

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण
सचिवालय परिसर, देहरादून
संख्या -554/ यू0एस0डी0एम0ए0 - 792 (2020)
देहरादून: दिनांक 19 अगस्त, 2020

आदेश

भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय के दिनांक 04. जून, 2020 द्वारा प्राप्त दिशा निर्देशों के क्रम में, कोरोना वायरस से संक्रमण के दृष्टिगत उद्योग, वाणिज्यिक एवं निर्माण प्रतिष्ठानों का सुचारु रूप से संचालन हेतु विस्तृत एस.ओ.पी. (मानक प्रचालन विधि) तैयार की गयी है। (संलग्नक)

उक्त के क्रम में, उत्तराखण्ड में स्थित उद्योग, वाणिज्यिक एवं निर्माण प्रतिष्ठानों का संचालन हेतु एस.ओ.पी. (मानक प्रचालन विधि) के अनुसार यथोचित कार्यवाही किया जाना सुनिश्चित करें।

संलग्नक-: उपरोक्तानुसार

भवदीय,

(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

1. सचिव, मा0 मुख्यमंत्री को मा0 मुख्यमंत्री महोदय के संज्ञानार्थ।
2. पुलिस महानिदेशक, उत्तराखण्ड।
3. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव, उत्तराखण्ड शासन।
4. स्थानीय आयुक्त, उत्तराखण्ड।
5. मण्डल आयुक्त, कुमाँऊ एवं गढ़वाल।
6. समस्त जिलाधिकारी/वरिष्ठ पुलिस अधीक्षक, उत्तराखण्ड।
7. आयुक्त, सूचना एवं लोकसंपर्क विभाग, उत्तराखण्ड।

Om Prakash
19.08.20

(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

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4. स्थानीक आयुक्त, उत्तराखण्ड।
5. मण्डल आयुक्त, कुमाँऊ एवं गढ़वाल।
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(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी



Govt. of Uttarakhand

STANDARD OPERATING PROCEDURES FOR OPERATIONS OF INDUSTRIAL, COMMERCIAL ESTABLISHMENTS & CONSTRUCTION ACTIVITIES IN UTTARAKHAND

(Reference to Covid-19)

Uttarakhand State Disaster Management Authority
Government of Uttarakhand



1. General

- 1.1. The District Administration shall ensure smooth operations of all industrial and commercial establishments and a mechanism shall put in place for monitoring of containment of COVID-19 infection among the personnel and workers involved during operations of such establishments in various districts of Uttarakhand.
 - 1.1.1. District Magistrates shall designate a senior district level officer as District Nodal Officers for immediate response and effective coordination among various Industries/ Commercial establishments/ Construction companies.
 - 1.1.2. In municipal areas, Municipal Commissioners/ Chief Health Officers or equivalent shall be designated as the Additional Nodal Officers. However, in Nagar Palika areas & Nagar Panchayats, EOs shall be designated as the Additional Nodal Officers.
 - 1.1.3. Chief Medical Officers of the districts shall be designated as the Health Nodal Officers.
- 1.2. All Industries/ Commercial establishments/ Construction companies shall designate officers as the Liaison Officers with delegation of authorities for containment of COVID 19 infection in their premises and as single point of contact for district administrations.
 - 1.2.1. He shall also be responsible to ensure that all employees of the Industries/ Commercial establishments/ Construction companies are trained in the DOs and Don'ts for prevention of COVID-19 infection and strictly adhering to the SOPs/ Guidelines issued by MoHFW, MHA and state government.
- 1.3. The Liaison Officers shall ensure compliance of norms of safety and social distancing (use of face masks and regular sanitization of hands) issued by MHA & MoHFW.
- 1.4. The Liaison Officers, in coordination with Additional Nodal Officers in the districts, shall ensure proper sanitization of the premises of industries/ commercial establishments and construction areas on a regular basis.
- 1.5. The Liaison Officers shall ensure that a detailed work plan (preferably shift-wise) is prepared for employees to ensure social distancing (*as per guidelines of state government*).
 - 1.5.1. They shall also ensure that the staff residing in various containment zones are identified and are not allowed to attend the workplace till further orders by district administration.
- 1.6. The Liaison Officers shall ensure proper thermal screening at entry of the premises of Industries/ Commercial establishments/ Construction sites.
- 1.7. Instructions shall be issued to all employees to cooperate with the security personnel during thermal screening at entry point.
- 1.8. Biometric attendance shall be discouraged and as far as possible, physical attendance of employees or contactless cards shall be encouraged.

