

**UT ADMINISTRATION OF  
DADRA AND NAGAR HAVELI AND DAMAN AND DIU  
OFFICE OF THE SECRETARY (HEALTH AND FAMILY WELFARE),  
SECRETARIAT, DAMAN**

**No. NHM/MISC-COVID-19/2020/164**

**Dated: - 30/06/2020**

**ORDER**

**Read:-**

1. Order No. DMHS/COVID-19/2020/2634 dated 23<sup>rd</sup> March, 2020.
2. Order No. DMHS/COVID-19/2020/2699 dated 24th March, 2020.
3. Order No. DMHS/COVID-19/2020/2870 dated 31<sup>st</sup> March, 2020.
4. Order No. DMHS/COVID-19/2020/3130 dated 14th April, 2020.
5. Order No. DMHS/COVID-19/2020/3246 dated 18<sup>th</sup> April, 2020.
6. Order No. DMHS/COVID-19/2020/3672 dated 3<sup>rd</sup> May, 2020.
7. Order No. DMHS/COVID-19/2020/4209 dated 18th May, 2020.
8. Order No. DMHS/COVID-19/2020/4618 dated 31st May, 2020.

Whereas , the UT Administration, vide Order dated 31.05.2020 referred to in the preamble notified and extended the lockdown in the containment zones and allowed for phased reopening of activities in other areas. The UT Administration has issued the consolidated guidelines of the measures along with Directives and Standard Operating Procedures (SOPs) to be taken to ensure Social Distancing and isolation measures for the containment of COVID-19 by various departments/institutions/establishments in the Union Territory of Dadra & Nagar Haveli and Daman&Diu for strict implementation.

Whereas, it shall be noted that the Administration has issued UT directives for workplaces, SOPs to be followed by industrial and other establishments (enclosed herewith) for strict implementation.

Whereas, in the absence of vaccine or definitive line of treatment for the infection of COVID 19 virus, the importance of social distancing measures, screening, disinfection cannot be undermined especially in industrial settings where the propensity for infection is very high.

And Whereas, it has been observed and reported by the Health Officials visiting Industries/ commercial establishments for health screening and monitoring under COVID-19 pandemic that the compliance by the afore said establishments, is

not in adherence with the SOPs issued earlier in order to prevent the transmission of COVID-19.

In light of rising number of positive cases in the Union territory and clusters reported from workplaces, all commercial establishments and Industries in the U.T, DNH & DD are directed to comply strictly with all the directions and guidelines issued by the U.T. Administration to contain the further spread of COVID-19.

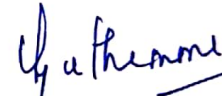
In addition to measures prescribed under previously issued guidelines and SOPs for workplaces, the establishments are directed to ensure the following measures:

1. Medical screening of each worker shall be conducted at the entry point and records to be maintained for the same.
2. It shall be ensured that the workers who are feeling unwell with symptoms suggestive of COVID-19 such as fever, cough, sore throat, loss of smell & taste shall visit the Government FLU clinic immediately without any delay.
3. Symptomatic workers shall not be allowed to work under any circumstances. All such cases shall be notified to the local Health Authorities immediately through 104 helpline.
4. Records of all employees whether contractual or regular, shall be maintained including current residential address, residential District, contact number, shift timings and reporting department.
5. All support to the symptomatic employees shall be rendered by the management of the Industrial establishment.

**Penal Provisions:**

Any establishment violating the measures prescribed under the UT Directives and SOPs issued for COVID-19 Management will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005 , Section 188, Section 269, Section 270, Section 271 of the IPC and other legal provisions as applicable. The District Administration / Officials of the Department of Health and Family Welfare / Local Administration shall levy fines/take penal action as prescribed below upon the Management of the Commercial Establishment/Industries in case of violation of the above directives by virtue of the powers conferred under the Disaster Management Act, 2005:

Sr No.	Offence particulars	Penalty at First Instance	Penalty at Second Instance	Penalty at third instance
a.	Employee found without wearing mask	Rs. 200/- per employee	Rs. 400/- per employee	Penal provisions shall be invoked
b.	Violation of Social Distancing norms	Rs. 1000/-	Rs. 2000/-	
c.	Disinfection of premises not conducted as per SOPs	Rs. 1000/-	Rs. 2000/-	
d.	Medical Screening of employees not conducted as per SOPs	Rs. 2000/-	Rs. 4000/-	
e.	Hand sanitizers / Hand washing Facilities not available or not in use by employees	Rs. 1000/-	Rs. 2000/-	
f.	Non-reporting of ILI/SARI cases	Rs.5000/-	Rs. 10,000/-	

  
 Secretary (Health/Industries) 30/6/2020.  
 DNH and DD

Copy for information and necessary action to: -

1. All the Collectors, DNH & DD
2. All the Superintendents of Police, DNH & DD
3. The Mission Director, NHM, DNH & DD
4. The Director of Medical & Health Services, DNH & DD
5. Industries Association, DNH & DD for circulation to all Industries and ensuring compliance.

