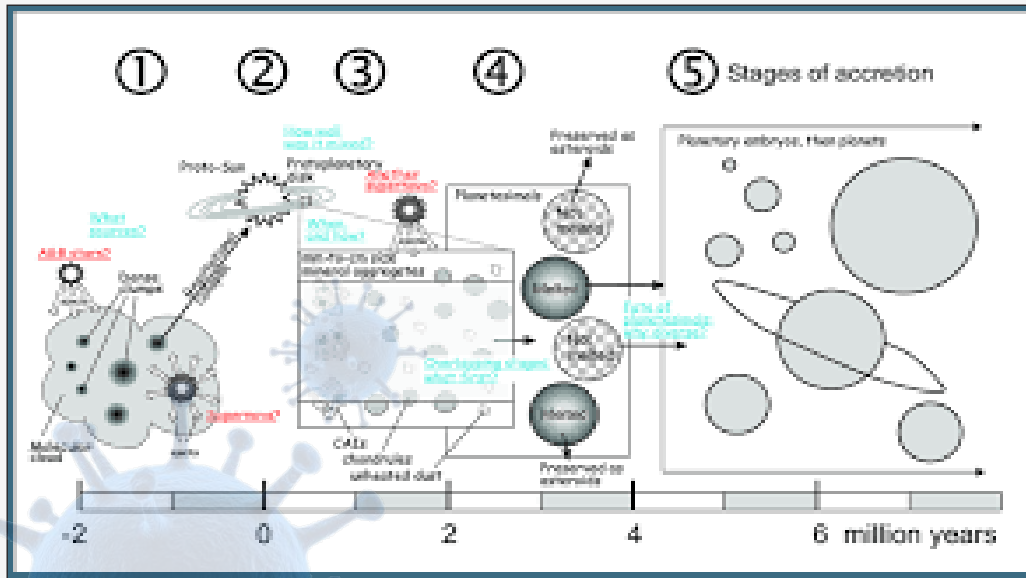
CHANGE IS INEVITABLE

50+ days under house arrest due to COVID-19 Never experienced a pandemic of Global scale
Everybody says:

**“Life is going to CHANGE after lock down”
“Nothing will remain same.” “Correction being done by mother**

Timeline – Time is a storm in which we are all lost

Change was there in the past, Change is here at present and Change will be there in future.



We are made of stardust
Shrinking of a dust cloud in space

Shooting up of temperature at core – big bang... Sun formed Planets formed Earth 4.54
.....Asteroides bodies collided with earth moon formed..... Cooling process..... Gases formed.....
Rained for years water formed.....Single cell formed.....our Planet ruled by dinosaur
.....followed by other species..... Human species.....Great Civilizations evolved
.....Agricultural revolution..... industrial revolution.....technological revolution.....

Change was there in the past, Change is here at present and Change will be there in future.

COVID-19 Coronavirus

On 11th March 2020 WHO declared Novel Corona virus (COVID-19) outbreak a global pandemic and entire human community is affected by this irrespective of rich or poor, young or old, advance or backward. It has made the word "**CHANGE**" visible.

What is change?

To become different, To undergo transformation, transition or substitution, To replace with NO...It means at this moment despite advance medical facilities cannot save human life, despite super sonic jets can not fly an airplane, despite having high speed train cannot run trains. If you go to my previous slide of time line you will find that change is the only thing which is constant in this entire journey. In fact only change is permanent rest are temporary.

Hence **CHANGE** is inevitable.

There is famous saying

Who does not **CHANGE** with time

Time **CHANGES** him.

Now three questions arise

1- Do you have courage to Change with changing time?

2-Do you always want to remain at top ?

3- Are you ready to with time?

If your answer is yes please continue else.....

How to achieve this concept of **CHANGE**

C- **CHANGE**

H- **Habit**

A-**Attitude**

N-**Negativity**

G-**Goal**

E-**Efficiency**

COVID-19
Coronavirus

Habit



In short yours habits will change your future.



COVID-19 Coronavirus

Attitude

Very strong factor in human life without change in favorable condition people has given extra ordinary performance just because of changed attitude.

Due to pandemic everything is reset to zero. Atmosphere is dull, mind is depressed.

Since market is not same, working conditions are not same Director to Driver; Proprietor to Peon has to change his or her attitude.

Arise, awake and stop not till the goal is reached – Swami Vivekanada said

Negativity:

Due to this global pandemic we are bombarded with negative information 24x7. death count, positive cases, red zone, human sufferings, anxiety.

Fear of death, Fear of continuity, Fear of financial insecurity etc.

