Advisory on Precautionary Measures for Re-Start of Operations in Plants
(after lifting up Lockdown due to COVID-19)

Department of Industries
Government of Himachal Pradesh
Purpose

✓ Facilitate to set uniform acceptable standards
✓ Ensure health and safety of all employees
Government order regarding additional activities

Whereas, the additional activities permitted in these guidelines of the MHA, Government of India shall be implemented in a phased manner, after making all arrangements necessary for strict implementation of the guidelines as indicated in the Annexures to the above referred guidelines and will come into force with effect from 20th April, 2020;

Whereas, the District Magistrates vide these guidelines have been directed to appoint Executive Magistrates as Incident Commanders to implement the lockdown guidelines and exemptions;

Now, therefore, in exercise of the powers conferred under the Section 24 (4) of the DM Act, 2005, the undersigned in capacity of the Chairman, State Executive Committee (SEC), direct all the Departments & Organizations of the Government, District Magistrates, Police Officers/Officials and local authorities of the State to ensure strict implementation of the directions of the NDMA and NEC as mentioned above with the modifications indicated hereinafter in guidelines contained in Annexure A (Consolidated revised Guidelines dated 15.4.20) i.e. in para 5 (vii), preferably only locally available labour with no outside travel history will be utilised for construction of medical/health infrastructure; in para 11 (f) and (h), the timings of opening and closing of shops will be as notified by the District Magistrate concerned; in para 14 (v), delivery of only essential goods such as medicine will be allowed by e-commerce companies; in para 14 (v), it will be allowed twice a day the hours fixed by the District Magistrate in para 15 and 16, preferably only locally available labour with no outside travel history will be utilised by industries; the movement of private vehicles in para 17 (1) will be only allowed with curfew passes and permits; and as per para 17 (8), all personnel travelling to place of work and back in the exempted category will travel not more than three in number excluding the driver; in Government or Government hired four wheeler vehicles. Order with regard to attendance in Government offices will be issued separately by Department of Personnel

This Order shall remain in force, in all parts of the State for the period of the response to the COVID 19 with effect from 20.04.2020.

To
1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Deputy Commissioners, Himachal Pradesh.
Government order regarding additional activities

ORDER

Whereas, in exercise of the powers, conferred under Section 10(2)(i) of the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, National Executive Committee, has issued an Order dated 14th April, 2020 that the lockdown measures stipulated in the Consolidated Guidelines of Ministry of Home Affairs (MHA) for containment of COVID-19 epidemic in the country, will continue to remain in force upto 3rd May, 2020 to contain the spread of COVID-19 in the country.

Whereas, to mitigate hardship to the public, select additional activities will be allowed, which will come into effect from 20th April, 2020. However, these additional activities will be operationalized by State/Union Territories (UTs)/District Administrations based on strict compliance to the existing guidelines on lockdown measures. Before operating these relaxations, State/UTs/District Administrations shall ensure that all preparatory arrangements with regard to social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are in place. The consolidated revised guidelines incorporating these relaxations are enclosed;

Whereas, the consolidated revised guidelines will not apply in containment zones, as demarcated by State/UTs/District Administrations. If any new area is included in the category of a containment zone, the activities allowed in that area till the time of its categorization as a containment zone, will be suspended except for those activities as are specifically permitted under the guidelines of Ministry of Health and Family Welfare (MoHFW), Government of India;

Whereas, in exercise of the powers, conferred under Section 10(2)(i) of the Disaster Management Act, 2005, the undersigned in his capacity as Chairperson, National Executive Committee, hereby issues directions to all the all Ministries/Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities for the strict implementation of enclosed consolidated revised guidelines.

To:
1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)

15. Industries/Industrial Establishments (both Government and private), as listed below, will be allowed to operate:

i. Industries operating in rural areas, i.e., outside the limits of municipal corporations and municipalities.

ii. Manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EOUs), industrial estates, and industrial townships. These establishments shall make arrangements for stay of workers within their premises as far as possible and/or adjacent buildings and for implementation of the Standard operating protocol (SOP) as referred to in para 21 (ii) below. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.

iii. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.

iv. Food processing industries in rural areas, i.e., outside the limits of municipal corporations and municipalities.

v. Production units, which require continuous process, and their supply chain.

vi. Manufacturing of IT hardware.

vii. Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.

viii. Manufacturing units of packaging material.

ix. Jute industries with staggered shifts and social distancing.

x. Oil and gas exploration/refinery.

xi. Brick kilns in rural areas i.e., outside the limits of municipal corporations and municipalities.
General Precautions

