

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH & FAMILY WELFARE
Parivar Kalyan Bhawan, Sector 34-A, Chandigarh

No. COVID-19/NHM/Pb/20/1666-74

Date 21 July 2020 Chandigarh

To

1. Additional Chief Secretary (Industries & Commerce), Punjab.
2. Principal Secretary, Labour, Punjab.
3. CEO, Invest Punjab.
4. Director, Industries and Commerce, Punjab.
5. Labour Commissioner, Punjab.
6. MD, PSIEC, Punjab.
7. All Deputy Commissioners, Punjab.
8. All the Civil Surgeons of Punjab.

Subject: Updated advisory on maintaining the hygiene and sanitization of the Public/Private Sector Industries and the staff working therein 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. Timely and correct information and knowledge about the corona virus is the key to control the pandemic. Advisory regarding Industries was issued vide letter number No. MD/NHM/2020/3147 (R) Dated, Chandigarh the 25th April, 2020, which is now being updated as this advisory. With the phased reopening (Unlock-2) to be implemented, following recommendations are given with regard to industries and the staff working therein.

I. Guidelines for Industrialists/Employers:

1. The factory manager could devise staggered shift start timetables for all employees keeping in mind the extant instructions issued by the Government with regard to the total no. of hours of work allowed in a day.

2. There shall no overlap between the shifts and a cushion of preferably 1 hour between the shifts be provided for disinfection with 1% sodium hypochlorite solution or any other equivalent commercially available disinfectant.
3. The employer should encourage the staff to stay at home in case of any fever or other symptoms related to the COVID-19 and seek medical advice.
4. Installation of thermal scanners at the entry gate of the factory is mandatory to screen the staff suffering from high fever. The normal human body temperature is 97.7 to 99.5-degree Fahrenheit or 36.5 to 37.5-degree centigrade. The temperature must be checked for every person while entering and leaving the premises and a daily record of the readings be maintained in a designated register with name and contact number of the person. Anyone with higher temperature should not be allowed to enter the premises.
5. The staff/labour shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
6. All should be advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves at all times. Markings at all crowded areas like Entry Gate, Water Coolers, and Canteens etc. should be done to facilitate social distancing.
7. The staff/labour shall further be advised not to roam unnecessarily in the office space/corridors and to work from their allotted space only. Use of intercoms/electronic media for interpersonal communication of the staff/labour should be encouraged.
8. The employer and the Staff should wear masks at all times.
9. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
10. The mask, if cloth mask should be washed with soap and water daily after use. If using surgical mask it should be discarded as per procedure. In case an N-95 masks is being worn, it must be used as per maker guidelines/instructions.
11. Face shields, in addition to the face mask, may be used where the workspace is crowded and maintaining a physical distance of 1 meter at all times may not be feasible.
12. Staff detected with high fever in the office premises does not mandatorily mean that he/she is suffering from COVID-19. It is advised to get the staff suffering from high fever medically examined by the employer only by temporarily isolating him/her from the rest

of the factory space before drawing any conclusion/inferences and before sending him/her back to home.

13. Hand Washing and Sanitisation:

- a. The employer may preferably install hand washing stations (with soap and water) in sufficient no, as per the footfall assessment.
 - b. The employer may install a public address system for announcements at regular intervals or in the alternative, display banners to instil the practice of hand washing.
 - c. Encourage the staff/labour to 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 as well as between the finger and the thumb and the wrist.
 - d. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the factory and its office for the staff/labour to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
14. In case of multi-storied offices/factories where the elevators (commonly called lifts) are to be used, sanitizers shall be mounted near the entry door of the elevator at each and every floor. The staff may be advised to apply the sanitizer on the hands immediately after pressing the elevator's button before touching any other surface/body part. In case of self-driven lifts, the sanitizer should also be made available inside the lifts for the usage of the staff immediately after pressing the button.
15. The factory area should preferably have an isolation ward/quarantine area in their premises to isolate any suspected case.
16. All should be encouraged to follow the norms of respiratory etiquettes. Cover the mouth while coughing/sneezing preferably with tissue paper. After every use, use a new tissue paper and discard it in the dustbin. In case handkerchief/tissue is not available, then it is preferable to cough/sneeze into one's bent elbow rather than one's palms.