Please collect yourself. Pause, ponder External factors are not in your hand, hence do not react.

You are the most intelligent creature on this planet focus for solution....rather work for solution.

Motivate yourself, your family, friends Recognize power of thought. (Sankalp)

Goal

Forget all goals before lockdown all became ZERO. These goals were set under different scenario.

There shall be only one goal in 2020. I have to keep myself active & my company active.

Full salary, increment in salary, profit in balance sheet will be remote possibility.

Sustenance is the only GOAL for individual, organization and everybody. as Jack Ma said 2020 is the year

You have to keep yourself live, your family live, your job live, your organization live, your national economy live at this moment.

**H for Habit
A for Attitude
N for Negativity
G for Goal**

If you change your Habits, Attitude, remove Negativity and reset your short term Goal you and your organization will overcome this situation and sustain. Else your life will HANG in uncertainty.

**If you do not change yourself right now
System will change you.**

E for efficiency

If you worked on four points – H, A, N, G it will enhance your Efficiency.

After lock down we have to execute our goals.

We have to work effectively.

We have to give expected results.

Changed situation demands a efficient person with effective execution ability.

Post corona-era

It may be stop & start situation form coming few months, till vaccine found or like HIV we have to live with it. Hence post corona-era will be performance driven.

Performance will be measured.

Performance will be measured. From Proprietor to peon.

COVID-19
Coronavirus

**Director and Drive
Proprietor and peon
Both have to run for their survival.**



Talk about today:

You were marathon runner of this company. Flag bearer of this organization. Oldest employee of this organization. All is past, it has become history. Current situation is asking you to show.

- **Your leadership skills**
- **Your managerial skills**
- **Your team building**

We appeal you all to come together, raise up-to occasion and change this risk into opportunity.

**Thank you
Stay safe & Healthy**

COVID-19
Coronavirus



Dr. Sundar Kataria
Chairman & Managing Director
International Certification Services Pvt. Ltd.

Covid 6S



Mr. Lal Fonseka
Senior Consultant
Teejay Lanka PLC.

5S +S (Safety) was not taken seriously by the Sri Lankan Administrators.

- Had they practiced, 5S plus safety (6th S), we would have controlled the growth of Corona Virus to a greater extent.
- 4th and 5th S's of the 5S system talk about the standardization and the discipline.
- Main reason in Sri Lanka for the lockdown of certain districts/villages is the lack of standardization and discipline.
- We talk very big about the great cultural diversity and it is stated that Sri Lankan culture itself very unique and thereby contributes to the Sri Lanka identity.
- Number of curfew violators itself talks about the gravity of our culture. Very pathetic situation.

“Employers must balance their obligations to provide a safe workplace as required by the Occupational Safety and Health Act with their obligation to avoid violating privacy and discrimination

Although the information and advice which governments are giving about social practices are always applicable throughout this crisis, it is especially relevant at workplaces. Managers, supervisors and persons conducting a business or undertaking should ensure staff are aware and practicing both. The critical steps to minimizing both the risk of getting infected and infecting others are:

1. Good hygiene
2. Social distancing.

Moral Boosting Concept – Under the present situation

- Brainwash the employees by making a few awareness programs(keeping social Distancing) to educate about the present situation and as to how could they contribute their commitment for the organization's survival.
- Be visible to the employees - Communicate with the staff and employees on a frequent, regular cadence as the situation evolves day by day.
- Continuous monitoring of the Covid-19 situation throughout the period and understanding what guidance is being offered will be essential to communicating to the people.
- Making personal workspaces more effectively by keeping social distancing

Moral Boosting Concept – Under the present situation

- Ensure proper cleaning of shared/working environments to limit risk of community exposure.
- When a team starts/finishes working, they must clean and sterilize their tools and prepare the space.
- Keeping Employees engaged and excited
- Clearing and Cleaning the factory premises with little bit of gardening.

COVID-19 Coronavirus

Designing a concept called Covid 6S

- This is a new design and I do strongly believe that this is a novel concept designed amalgamating both 5S technique and the Covid-19 pandemic safety guidelines
- This is a full pledged system designed for the workplaces.
- May be in time to come, Covid-19 is combatted but this system is never-ending system. If any workplace is prepared to implement it in a quick time, we could share with them the action plan, checklist and 3Ws and the other worksheets.
- We will be implementing this concept for the first time in Sri Lanka at the Best Pacific Textile Mills Ltd, Makandura, Gonawila in the next week.