- 1.9. Visitors to the Industries/ Commercial establishments/ construction sites shall be allowed only after proper thermal screening at the gate and wearing mask. During the entry of visitors the norms of safety and social distancing shall be adhered to.
- 1.10. The name of the Nodal Officer shall be communicated to the Office of the District Magistrates for coordination.
- 1.11. The SOPs to Handle Infected Corona Virus Cases at Workplace, issued by state government shall be strictly adhered to.
- 1.12. Ensure that Aarogya Setu App is Installed & used of by employees.
- 1.13. Apart from this, the liaison officers shall ensure the following paras (2 to 11)

2. Transportation:

- 2.1. Transportation facility, if arranged for employees shall adhere to the norms of safety and social distancing and as per the guidelines issued by MoHFW, MHA and state government.
- 2.2. All the transport vehicles shall be cleaned and disinfected as per guidelines of MoHFW, 30 minutes before each ferry.
- 2.3. Ensure thermal screening of all employees involved in transport on a daily basis to check their fitness.
- 2.4. The employees (drivers/ helpers) coming from containment zone shall be strictly prohibited to attend the duty.
- 2.5. Health check-up of drivers, cleaners etc. shall be done regularly.
- 2.6. Industries shall maintain a register of all vehicles and details of Drivers that are at the workplace to track employee movement.
- 2.7. Workers/officers travelling by personal vehicle should avoid pooling of vehicles.

3. Accommodation for employees / workers

- 3.1. Accommodations of employees inside of the Industries/ Commercial establishments/ Construction companies shall be disinfected as per guidelines of MoHFW and entry exit of persons shall be under surveillance.
- 3.2. Arrival of transport vehicles / shift timing may be staggered to avoid crowding of employees at the entrance and exit.
- 3.3. If there is availability of space, screening can be done in multiple points to avoid crowding at guest/rest houses. Hand wash/ sanitizers shall be kept ready at the entrance and exit of such facilities.

4. Monitoring

- 4.1. Employees residing in the containment zone must work from home only and shall not be allowed to come to workplace.
- 4.2. Employees having flu symptoms such as fever, cold, cough, sore throat, and headache shall not be permitted to work. Such employees should be advised to stay at home and seek medical advice.

- 4.3. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. The office management shall facilitate to such employees to work from home wherever feasible.
- 4.4. For air-conditioning/ventilation, the guidelines of CPWD, GoI and State Government shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate (wherever feasible).

5. Operating Practices in work stations

- 5.1. All Employees shall wear face masks at all times at the work place, and adequate stock of such face covers shall be made available at various strategic locations of industries.
- 5.2. Seating arrangements / worktables shall be adequate distance apart, maintaining social distancing norms. Operator and material movement pathway to be demarcated on the floor.
- 5.3. Employees shall be prohibited to visit others desk as far as possible. Intercom facility / mobile phones shall be used for such purpose.
- 5.4. The workstation and other equipment such as computers, chair handle and other commonly touched area shall be disinfected on regular basis.

6. Operating practice in common areas

- 6.1. All common areas such as canteens, lifts, conference halls, visitor lounge / area, staircase and railings must be disinfected as per SOP of MoHFW and sufficient quantities of hand wash / sanitizers shall be made available in various strategic locations of such common areas.
- 6.2. Pantry and washrooms shall be hygienic and disinfected/ sanitized on regular basis. Washrooms may contain hand-wash with functional dispenser mechanism.
- 6.3. Lifts and common areas should not be used more than 30% of designated capacity. Employees to be encouraged to use stairs.
- 6.4. Strict ban on use of Pan Masala, Ghutaka, Tobacco (Smoking, Chewing) and spitting inside factory premises.
- 6.5. Lunch break and other breaks must be staggered to avoid crowding of employees in Cafeteria/ Canteen and other common area to ensure safety and social distancing.
- 6.6. Canteen workers shall wear hand gloves, face mask, head cover always and wherever possible, employees to be encouraged to bring tiffin/ lunch from home.

7. Operating practice during office management

- 7.1. In-house and offsite meetings shall be avoided unless utmost necessary.

