

Sub: Public Health and Preventive Medicine - Epidemics - COVID-19 - prevention - Guidelines for Workplaces/ Industries/ Factories issued - Regarding

Ref: 1. G.O (Ms.) No.191 Health and Family Welfare Department dated: 16.04.2020.
2. The Tamil Nadu Public Health Act, 1939
3. This office R.No.68266/Epi/S2/2021, dated: 24.07.2021

Attention of the Deputy Directors of Health Services, is invited to the reference 3rd cited, wherein guidelines for Workplaces/ Industries/ Factories are issued. Now the 3rd wave of COVID-19 has started from January 2022 and considering the facts, the Government has instructed to enforce strict measures at all places of public gatherings especially at workplace and industries to prevent the surge cases. Since the industries are permitted to function and not permanently closed, the SOPs, given below are must to prevent the spread of infections among industry workers.

In this connection, all DDHS are instructed to enforce the below mentioned guidelines to all workplaces scrupulously in coordination with district administration.

1. Screening of staff while entering the work place:

- a) Ask for COVID-19 related symptoms - Fever, Sore throat, Cough, difficulty in breathing, body pain, loss of smell and loss of taste.
- b) Ask for any family member having symptoms or tested positive for COVID-19 in the last one week.
- c) Measure body temperature. Check whether the temperature is 99° F or 37° C or more.
- d) To quarantine the suspects (staff having any COVID-19 symptoms or any of the household members tested positive for COVID-19 in

the past one week or body temperature 99⁰ F or 37⁰ C or more) and transport to nearby health facility by following precautionary measures for testing and further management.

2. Mask wearing:

- a) All the staff shall wear mask properly covering nose and mouth at all places in the workplace.
- b) The administration shall do necessary arrangements for monitoring the mask compliance by appointing supervisors/managers and by CCTV monitoring.
- c) Anyone found without mask shall be sent out of the workplace

3. Maintaining physical distancing:

- a) Work place should be arranged in such a way that two meters distance is maintained between staff.
- b) It can be achieved by spacing out the work station points or using alternate work stations by not using one work station in the middle.
- c) If the spacing is not possible, barricading with transparent sheets / screens can be attempted based on the local settings.

4. Hand washing / Hand sanitation:

- a) Automated / foot operated hand sanitizers shall be placed in all the accessible places of the work place, including gate, entry to the floor, corridors, etc.
- b) All the washrooms shall be provided with soap and water for hand washing.
- c) Additional temporary hand washing facilities shall be places in required places.
- d) Administration shall plan for supervision of hand hygiene practices.

5. Canteen / Dining Area

- a) The workers may be divided into small groups and meal / tea timing should be split across the groups. This may be done based on the capacity of the dining hall. At any time, only 50% of dining hall should be occupied.
 - b) Sufficient distancing should be maintained in dining hall. Zig zag/ alternate seating arrangements shall be adhered.
 - c) Mask should be worn till the food is served in the plate and worker is seated in the dining table.
6. Administration shall avoid all instances which lead to mass gathering and grouping to staff.
7. The administration shall make necessary measures and monitoring mechanism to avoid spitting in public places.

8. Transportation:

- a) The drivers involved in transportation of the staff shall be screened daily for temperature or any other symptoms.
- b) The seating arrangement should be made in such a way that no crowding is seen. The vehicle shall be aerated with all windows opened.
- c) Periodic disinfection of the vehicle shall be done after all the trip.

9. Quarters / Dormitories:

- a) To ensure COVID appropriate behavior as mentioned above at quarters / dormitories of the workers.
- b) If any of the inmate is symptomatic, he/she shall be isolated and necessary testing to be done.
- c) All the high-risk contacts to be isolated and tested, if the worker is found positive.

10. Vaccination:

- a) All staff and family members should be vaccinated with minimum two doses of COVID-19 vaccine considering as high priority group.

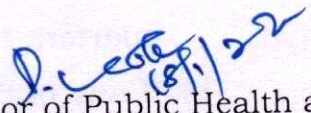
11. Health Team:

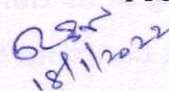
- a) All the workplace / industry with staff > 300 numbers or >10,000 sq.ft shall **appoint a qualified Health Inspector** at their own cost for monitoring and to coordinate and implement health activities in the premises.
- b) A COVID-19 Health team may be constituted at the industry / workplace with admin, HR staff, supervisors, Health Inspector etc.

12. Awareness creation:

- a) The administration shall take necessary steps to create awareness about COVID-19 appropriate behavior among the staff/workers.
- b) IEC material to be printed and displayed in the work place.
- c) Public addressing system should be used to broadcast audio messages of COVID-19 at regular intervals.
- d) Online Trainings and demonstrations shall be conducted for staff/workers for better compliance of the COVID-19 protocols.

The DDHS/CHO GCC/CHOs/MHOs are instructed to send Action taken report to this office in this regard.


for Director of Public Health and
Preventive Medicine, Chennai-6.


18/1/2022

To

1. All the Deputy Director of Health Services.
2. The City Health Officer, Greater Chennai Corporation, Chennai - 03
3. The Corporation Health Officer of all Corporations.
4. The Municipal Health Officers of all Municipalities

Copy Submitted to:

The Principal Secretary to Government, Health and Family Welfare
Department, Secretariat, Chennai - 09