- Temperature Screening at the Entry
- Self health monitoring by employees
- Maintaining Social Distancing
- Disinfection of commonly touched surfaces
- Cleaning Hands with Soap & Water or Hand Rub Sanitizer
- Cough Etiquette & Use of Masks
- Maintaining Social Distancing

Means

Person to person spread
Commonly touched surfaces
Hands, Touching Eyes, Nose and Mouth Frequently
Coughing, Sneezing and Talking

Coronavirus: Key symptoms
- High temperature
- Cough
- Breathing difficulties

Be Informed  Be Prepared  Be Smart  Be Safe !!!
### General recommended Precautions

<table>
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<tr>
<th>Precaution</th>
<th>Image</th>
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<tr>
<td>Maintain social distance</td>
<td><img src="image1.png" alt="People Social Distancing" /></td>
</tr>
<tr>
<td>Wash Hands frequently with soap for at least 20 seconds</td>
<td><img src="image2.png" alt="Washing Hands" /></td>
</tr>
<tr>
<td>Avoid touching your face with hands</td>
<td><img src="image3.png" alt="Avoid Touching Face" /></td>
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<tr>
<td>Sneeze/ Cough – Cover your mouth with tissue or crease of the elbow</td>
<td><img src="image4.png" alt="Sneezing" /></td>
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<tr>
<td>Wearing masks mandated by Government</td>
<td><img src="image5.png" alt="Wearing Masks" /></td>
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<tr>
<td>Disinfect surfaces around your work and home</td>
<td><img src="image6.png" alt="Disinfect" /></td>
</tr>
<tr>
<td>Avoid public transport and delay non-necessary travels</td>
<td><img src="image7.png" alt="Avoid Public Transport" /></td>
</tr>
<tr>
<td>Observe good personal hygiene at all times</td>
<td><img src="image8.png" alt="Good Hygiene" /></td>
</tr>
<tr>
<td>See a doctor if you are unwell and stay home</td>
<td><img src="image9.png" alt="See a Doctor" /></td>
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Who Should join company for work

- Employee who are self quarantine during lock down period
- Chronic Disease Person/ Pregnant Woman’s
  - Inform to your manager regarding this and manager has to inform HR.
- Employee or Close Contact have symptom of COVID-19
  - Inform to your manager regarding this and manager has to inform HR.
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Before Travel Back to Location
Sharing of self declaration form

Employee shall share the self declaration (SDF) form regarding current health situation via email or other communication channels.

Wait for the instruction by the Company, to start his/her travel to location

Key Points:
• Start to office only when the employee is healthy.
• If employee is feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home.
• Take rest and consult family Doctor
• Report to supervisor and Family/ Company Doctor

Note: As required by the Govt. of India and Company, Everyone should declare personal information truthfully. Make sure the information is true and signed before start of work.
Before Travel Back to Location

Avoid using public transport

Avoid using public transport to travel to location, Get advice from Manager/department of Human Resource about mode of travel

Avoid Public transport

Recommended to come in private vehicle
Before Travel Back to Location
Set the Protocol for routine or daily actions

Adequate essentials commodities like masks, sanitizers, safety glasses, and gloves (latex or nitrile) etc shall be available.

Determine areas to be disinfected and marked off using signs and physical barriers such as caution banner tape, safety cones, etc.

Ensure wiping of all horizontal surfaces reasonably touched by all persons in the facility daily and storage/ disposal of masks appropriately.

Place used applicators, wipes, cloths, and gloves into plastic trash bags, seal well, and dispose them properly.
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Precaution During Travel to Factory

Stay Home if Sick

- Start to office only when the employee is healthy
- Self Diagnose own health for Fever, Cough, Running Nose, Sore throat.
- If employee is feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home. Take rest and consult family Doctor
- Report to supervisor and Company Doctor
Precaution During Travel to Factory

Mask and social distancing

Always wear mask when moving out of your house. While wearing mask avoid touching the mask in use and your face “Eyes, Nose, Mouth are the entry ports for the virus”

Keep social distancing (1.5 meter) if commuting by walk/ standing in a queue/ any other instance.
Precaution During Travel to Factory

Precautions while travelling

- Maintain social distancing instead of standing in group/crowd
- Cover face with mask while travelling
- If body temperature is more than 37.5°C, team member is asked to go back to his home
- Alternative seating to ensure social distancing
- Windows to be kept open
- Employees ensure respiratory hygiene by wearing mask
- Keep the windows Open

Maintain social distance at pick-up point
Temperature check while boarding

Alternative seating
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Keep social distancing (1.5 meter) while entering the premises and follow lane marked to maintain social distancing.