- 7.1.1. Virtual meetings are encouraged wherever possible. If in-person meeting is inevitable then social distancing shall be adhered to during conduct of such activities.
- 7.2. Doors shall be kept open, wherever feasible or devised with alternate opening arrangement to minimize or avoid handling knobs.
- 7.3. One emergency vehicle on call must be made available for every shift.
- 7.4. Workspace must be well ventilated through natural source.
- 7.5. Avoid visitors and hardcopy/files/papers to the extent possible.
- 7.6. In case of any medical emergency/ medical assistance, the contact details of LO (as mentioned at para 1.2.) Shall be displayed at various strategic locations of the Industries/ Commercial establishments/ Construction companies for immediate support.

8. Material movement

- 8.1. Dedicated entry and exit point shall be maintained for material/trucks.
- 8.1.1. All the vehicles entering premises should be cleaned and disinfected as per guidelines of MoHFW.
- 8.2. All Drivers and Helpers should be undergone through thermal screening on entry and provided with mask, gloves and sanitizers.

9. If any employee is found positive, the following measures shall be taken;

- 9.1. Immediately inform the concerned District and Health Nodal Officers or call the state or district helpline. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- 9.2. A risk assessment shall be undertaken by the designated Liaison Officer (as described at para 1.2) for contact tracing of the infected cases and ensure disinfection of the area as per guidelines of MoHFW as well as District Administration.
- 9.3. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases in a day). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same (as per guidelines of state government). However, the scale of arrangements will be higher.
- 9.3.1. The contacts shall be categorised into high and low risk contacts by the Liaison Officers (as described at para 1.2) in coordination with the District Health Nodal Officers/ Medical Officer of the industries.
- 9.3.2. The high risk exposure contacts shall be quarantined for 14 days as per guidelines of home quarantine of MoHFW. (<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>).

- 9.3.3. Such persons shall undergo testing as per ICMR protocol <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>).
- 9.3.4. The low risk exposure contacts shall continue to work and closely monitor their health for the next 14 days.
- 9.4. Up to one or two cases reported in any Industries/ Commercial establishments/ Construction sites, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close Industries/ Commercial establishments/ Construction activities and work can be resumed after disinfection as per guidelines of MoHFW.
(<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>).
- 9.4.1. However, if there is a larger outbreak, the entire Industries/ Commercial establishments/ Construction companies shall have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected (*as per annexure – 1: MoHFW guidelines on Disinfection of Common Public Places Including Offices*) and is declared fit for re-occupation by the district administration.
- 9.4.2. Signages outside the premises/ at the entry gate shall be displayed informing the public that the area has been sealed off in case of large outbreak.
- 9.4.3. Office spaces including conference rooms/ meeting rooms, all indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office cabins/ rooms/ chambers, cafeteria/canteens and high contact surfaces such as door handles, security locks, keys, table tops, chair handles, pens, diary files, computers and its accessories, etc. shall be sanitized as per the guidelines of MoHFW.
- 9.4.4. The sanitation workers of Industries/ Commercial establishments/ Construction companies shall use all Protective Equipment - disposable rubber boots, gloves and a triple layer mask to avoid spread of infection.
- 9.4.5. Decontamination of premises of Industries/ Commercial establishments/ Construction companies shall be ensured under the supervision of Liaison Officer (as described at para 1.2) or Additional Nodal Officers with Health Nodal Officers or medical team of industries.

10. Construction Activity

- 10.1. Construction workers shall be under gone thermal screening before entering the site. If temperature is $>37.5^{\circ}\text{C}$ ($>99.50^{\circ}\text{F}$), workers should not be allowed to enter in the construction area.
- 10.2. Provision for arrangements of masks for all construction workers shall be ensured by the designated Liaison Officers of the construction companies.
- 10.3. Dedicated entry and exit point shall be maintained for material/trucks.

- 10.4. All the vehicles entering in the premises be thoroughly cleaned and disinfected as per norms of MoHFW.
- 10.5. Routine check-up shall be carried out for the drivers and helpers.
- 10.6. All the person entering the construction site shall be permitted only if they are wearing face mask.

11.Implementation

- 11.1. In addition to the above mentioned paragraphs of SOPs, the District Magistrates may add additional conditions/ procedures as per the situation of covid-19 spread in the individual Industrial Units/ Commercial establishments/ Construction companies or in the industrial estates operating in the districts.
