COVID related Guidelines for Industrial Units –

1. Promote work from home/ flexi hours as far as possible.

2. Ensure adequate hand sanitisation facilities are made available for the workers/staff at entry gates and other prominent places in the industrial units.

3. Ensure temperature check and face masks before allowing entry of workers/staff (including raw materials delivery and dispatch staff) in the unit. Follow 'No Mask No Entry' rule.

4. Only asymptomatic workers/staff after body temperature screening shall be allowed. Workers having high temperature and flu like symptoms shall not be allowed to enter the unit.

5. For symptomatic workers/staff, management should create isolation room and nominate a COVID-19 coordinator where upon being reported of any health issue in the unit, concerned official can get in touch with the local authorities if required.

6. Ensure hand sanitisation before bio-metric attendance of workers, if any.

7. Ensure wearing of masks by everyone in the industrial unit all the time.

8. Use floor markers to ensure social/physical distancing norm between co-workers.

9. Gloves should be used while handling products in the unit.

10. Display emergency contact numbers of health care professionals/facilities at prominent and visible places.

11. Proper Bio-medical waste (used gloves, mask, face shields etc) disposal system should be in place for the industrial unit. All the dustbins in premises should be covered.

12. Units should strive to provide company transport for movement of workers to avoid overcrowding.

13. Staggered timings to be followed for preventing crowding during arrival, lunch hours and during dispersal.

14. Ensure frequent sanitization of common spaces and areas like pathways, lobby, toilets, stairs, lift, common resting places etc.

15. The workers and staff in the industrial units should be properly briefed about the COVID-19 symptoms, protocols and guidelines.

16. Ensure COVID appropriate behaviour by everyone in the industrial unit. It is reiterated that following COVID-19 safety protocol is every individual's social responsibility.

All government guidelines related to preventive measures of COVID-19 spread must be followed by industrial units in letter and spirit.