

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.