- Do not touch gates/ grills/ other surface from your hands
- Clean hands using sanitizer after moving from gate
- Disinfection of gates to be done frequently by Security team
- Checking and Registering the temperature of employee at the entry point.
Avoid attendance registration through biometric rather use manual attendance on registry or use technologies avoid direct contact like face recognition etc.
Health and Safety at Company/Plant

Avoid using lift use staircase, and if required put an attendee on lift so that direct contact can be avoided to the control panel or use disposable sticks to operate the lift buttons.

Key Points:
1. Sanitize your hand thoroughly
2. Climb up the stairs one by one keeping social distance
3. Stand in the earmarked location
4. Stand facing away from the opposite person
5. Make use of disposable sticks to operate lift button
Health and Safety at Company/Plant

Seating arrangements

Seating arrangements to maintain 1.5 metres for employee seating, visitors, seminar halls and training Rooms
Health and Safety at Company/Plant Meetings

- Avoid physical meetings or gathering people
- Utilize Microsoft Teams and conduct virtual meetings

- Maintain social distancing. Break into smaller groups. Cancel, if found appropriate
- Wear mask and ensure respiratory hygiene
- Grasp whether employee and his/her family members are healthy
Avoid touching water points, tea points etc, rather provide a volunteer who can serve to others. Use of Disposable water cups.

**Key Points:**
1. Volunteer to sanitize his hands thoroughly
2. Volunteer to fill the tea to the tumbler
3. Stand in queue keeping social distancing of 1.5 mtrs
4. Pick the tea and move away
5. While having tea also don't crowd and keep social distancing 1.5 mtrs
Health and Safety at Company/Plant

Canteen

Frequent washing and sanitizing of all food contact surfaces and utensils. Food service workers to frequently wash hands, and, if using gloves, these must be changed before and after preparing food.

At canteen maintaining a physical distance of at least 1.5 metre between an individual and other worker, including in seating arrangements or sit in alternative seats

Key Points:
• Do not touch any food items while collecting from your hand.
• Sit in alternative seats while having breakfast, lunch, dinner and snacks
• Do not talk loudly near the food counters and at dining table
• Stewards to wear personal protective equipment like masks, gloves etc.
• Wash your hands thoroughly with soap and water (both before and after)
Health and Safety at Company/Plant
Canteen

Staggering staff work and break times to reduce staff numbers in a canteen at any one time

Key Points:
- Ensure to arrive and exit as per the stipulated staggered time
- Canteen service staff allocation at serving counters based on staggered service timings
- Lesser overlap service.
- Sanitize after each service.
- Increased breakfast, lunch and dinner time by 5 minutes.
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Precaution on Shop Floor

Maintaining social distancing

Sanitizing of frequently used machine buttons should be undertaken by respective shops.

Wear cap/helmet and mask while working in the line

Arrive to pantry in staggered timings
Health and Safety at Company/Plant

Use gloves, tissues or foot for opening and closing of doors, electric switches and other utilities and avoid direct contact with the various objects in the workplace.
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Precaution in Office Area

Precaution in sitting area: Social distancing

AC will remain switch off/ doors will remain open

Ensure sanitizing of office equipment

Entry of Visitor/Contractor/Vendor: Wear mask and temperature check of all the visitors before entering into office premises is mandatory
Precaution in Office Area

Common gathering/ group chats should be prohibited

Use of Virtual meeting as much as possible

Maintain social distancing of 1 m between personal office spaces.
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Sanitization of Estate and Facilities

Sanitize indoor Area
- Office area, conference room, lobbies, corridors, staircase, escalators
- Elevator buttons, handrails, counters, and other equipment’s (Computer, printer, Fax, Xerox etc) and stationary.
- Hand sanitizer should be kept in office premise
- Sanitizing Production Blocks

Toilets
Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet
- Cleaning done every hour
- Alcohol-based disinfectant used
- Frequent touch points disinfected
- Personal Protective Equipment usage mandatory for cleaning staff
Sanitization of Estate and Facilities

Sanitize outdoor Area - Common place, parking, Bus stop should be cleaned and disinfected time to time.

