

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3189(R) - 3193(R)

Dated, Chandigarh the 29th April, 2020

To

1. Principal Secretary, Food and Civil Supplies, Punjab.
2. Director, Food and Civil Supply, Punjab.
3. All Commissioners of Divisions, Punjab.
4. All Deputy Commissioners, Punjab.
5. District Food and Civil Supplies Controllers

Subject: Advisory on maintaining the hygiene and sanitization at Petrol Pumps during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on the free movement of people in the larger public interest of controlling the spread/transmission of Corona virus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities to continue with an objective to minimise the hardships. However all such activities are expected to observe and follow certain measures to prevent the spread of Coronavirus.

I. General Guidelines

1. With the curfew/lockdown in place and consequential reduced demand of petrol/diesel, the Petrol Pump managers are advised to draw up a comprehensive plan regarding the workers to be deployed at the pump, keeping just the essential staff at a particular time and planning the shifts with flexible lunch and tea breaks in between with an objective to avoid clustering of the staff.
2. A worker suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to the petrol pump manager as well as seek immediate medical advice for timely detection and treatment.

3. The workers shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
4. The Petrol Pump owners are advised to install foot-operated Hand-washing Stations for the benefit of their staff/workers and visiting customers. However, the social distancing norm of maintaining a distance of at least 1 meter shall be followed while washing the hands by drawing marking circles in front of such Hand-washing Stations.
5. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly handwash is recommended.
6. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the Petrol pumps for the staff/workers to sanitize their hands. The sanitizers should be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
7. Sanitize the hands even if the hands appear to be apparently clean.
8. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
9. The owner/staff/workers should be advised to wear cloth mask at all times immediately from leaving the house till the entry back into the house.
10. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
11. The cloth mask should be washed with soap and water daily after use.
12. The staff/worker should be advised to mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
13. The staff/worker should be advised not to roam without purpose at the petrol pumps and to avoid touching the surfaces, equipments etc.
14. The worker should not smoke or chew tobacco-based products such as gutka, pan masala etc. which are otherwise also forbidden at the petrol pumps.
15. In case of a cough/sneeze, the staff/worker should use the handkerchief to cover the space which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough shall not touch the other parts of the belongings directly.

16. In case a worker is not carrying the handkerchief he/she should cough/sneeze into the flexed/bent elbow.
17. In either case, the worker should immediately wash the hands/other exposed surfaces to cough/sneeze with soap and water in the prescribed manner.
18. The staff/worker should refrain from touching face, mouth, nose and eyes with his hands at all times.
19. The staff/worker should not spit except when absolutely essential and only in the washbasin of the toilet.
20. The worker should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The petrol pump owners/managers may encourage the staff/workers to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

21. Disinfection of the petrol pump

a) Indoor Areas:Indoor areas including office spaces should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- High contact surfaces such as the Petrol/Diesel hoses, buttons, piston heads etc. should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible 2.

- b) Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. However, they require to be meticulously cleaned as per the procedures outlined for indoor areas. Cleaning and disinfection efforts should be specially targeted to frequently touched/contaminated surfaces as already detailed above.
- c) Public 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. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or any other equivalent disinfectant available commercially.

II. Specific Guidelines

1. The petrol pumps, at the entry point, is advised to have the facility for sanitising the hands of the vehicle driver before the vehicle enters the petrol/diesel filling area. Alternatively, a facility for disinfecting the vehicles, even on payment basis, may be considered.
2. The Petrol pumps, at the entry point, should encourage the vehicle driver to wear mask before the vehicle enters the filling station of the pump.
3. The petrol pumps should ensure that the vehicle drivers should not preferably disembark from the vehicle.
4. In case where the petrol/diesel tank is to be opened through a key, the handling worker should wash or sanitise his hands immediately after handling the key.
5. The Petrol pumps should promote the digital transactions to the extent possible.
6. The petrol pump workers should immediately sanitize their hands before and after entering into any cash transaction for petrol/diesel sold.

III. In case a co-worker is diagnosed as COVID-19 with whom one had a contact, there shall not be panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

IV. The employer in case a worker is diagnosed as corona positive and such a worker has attended the petrol pump shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the worker and the contacts he/she might have during the attendance at the petrol pump. The employer shall therefore maintain a complete and proper record of all workers attending the petrol pump on any particular day.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3194 (R) - 3196 (R)

Dated, Chandigarh the 29th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3197 (R) - 3204 (R)

Dated, Chandigarh the 29th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**