Comments made by the CEO and the General Manager –Operations Best Pacific Textile Mills Ltd, Makandura, Gonawila.

CEO - Great plan Lal! Agreed that we need to make use of this time productively + effectively to engage with employees so that we can turn their minds and the culture towards a positive, constructive direction.

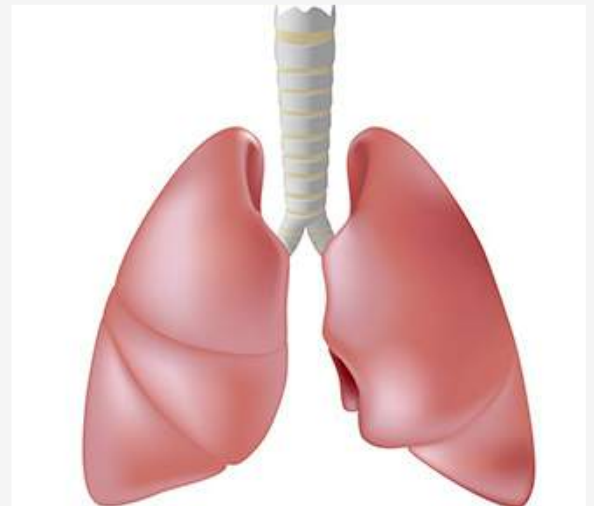
GM - Hi Lal, The concept is great. Let's execute this effectively.

Introduction for Covid-19 5S+S Implementation



6th S

**Social Distance
(Safety) Covid-19**



YOU CAN HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19. STAY HOME IF YOU ARE SICK.

SOCIAL DISTANCING

Keep 6 feet between you and others when possible.

Avoid crowded public places where close contact with others may occur.

Avoid mass gatherings.

6
feet



COVID-19 Coronavirus

Lean/ 5S+S can help during COVID-19

- The first, and most important thing, is safety, both physical and psychological:
- Physical safety in manufacturing, or psychological safety in services, or both, keeping team members and customers safe is always. our priority is Lean.
- Here are some suggestions to implement:
- Limit the number of people working and increase the distance between them:
- Arrange for people to work remotely.
- Add spacing:
- Point-of-use-cleaning supplies:
- Teach people proper hand-washing techniques:
- And then make sure that they are using them!
- Use PDCA to make changes in response to new government and organizational regulations.

Ensure the psychological safety of workers

1. Treat people with respect and do not allow them to panic with undue
2. Guard against
3. Plan to help team members that become

Utmost important requirements to stop spreading Covid-19

Entering the plant

- On arrival, the employees are checked for temperature, clean their hands, and sterilise the soles of the shoes/slippers with germ-killing liquid and receive instructions on how to interact safely, hydroalcoholic gel, and a mask they must wear.
- They walk by a poster graphically showing symptoms to look for and instructions to go home if they feel any.

Getting to and from workstations

- Organizations need to redesign the inside of the factory to support social distancing which is the additional S: markings on the ground and traffic lanes in walking aisles.
- Organizations need to suspend all the food services.
- You are required to close the cafeterias and water dispensers.
- The employees receive individual water bottles when entering the plant and bring their own meals from home and the employees will be paid a meal allowance, instead.

Utmost important requirements

Modifications to workstations:

Besides masks, any employee can wear plastic visors produced by themselves. On the door line, they placed opaque barriers between facing workstations.

The restart plans:

The pace of work will initially be slow, for a smooth restart. To make it easier, it is better to provide a service of psychological support for worried employees.

COVID-19
Coronavirus

Checking in frequently with team members is more important now than ever:

Whether your organization calls them huddles, daily stand-ups, or some other term, 'checking in' often is even more important in times of crisis than during normal operations.

Here are some suggestions about how to do that:

- Increase huddle frequency from daily to two or three times a day. In fact, you can even huddle hourly if needed!
- 'Check-in' virtually! You can use video-chat or instant messaging groups for short, frequent check-ins. Then you can 'see' how people are feeling, while keeping a safe distance. Let remote workers know that normal household disruptions and children are allowed...and encouraged!
- Remember to 'check-in' on your team's morale and psychological well-being as well as whether work is being done for customers.
- If you are the team leader, create ways to be at the gemba more than ever, while keeping safe distances. Using video and computers already located in gemba can work extremely well.
- Encourage team members to continue to share new ideas to create solutions to problems that arise from quickly changing conditions such as reduced workforce, or supply chain disruptions.



Make sure that leadership is in alignment and that guidance is quickly communicated

No matter the size of your organization, in times of crisis it is even more important for leaders to be able to come together quickly, make decisions swiftly and communicate and follow-up on needed actions expeditiously.

