

operations from 06.05.2020. Further any person violating these containment measures will be liable to be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, besides legal action under section 188 of the Indian Penal Code (as per Annexure IV) and other relevant sections of Indian Penal Code (45 of 1860).

(By order of the Governor)

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

To

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(With a request to publish in Extra Ordinary Gazette dated
3.5.2020 and send 50 copies to Government)

All Additional Chief Secretaries, Principal Secretaries
and Secretaries to the Government, Secretariat, Chennai.

The Commissioner Revenue Administration, Chennai.

All the District Collectors.

The Hon'ble Chief Minister Office, Chennai.

The Special P.A. to Hon'ble Minister (Revenue & Disaster
Management and Information Technology) Chennai.

The Private Secretary to Chief Secretary to Government, Chennai.

//Forwarded//By Order//

S. Shanmugam
3/5/20
SECTION OFFICER

ANNEXURE I

SOP TO BE ADHERED TO WHILE RESTARTING INDUSTRIES

Controlling the spread of infection in industries and other places of production/work, is essential to prevent outbreaks of COVID-19 in such settings, protecting the health and well-being of all those who work at that place, and people who visit it.

- i. No employee from containment zone should be allowed to work.
- ii. Containment Zone details should be daily ascertained from the District Collector and should be displayed at entry gate itself.
- iii. The management should ensure that to start-with, only medically fit employees with no co-morbid conditions are engaged for work.
- iv. EOUs, Industrial establishments in SEZs, Industrial Estates and Industrial Townships shall establish strict access control measures with separate Entrance and Exit. All workforce shall be properly screened, as detailed in the SOP during entrance and exit.

The following are some of the measures that should be implemented by various stakeholders prior to resuming activities from 03.05.2020;

2. Before start to work:

- i. People reporting to work shall self-examine their health condition before commencing from home for work.
- ii. People with cough, cold or fever should stay at home after consulting a doctor, get tested and should remain home for 14 days. A compulsory paid leave should be given by the employers.
- iii. All people above 55 years and with co-morbidities should be screened thoroughly and may work from home or not allowed to mingle with others.
- iv. All employees must compulsorily wear their company identity card at all times, from the time of leaving their residence (during the transit, working hours etc) until they return back to their respective residences, at the end of the day.
- v. Everyone must wear mask before stepping out of their homes.

Medical facilities

- i. All workplaces employing up to 200 persons must make arrangements to ensure that a doctor is available on call, as required.
- ii. All workplaces employing between 200-1000 persons must ensure the visit of a local doctor once every two days.
- iii. All workplaces employing more than 1000 employees must mandatorily have an arrangement for medical treatment of its employees, with the closest large hospital. Arrangements should also be made for a doctor to visit the site, every day, without fail.

3. During transportation:

- i. For workers coming from outside, special transportation facility must be arranged by company, without any dependency on the public transport system.
- ii. These vehicles should only carry passengers at 50% capacity, with use of disinfectants/sanitizers at the entry and exit point of the bus.
- iii. For those commuting in Cars/ Jeeps, 2 persons are permitted to travel in the vehicle, in addition to the driver of the vehicle.
- iv. For those commuting by two-wheelers, only 1 person is allowed to travel on the vehicle.
- v. All vehicles and machinery entering the premise should be disinfected by spray mandatorily, and parked properly at a distance from each other.
- vi. Sanitization of commuting vehicles should be ensured on a regular basis. Buses and other Vehicles should be cleaned with 2.5% Lysol (1 litre of Lysol in 19 litres of water).
- vii. Drivers and loading-unloading staff shall wash their hands at a place separate from the employees.

4. At the point of entry/exit:

- i. Mandatory thermal scanning of everyone entering and exiting the work place should be done.
- ii. Personnel should be allowed to enter the premises only after washing their hand and it is to be ensured that they wash their hands before leaving.
- iii. Provision for hand wash & sanitizer preferably with touch free mechanism should be made at all entry and exit points and common areas.
- iv. Guards and all persons entering/exiting the premises should wear mask and sanitize their hands frequently.

