

**Administration of  
Dadra and Nagar Haveli and Daman and Diu, U.T.  
Labour Department  
Silvassa**

No. LEO/COVID-19/2020/610

Date: 19/04/2020

**Read:** Ministry of Home Affairs, Govt. of India, New Delhi order No. 40-3/2020-DM-I(A) Dated 15/04/2020

**C I R C U L A R**

In the wake of outbreak of corona virus (COVID -19) the WHO has declared a pandemic and in order to control the spread of the virus the Government of India, New Delhi has declared a lock down upto 03<sup>rd</sup> May 2020.

In order to ensure social distancing and other arrangements in Offices, workplace, factories and establishment a consolidated revised guidelines have been issued by the Ministry of Home Affairs, Government of India, New Delhi for various factories and establishment vide Order dated 15/04/2020 mentioned in preamble one above.

All the Industries and Other Establishment who have been granted permission to keep their factory operations functional during the lock down period are hereby directed to follow the Standard Operating Procedures for Social Distancing at workplace as under:

- (1) Adequate arrangements for temperature screening and provide sanitizers at convenient places.
- (2) Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- (3) Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
- (4) Use of Arogya Setu will be encourages for all employees.
- (5) Sanitization of work places between shifts.
- (6) Large Meetings to be prohibited.
- (7) Intensive communication and training on good hygiene practices shall be taken up.

Further, following Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

  
20/4/2020

(1) All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:

- Entrance Gate of building, office etc.
- Cafeteria and canteens.
- Meeting room, Conference halls/ open areas available verandah/ entrance gate of site, bunkers, porta cabins, building etc.
- Equipment and lifts.
- Washroom, toilet, sink; water points etc.
- Walls/ all other surfaces

(2) For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.

(3) All vehicles and machinery entering the premise should be disinfected by spray mandatorily.

(4) Mandatory thermal scanning of everyone entering and exiting the work place to be done.

(5) Medical insurance for the workers to be made mandatory.

(6) Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas.

(7) Sufficient quantities of all the items should be available.

(8) Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.

(9) Large gatherings or meetings of 10 or more people to be discouraged.

(10) Seating at least six feet away from others on job sites and in gatherings, meetings and training sessions.

(11) Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.

(12) Use of staircase for climbing should be encouraged.

(13) There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.

(14) There should be total ban on non-essential visitors at sites.

  
20/11/2020

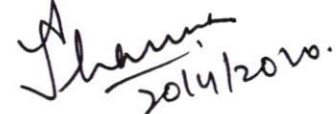
(15) Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.

(16) No workmen from outside the territory of Dadra and Nagar Haveli shall be allowed without permission of District Administration.

In view of the above, all industrial and other establishments in Dadra and Nagar Haveli are hereby directed to follow the above directions scrupulously failing which stringent action will be taken under the relevant Law.

All industrial and other establishments in Dadra and Nagar Haveli shall report compliance of the same on weekly basis in the annexed format.

This is issued with the prior approval of the Labour Commissioner, Dadra and Nagar Haveli.



Dr. Apurva Sharma  
Deputy Labour Commissioner

To

All the Industrial and other Establishment  
Dadra and Nagar Haveli

Copy to:

- (1) The P.A. to Secretary (Labour), DNH &DD for kind information.
- (2) The P.A. to Labour Commissioner, DNH for kind information.
- (3) All the Industrial Association, DNH with a request to take up the matter with their members.

Sl. No	Name of the Industries	Address	No. of Employed person	Disinfectant spray	Thermal Checking /Scanning	Availability of hand sanitizers	Provision of hand washing facilities	Use of Masks	Enforcement of social distancing	Whether all industrial workers downloaded "AAROGYA SETU	Medical Insurance for the Workers	Remarks

*Sharma*  
20/4/2020