Manage visually so everyone can easily see 'out-of-standard' conditions and problems: Communication

Visual management systems in 5S

These systems allow people to see, immediately, when something is not right.



Creating the new methods

- How could your organization make something that is scarce but needed?
- How can your organization use its skills and products to help others?
- How can your organization help those who are negatively affected by COVID-19 either financially, or physically?

CORONAVIRUS COVID-19

Social Distancing

| AVOID | USE CAUTION | SAFE TO DO |
|--|--|--|
| <ul style="list-style-type: none"> • Group gatherings • Visits to bars/restaurants • Sleep overs • Playdates • Visiting the elderly with children • Crowded retail stores • Gyms • Visitors to the home • Non essential | <ul style="list-style-type: none"> • Visits to supermarkets • Visit to pharmacy • Visit to GP • Travelling • Check on friends and family safely • Public transport | <ul style="list-style-type: none"> • Go for a walk • Jogging • Working in the home • DIY in and around the home • Reading • Going for a drive • Video calls |

COVID-19 Coronavirus

Show the employees that you are willing to share their suggestions.

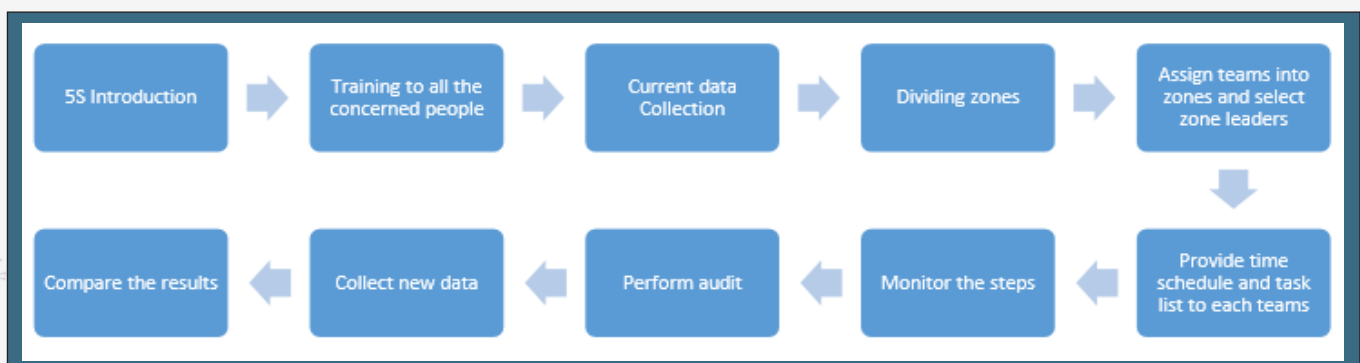
Tell them that they have many great ideas. Ideas that will help, and ideas that will make things better. Please post those ideas and suggestions of how lean can help during COVID-19



About 5S+S (6th S – Social Distance/Safety)

- 5S is a Japanese technique for keeping the workplace in order, clean and deploy a self-discipline routine.
- Properly implemented 5S method can establish a visual control system in the workplace which will be vital to tackle the 8 wastes of lean.
- Before starting the implementation process, the current condition of these departments must be recorded. For collecting the data, observation charts, previous audit reports and photographs were used.
- Relevant training in 5S was given to all the employees before the implementation phase.
- The target was to attach and involve everyone with the development process.
- During the implementation phase, the steps of 5S need to be followed accordingly: sort, set in order, shine, standardize and sustain.
- The before and after implementation data are compared. The result will show significant reduction of cycle time in the areas where 5S were implemented. If the results are positive and satisfactory, some set of standards is set so that everyone in the factory will follow the same procedure.
- For sustaining this improvement, the factory will be divided into several zones at the beginning. During the study period, the groups in the selected zones were audited and they received scores according to their performance.
- As the 5S implementation showed satisfactory positive results, top management decided to implement this throughout the factory. Each zone has a 5S committee consisting of a team leader and some group members.
- Their responsibilities are to implement the standardized format of 5S that is prepared for this factory regularly after the observation period. Continuous monitoring and regular 5S audit will help to sustain this technique at this factory.
- 6th S is the Social Distance.