- Disinfecting done before and after each shift
- PPEs to be worn by the cleaning staff
- Additional manpower for cleaning process
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</tbody>
</table>
Dealing with emergency

Key Points
- Report to Immediate supervisor / Manager
- Move to Occupational Health Centre (OHC) immediately
- Avail Ambulance service in case of need
- Consult Doctor
- Follow Doctor’s Advice

Ambulances and Isolation wards, following the prescribed Guidelines
- Location
- Access considerations
- Ventilation capacity
- Infrastructure
- SOP & Training
- Risk Assessment

Identification/ nomination of officers

Common symptoms
- Fever
- After 2 to 7 days, develop a dry cough
- Mild breathing difficulties at the outset
- Gastrointestinal issues
- Diarrhea
- General body aches

Severe symptoms
- High fever (100.4°F or higher)
- Pneumonia
- Kidney failure
- Death

Transmission
Coughs or sneezes from infected person or touching contaminated objects.
## Classification of cases

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<tr>
<th>Category</th>
<th>Definition</th>
<th>TM Working</th>
<th>Consideration</th>
<th>Remarks</th>
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</table>
| Patient Under Investigation (PUI)     | 1. Having fever 100 F and respiratory symptom  
2. Company Doctor’s Judgement to test COVID-19 | No         | No            | Sick Leave     | Take Sick leave when have symptom and seek medical advice as recommended by Company Doctor / Family Doctor. Report test result to Company Doctor and Supervisor;  
• Positive: Hospitalized (As per procedure)  
• Negative: Recover fully and come to work with fitness certificate |
| Infected Person                       | Test result +Ve COVID-19                                                  | No         | No            | Sick Leave     | Hospitalize until fully recovery                                         |
| High Risk Contact                     | 1. Closely working with Infected Person within One Mtr. distance  
2. Colleagues of Infected person worked in enclosed space i.e, Meeting Room, Canteen, Commutation and Pantry, etc | No         | Yes           | -             | Self Quarantine for 14 Days after being contacted with infected person |
| Low Risk Contact                      | 1. Closely working with High Risk Contact within 1 Mtr. distance  
2. Colleagues of High-Risk Contact worked in enclosed space i.e, Meeting Room, Canteen, Commutation and Pantry, etc | Yes        | Yes           | -             | 1) Wearing Mask for 14 Days  
2) Strictly monitor health condition for 14 days [Any symptom, contact company doctor/ family doctor]  
3) Respective Division Head can decide the working method based in each case judgement |
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Resources availability and Training need

Confirm stock of face masks, face shields, gloves, and glasses on-site and on-order with proper lead time. Have “touchless” thermometers on-site for employee screening.

During the employee's work, the company will distribute masks for employees by free of charge. Disposable mask to be replaced after contamination & moisture.

COVID 19 Precautions to be shown at Entry Gate for Contract Manpower. After this training, They are allowed to enter. Time to training will be given for contract Manpower by respective Staff Person for Do’s & Don’t.

Confirm plant has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues.
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Health and Safety after work

- Keep the face mask on
- Keep social distancing of 1.5 mtrs following the lane mark
- Avoid touching and moving in groups.
- Follow the markings and instruction provided in the premises

- Stand in queue at the boarding point maintaining social distancing of 1.5 mtr.
- Board the bus one by one maintaining social distancing
- Follow the seating procedure as instructed in the bus
- Keep the windows Open
### Precautions after reaching home

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<td>Hand Wash</td>
<td>Hand Wash with Soap and Water thoroughly and frequently</td>
</tr>
<tr>
<td>Mask</td>
<td>Remove Mask, Put Fresh Mask &amp; Wash the removed Mask with Dettol / Similar liquid &amp; soap</td>
</tr>
<tr>
<td>Increase Ventilation</td>
<td>No use of AC and ensure circulation of air by Fan &amp; Opening of Windows / Doors</td>
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<tr>
<td>In the Lift</td>
<td>Avoid common touch points</td>
</tr>
<tr>
<td>Socializing</td>
<td>Do Not Socialize</td>
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<tr>
<td>Food</td>
<td>• Eat Healthy Hot &amp; Fresh Food</td>
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<td></td>
<td>• Drink Plenty of Water</td>
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<td></td>
<td>• Include Vitamin-C Rich items</td>
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<tr>
<td>Sleep</td>
<td>Take adequate rest</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>If someone in neighbourhood gets infected by COVID-19 - ensure social distancing, seek immediate support</td>
</tr>
</tbody>
</table>
The right way to wash hands

Wash hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs.
When and how to use mask?

When to use a Mask?

1. If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
2. Wear a mask if you are coughing or sneezing.
3. Masks are effective only when used in combination with frequent hand-washing with alcohol-based hand rub or soap and water.
4. If you wear a mask then you must know how to use it and dispose of it properly.

How to put on, take off and dispose off a Mask?

1. Before putting on a mask, wash hands with alcohol-based hand rub or soap and water.
2. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
3. Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
4. Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water.
• Drink 5-6 glasses of hot water a day
• Steam for few minutes daily
• Wash your hands often
• Practice cleaning surfaces frequently
• Do not share personal belongings
• Eat immunity booster foods
• Have enough sleep (eight hours)
STAY SAFE!