Copy submitted to:

1. PS to Hon'ble Administrator, DNH & DD.
2. PS to Advisor to the Administrator, DNH & DD.
3. Deputy Secretary (Information and Publicity) for wide publicity.



## SOPs FOR OPERATIONALIZATION OF INDUSTRIES

The following Directives are put in place and all the industries should adopt and follow the same in letter and spirit. The details are as under:

- (i) Every Industrial unit should have an Incident Management Team led by the Factory Manager/In-charge responsible for managing the situation on daily basis. Utmost and unprecedented measures have to be taken to stop the spread of Corona virus across all sites. The Factory Manager/In-charge details and mobile number has to be provided to the District Administration.
- (ii) Biometric attendance system should be withheld and strict protocols on social distancing and hygiene at the work place/gatherings shall be followed.
- (iii) The Industrial unit shall do thermal scanning of all employees/visitors/drivers/transporters/representatives at the entry and exit points.
- (iv) All the industrial workers/employee have to download the **Arogya Setu** mobile app in their mobile phones and the Bluetooth of the mobile phones will have to be activated always. The factory manager shall give details of the employees having mobile phones and the mobile app downloaded.
- (v) Industry is responsible to provide face masks to all the workers and ensure that the workers wear the masks the moment they step out their houses, during travel and while working in the factory.
- (vi) Wearing of face cover/mask is compulsory in work places.
- (vii) Sufficient provisions to be made for frequent hand washing and supply of soap/hand wash and sanitizers to be provided for all the workers by the industry. It should be made available at entry/exit points and common areas. Frequent hand washing should be mandated.
- (viii) Not more than 2 persons will be allowed to travel in lifts or hoists.
- (ix) Use of staircase for climbing should be preferred.

- (x) Cleaning and sanitation of the entire premises to be done atleast three times a day and between shifts.
- (xi) Areas such as Entrance gate of the industry, office, cafeteria, canteens, meeting room, conference halls/open areas available/veranda, cabins, buildings, equipments and lifts, wash rooms, toilets, water points, walls and all other surfaces should be disinfected completely using user friendly disinfectant mediums. All the vehicles and machineries entering the industrial unit should be sanitized and disinfected.
- (xii) Industry should ensure a gap of one hour between shifts and should have staggered timing for lunch breaks for workers and employees of different units in the industry. There should not be any overlapping shifts.
- (xiii) Only authorised vehicles having passes issued by the District Administration have to be used for transportation of workers.
- (xiv) The vehicles used for the purpose of transportation of workers have to be parked inside the premises. There should not be any unnecessary movement of such vehicles on roads.
- (xv) Medical insurances for the workers is mandatory and industry shall ensure that the workers are insured.
- (xvi) Maintain minimalistic footfall in factory. There should be a total ban on non-essential visitors to the industry.
- (xvii) Large meetings to be prohibited.
- (xviii) If meeting is unavoidable, it should be of less than 5 in number and seating at least 6 feet away from others.
- (xix) Each industry should have a designated area as isolation area to confine any person developed/having symptoms till such time they are transported out to the medical facility. All such cases have to be informed immediately to the Director, Medical Health Services, DNH&DD.
- (xx) Workers should be advised to stay at home in case if any worker has any of the symptoms viz. coughing, headache, fever, body ache, shortness of breath,

nasal congestion, runny nose, and sore throat etc., and shall report to the health authorities immediately.

- (xxi) Workers should be advised to not to spit in open places, work areas and other public places and also informed about the ill effects consuming tobacco products. Use of gutkha, tobacco etc should be prohibited.
- (xxii) Intensive communication and training on good hygiene practices among the workers/employees have to be done by the industry.
- (xxiii) All payments of wages/salaries to Industrial employees, Contract workers and labourers to be ensured by the 5<sup>th</sup> of every month. It is the responsibility of the industries to ensure timely payments.
- (xxiv) Necessary reports shall be submitted by the industrial authorities on a daily basis in the online portal developed by the Administration.
- (xxv) Each industrial area is to be assigned to an officer i.e. the reporting officer by the District Administration to inspect, monitor and report on daily basis of all the activities and ensure social distancing and other prophylactic measures are properly followed by the industry. Consolidated district wise daily/industry reports shall be prepared and submitted by the District Administration.
- (xxvi) The Health teams from Medical Health Services shall also inspect the industries on a daily basis and report on the prophylactic measures adopted by the Industries.
- (xxvii) Hospital/clinics in the nearby areas, which are authorized to treat COVID-19 patients, shall be identified and the list shall be available at the work place at all times.

#### **SOPs FOR WORK PLACES**

- I. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available. In case of disposable masks, proper disposal protocols to be followed.



- II. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, within the work places.
- III. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
- IV. Provision for thermal scanning, hand wash and sanitizers preferably with touch free mechanism shall be made at all entry and exit points and common areas. In addition, sufficient quantities of hand wash and sanitizers shall be made available in the work places.
- V. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc. shall be ensured, including between shifts.
- 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. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.
- VII. Intensive communication and training on good hygiene practices shall be taken up.

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