

U.T. Administration of  
Dadra & Nagar Haveli and Daman & Diu,  
(Law Section),  
Collectorate, Dadra & Nagar Haveli.

No. ADM/LAW/CORONAVIRUS/06/2020/ 1157

Silvassa Date: 20/04/2020

**ORDER**

**WHEREAS**, in the wake of Coronavirus (COVID-19), which is declared as pandemic by the World Health Organisation (WHO), the Central Government had ordered a total Lockdown throughout the country for 21 days from 25<sup>th</sup> March, 2020;

**AND WHEREAS**, due to increased number of cases of COVID-19, the Central Government has further extended the said Lockdown till 3<sup>rd</sup> May, 2020, so as to contain the spread and local transmission of the said virus;

**AND WHEREAS**, it is imperative to take precautionary steps towards the containment of the said virus;

**THEREFORE**, in view of above and in exercise of the powers conferred in Order No. 40-3/2020-DM-I(A) dtd. 15/04/2020 of Union Home Secretary, Ministry of Home Affairs, Govt. of India, I, Sandeep Kumar Singh, District Magistrate, Dadra & Nagar Haveli, hereby order that the following Standard Operating Procedure for Social Distancing for Offices, Workplaces, Factories and Establishments shall be followed by all the concerned establishments:

1. All the Industries which are permitted to operate in Dadra & Nagar Haveli shall work only with the labours and employees in Dadra & Nagar Haveli. **NO EMPLOYEES / LABOURERS FROM THE AREAS OUTSIDE OF DADRA & NAGAR HAVELI ARE ALLOWED.**
2. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
  - a. Entrance Gate of building, office etc.
  - b. Cafeteria and canteens.
  - c. Meeting room, Conference halls / open areas available / verandah / entrance gate of site, bunkers, porta cabins, building etc.
  - d. Equipment and lifts.
  - e. Washroom, toilet, sink; water points etc.
  - f. Walls / all other surfaces.
3. For workers coming from outside the industrial unit's campus, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only within 30-40 % passenger capacity.
4. All vehicles and machinery scanning of everyone entering and exiting the work place to be done.
5. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
6. Medical insurance for the workers to be made mandatory.
7. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. 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. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
10. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
11. Use of staircase for climbing should be encouraged.
12. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
13. There should be total ban on non-essential visitors at sites.
14. 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 times.



(Sandeep Kumar Singh),  
District Magistrate,  
Dadra & Nagar Haveli.

To,  
All Concerned.

Copy to:

1. P.S. to the Hon'ble Administrator, D&NH and D&D, Silvassa.
2. Advisor to the Hon'ble Administrator, D&NH and D&D, Silvassa.
3. Secretary (Revenue), D&NH and D&D, Silvassa.
4. Secretary (Industries), D&NH and D&D, Silvassa.
5. Secretary (Health), D&NH and D&D, Silvassa.
6. Deputy Inspector General of Police, D&NH and D&D, Silvassa.
7. Asstt. Director (I.T.), D&NH, Silvassa, for uploading on U.T. website.
8. Chief Publicity Officer, D&NH, Silvassa for wide publicity.
9. Office Copy.