5. At workplace:

- i. All buildings and Blocks should have mandatory hand wash facility with soap and running water at the entrance and inside the buildings according to the strength of the people.
- ii. All areas in the premises including the following to be disinfected and cleaned compulsorily twice a day, every morning (prior to commencement of office operations) and evening (after closure), using user friendly disinfectant mediums. These areas include;
 - a) Entrance gate of building, Exit of building, office etc.
 - b) Cafeteria and canteens.
 - c) Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d) Equipment and lifts.
 - e) Washroom, toilets, sink; water points etc.
 - f) Walls/ all other surfaces

- iii. All buildings and working area surface frequently touched by hands should be cleaned twice a day (morning before commencement of office operations and evening post-closure) with 2.5% Lysol, (1 litre of Lysol in 19 litres of water).
- iv. The floors should be cleaned with 1% Hypochlorite solution (1Kg Bleaching powder in 30 litres of water or 3 Kg Bleaching powder in 100 litres of water).
- v. Knap sack sprayers can be used for disinfecting inside the buildings and Power sprayers can be used for disinfecting outside buildings areas and water wash pumps can be used for spraying, and cleaning should be done by wet mopping. Dust generating dry cleaning process should be avoided.
- vi. Wearing of face cover is compulsory in all areas of the facility. Reusable Cloth mask should be given to all employees immediately after hand wash at the entrance.
- vii. Non touch infra-red thermometer should be used for screening of fever cases.
- viii. Personnel in charge of public places, work places, canteens and transport shall ensure proper social distancing, as per the guidelines issued by Ministry of Health and Family Welfare.
- ix. Large gatherings or meetings should be strictly discouraged.
- x. CCTV camera should be installed at the entrance and also at other points within the premises, for tracking contacts
- xi. There should be a total ban on non-essential visitors at sites.

6. Canteens:

- i. Employees should follow a staggered lunch break approach, and ensure social distancing at all times.

- ii. Social distancing norms to be followed while eating, ordering, taking and disposing the plates. If possible, disposable plates should be used.
- iii. One-sided seating arrangement must be followed.

7. Elevators and staircases:

- i. Not more than 2/4 persons (depending on size) should be allowed to travel in lifts or hoists.
- ii. Use of staircase for climbing floors may be encouraged.

8. Dormitories and Rest rooms:

- i. Beds shall be placed at a distance of at least 1m from each other.
- ii. Soaps and sanitizers should be made available at various key entry/exit points.
- iii. Mopping and cleaning the floors of common areas shall be carried out regularly.
- iv. Cleaners shall use PPEs equipment while carrying out the activities.
- v. Wardens should carry out compliance checks frequently.

9. During Shifts:

- i. Shifts shall be planned in such a way that it does not lead to clustering of workers at the beginning/end of shift.
- ii. Work places shall have a gap of 30 minutes between each shift as far as possible. (except in continuous processes)

10. For Vulnerable:

- i. Persons above 55 years of age and persons with co-morbidities, and parents of children below the age of 5, shall be encouraged to work from home.

11. For the welfare of employees:

- i. 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.
- ii. Medical camps to be organised to screen for diabetes, hypertension and respiratory disease etc.
- iii. Medical insurance shall be ensured for the workers.

12. In general:

- i. Pamphlets/awareness material should be distributed to all the employees highlighting precautionary measures such as social distancing, best hygiene practices and other measures to be undertaken by them.
- ii. All employees should be thoroughly oriented on COVID-19 with focus on hand washing, respiratory hygiene, social distancing, surface cleaning practices, self-care for any co-morbid conditions, seeking proper care at the earliest etc.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

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SECTION OFFICER

ANNEXURE II

SOP FOR CONSTRUCTION INDUSTRY

In general, the SOP listed in Annexure 1 will apply to construction sector, as well. Apart from that, the following protocol may be followed;

- i. No employee from containment zone should be allowed to work ;
- ii. Containment Zone details should be daily ascertained from the District Collector and should be displayed at entry gate itself.
- iii. All the labourers entering the site should be screened for temperature using Thermal Scanners and checked for symptoms of Covid-19. The person running temperature for any other symptoms of Covid-19 should be sent to test for COVID-19 and send to either COVID-19 hospital or other hospital for treatment depending on outcome of test results,
- iv. All persons entering the site should wash hand by soap and water. The constructor or builder should arrange at entrance point facilitating for washing with soap and water.
- v. All the person should wear the face mask and awareness should be created on personal hygiene including wearing Face mask, hand washing, use of sanitiser, and danger of disease spread while sharing certain things including food, water and utensils.
- vi. All the person in-charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
- vii. Adequate Supervisors to be deployed to communicate the need for safe distancing and to demonstrate how the work is done with safe distance
- viii. Communication of the need for safe distance to happen will be announced by public address frequently during the day to ensure discipline.
- ix. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.