- **Transportation of Staff:** The staff and workers, in case they are coming from outside, should be encouraged to use their personal vehicles as much as possible and avoid carpooling. All vehicles and machinery entering the premise should be disinfected by 1% sodium hypochlorite solution mandatorily.

17. Disinfection of the Factory/office spaces

- Indoor Areas:** Indoor areas including factory/office spaces and conference rooms should be cleaned every evening after factory 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 cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
 - Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.
 - High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines 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.
 - Hand sanitizing stations should be installed in factory/office premises and near high contact surfaces.
 - In a factory/meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
 - 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 and if possible 2 seats.

- Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.
- Factory/Office 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 equivalent commercial disinfectants available in the market.
- Pantry** in the office, if any, should also be cleaned as the other inside office spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
 - The utensils should be properly cleaned with dish wash bars /liquids and water.
 - The utensils should not be shared amongst the staff.
 - Consumption of raw fruits/vegetables during refreshment period should be discouraged and the same shall be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.

18. Employees/workers should be encouraged to follow the social distancing measures while coming for the tea/canteens for tea/lunch breaks. The number of tea points can be increased to avoid crowding and employees should be encouraged to take tea-breaks at different times.

19. Avoid using the biometric attendance system.

20. The employer shall ensure that the staff/workers staying at factory does not wander/move out of the premises after duty hours for any purpose, including food.

II. Guidelines for the employees:

- i. An employee suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to employer as well as seek immediate medical advice for timely detection and treatment.
- ii. The employee should wear masks at all times and should follow the reporting time as well as the time to leave the office as prescribed by the employer.
- iii. The employee should not indulge in handshake/hug with fellow employees and should discharge his/her work from the space allocated by the employer.
- iv. Before touching/using any machine, it is better to disinfect it with 1% Hypochlorite solution.
- v. The employee should avoid roaming without purpose in the office as also touching the surfaces, equipment etc.
- vi. The employee should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the office/factory space.
- vii. As far as possible, the employee should use foot to open the door. Avoid touching the surfaces like door handles, staircase railings, walls and other possibly infected surfaces.
- viii. Do not miss your meals and do light exercise at your home.
- ix. The employee should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
- x. The staff/workers should not share their lunches/snacks with each other in order to prevent cross-infection. The lunch/snacks should be served by the pantry staff only and the workers should not touch any utensil
- xi. In case of a cough/sneeze, the employee 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/sneeze shall not touch the other parts of the belongings directly.
- xii. In case an employee is not carrying the handkerchief he/she should cough/sneeze into the flexed elbow.

- xiii. In either case, the employee should immediately handwash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
- xiv. The employee should refrain from touching face, mouth, nose and eyes with his hands at all times.
- xv. The employee should not spit except when absolutely essential and only in the washbasin of the toilet in the office space.
- xvi. Avoid all type of gatherings like social, religious, political etc.
- xvii. The employee should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The employer may encourage the employee to download "COVA APP" developed by the Government of Punjab for the correct, timely and authentic information.

III. Air-Conditioning/Coolers:


- i. Natural ventilation is very important at workplace/space. Exhaust fans may be installed to increase the ventilation in the premises. Doors/ windows must be kept open in Air-conditioned rooms for proper ventilation of air.
- ii. The detailed guidelines issued in this regard may be meticulously followed. (Copy Annexed)

IV. In case a co-staff/colleague is diagnosed as COVID-19 with whom one had a contact during office, there is no need to panic. One should report to the Helpline No. 104 or the State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

V. The employer, in case any employee is diagnosed as COVID-19 positive and such a staff/labour has attended the office, shall immediately inform the Helpline No. 104 or the State Control Room No. 01722920074/+91-8872090029 along with all the facts about the staff/labour and the contacts he/she might have during the attendance in the office. A complete and proper record of all employees attending the office on any particular day should be maintained.

VI. 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.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.


Director Health and Family Welfare, Punjab

NO. COVID-19/NHM/Pb/20/1675-79
Copy for information:

Date July 2020 Chandigarh

1. OSD to Chief Secretary for kind information of Chief Secretary Govt. of Punjab.
2. PS to Additional Chief Secretary Health and Family Welfare Punjab
3. PA to Secretary Health and Family Welfare Punjab.
4. PA to MD PHSC.
5. State Control Room for COVID-19.


Director Health and Family Welfare, Punjab