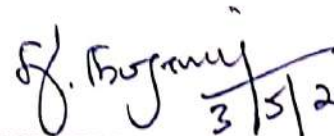


- x. Persons above 45 years of age and persons with co-morbidities and parents of children below the age of 5 years should not be engaged;
- xi. Use of Arogya Setu shall be encouraged for all employees both private and public;
- xii. All organizations shall sanitize their work places between shifts.
- xiii. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
- xiv. There should not be any overlap in shifts. Further staggered lunch with social distancing in canteens shall be encouraged. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
  - a. Entrance Gate of building, office etc.
  - b. Cafeteria and canteens.
  - c. Meeting room, Conference Halls/ open areas available/ verandah/ entrance gate of site, bunkers, parota cabins, building etc.
  - d. Equipment and lifts.
  - e. Washroom, toilet, sink, water points etc.
  - f. Walls/all other surfaces.
- xv. For workers coming from outside, special transportation facility will be arranged using vehicle pass without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
- xvi. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- xvii. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
- xviii. Large gatherings or meetings of 5 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- xix. Use of staircase for climbing should be encouraged.

- xx. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
- xxi. There should be total ban on non-essential visitors at sites.
- xxii. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
- xxiii. Lunch room for labourers, to have food with revised seating arrangements so as to maintain safe distance of 1 meter at least on all sides.
- xxiv. Workers should be strictly instructed not to attend any unnecessary social gathering. They should as far as possible shuttle between work place and residence unless such visit outside is very important and such visit shall be based on authorization for the purpose of record, to record to use it in future if required.
- xxv. Messages with the need to maintain safe distance will be continuously played and demonstrated during lunch break through PAS.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

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**SECTION OFFICER**

**ANNEXURE III**  
**SOP AND MEASURES TO BE TAKEN IF A COVID-19**  
**POSITIVE IS IDENTIFIED IN A FACILITY**

Identification and Isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a workplace.

The following measures are to taken if any staff is found to test positive for COVID-19.

- i. The information should be intimated to Office of the Deputy Director of Health Services of the district concerned or 24 hours help line number immediately.
- ii. Lab positive person should be admitted in COVID-19 hospital.
- iii. Close contacts are to be tested and to be under home or facility quarantine, as per the standard protocols.
- iv. Close proximity of the area in which the employee was working should be thoroughly disinfected for three days and can be put back into use.
- v. Whole of the campus should also be disinfected.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

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## ANNEXURE - IV

### 1. Section 51 to 60 of Disaster Management Act, 2005

#### OFFENCES AND PENALTIES

**51. Punishment for obstruction, etc.**—Whoever, without reasonable cause—

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act, shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

**52. Punishment for false claim.**—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**53. Punishment for misappropriation of money or materials, etc.**—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or willfully compels any other

person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**54. Punishment for false warning.**—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

**55. Offences by Departments of the Government.**—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.**—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

**57. Penalty for contravention of any order regarding requisitioning.**—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

**58. Offence by companies.**—(1) Where an offence under this Act has



been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly: Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence. (2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**Explanation.**—For the purpose of this section— (a) “company” means anybody corporate and includes a firm or other association of individuals; and (b) “director”, in relation to a firm, means a partner in the firm.

**59. Previous sanction for prosecution.**—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

**60. Cognizance of offences.**—No court shall take cognizance of an offence under this Act except on a complaint made by— (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the

Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

## **2. Section 188 in The Indian Penal Code**

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both. Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm. Illustration An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

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*S. S. Srinivas*  
21/5/20  
**SECTION OFFICER**