Materials and Methodology



**COVID-19
Coronavirus**

5S Implementation Tasks Step Task Performed

- Seiri (Sort)** Unnecessary items were red tagged (All zones). Red tag items were divided into several categories i.e. scrap, repairable, wrong location, defective, excess quantity, safety hazard and others (All zones).
- Seiton (Set in order)** Files and cabinets were reorganized, Dyes and chemical containing boxes, containers, bottles were labelled. Signboard method, Colour coding and marking (A place for everything and putting everything in its place)
- Seiso (Shine)** Every employee was instructed to take responsibilities for their own workplace and tidy up before or after coming to work every day (All zones)
- Seiketsu (Standardizatio)** Everyone received same format on how to conduct the 5S activities. The tagging, labelling, marking, placement was done according to the set standard provided. Everyone followed the same format and same template so that the previous three steps can be performed without any chaos or haphazardness.(All zones)
- Shitsuke(Sustain)** Top management decided to perform regular audit and introduced reward and recognition so that people will be self-motivated to perform 5S and continue doing it so that it can be sustained in the long run. One team every month will get special incentives and certificates as part of the reward and recognition program.(All zones).
- Social Distance** Always do keep 2 meters distance between two people when you are confronting or having negotiations or working together and the other social distance guidelines be strictly followed.

5S evaluation Factor Focus

- Finishing**
 1. There is no garbage on the floor, desktop, cabinet/equipment
 2. There is no unnecessary product in the control cabinet
 3. No obvious waste (excess items)
 4. No doodles or expired stickers on the wall
- Reorganization**
 1. Items are located and marked as standard
 2. Cabinets/drawers, etc. as required
 3. Necessary items are placed in convenient places
 4. Items are not littered/mixed
- Cleaning**
 1. No dust on top or inside of equipment or items.
 2. Walls, tables, cabinets, dust-free.
 3. Surface water stains/oil stains in the area.
 4. Items intact without damage.
- Visualization**
 1. Area / channel line / room / seat logo clear
 2. Regional breakdown, clear responsibility and responsibilities
 3. Fixed door / push-pull marking / door opening and closing line
 4. Upper and lower limits of the instrument, indicating the direction of the medium of the pipeline
- Social Distancing and Safety**
 1. Hazardous areas/points have safety signs.
 2. No exposed wire or electrical damage.
 3. Fire extinguisher/fire hydrant/warning sign.
 4. No barriers to fire facilities and access.
 5. Two-meter distance between two people.
 6. Other Social Distance Guideline should be strictly followed.



COVID-19 Coronavirus



V. Muralidhar
Vice President (Business Continuity)



COVID - 19



1.What is the theme of World Environment Day

Answer 1 - Biodiversity

2.Which tropical rainforest, the largest and most diverse of its kind in the world, is home to about 33 million people?

Answer 2 - Amazon Rainforest

3.On World Environment Day in 1998, which world leader called Cape Town's Table Mountain 'a gift to the earth'?

Answer 2 - Nelson Mandela - Former President of

4. Which country's constitution mandates that at least 60% of country's landmass be maintained and protected as forestland?

Answer 4 - Bhutan

5. Which of the following only occupy 0.1% of the area of the ocean but they support 25% of all marine species on the planet?

Answer 5 - Coral reefs

6. When is World Environment Day observed?

Answer 6 - 5th June

7. When was Environment Day observed for the first time?

Answer 7 - 1972

8. When and where was the Environment Day Anthem launched?

Answer 8 - In India, 2013

COVID-19
Coronavirus

9. Which event associated with the World Environment Day is celebrated to inspire people reduce energy consumption at the workplace?

- A. Earth Day
- B. Eco-Action Day
- C. My Earth My Duty Day
- D. Cycling Day

Answer 9 - Eco-Action Day

10. A novel strategy to popularize environmental causes was introduced in 2008. Identify the strategy ?

- A. Online games
- B. Ad-making competitions
- C. Commercial ads with suitable messages
- D. Asking people for solutions

Answer 10 - Online games

11. Who wrote 'Earth Anthem'?

- A. Abhay K
- B. John Keats
- C. Harivansh Rai Bachchan
- D. UN Volunteers

Answer 11 - Abhay K

12. What is the focus of World Environment Day?

- A. Biodiversity awareness
- B. Economic and Environmental awareness
- C. Universal awareness
- D. Raising global awareness

Answer 12 - Raising global awareness

13. What is the focus of World Environment Day?

Answer 13- Raising global awareness

14. How long does the novel coronavirus survive outside the body?

- A. A week in the air & on surfaces
- B. Several hours to days
- C. Upto 2 and half weeks

Answer 14- Several hours to days

15. What's a safe distance to stay apart from someone who's sick?

- A. Atleast 1 foot
- B. Atleast 3 feet

Answer 15- Atleast 3



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