

DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH

Sub: Corona Virus Disease 2019 (COVID -19) – Guidelines to the Factory Managements and Construction Establishments

The following guidelines with regard to the outbreak of Corona Virus are issued for the strict adherence by the all factory managements and the BOCW establishments.

1. Provide personal protective equipments like prescribed nose mask, face shield / goggles, gloves, apron etc.
2. Provide facilities for safe disposal of the soiled nose mask, gloves, apron etc.
3. Provide facilities for drying clothing
4. Promote frequent and thorough hand washing by providing workers, customers and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between the employees.
7. Discourage workers from using other worker's phone, desks, offices or other work tools and equipment, when possible.
8. Avoid grouping of the workers or staff at work site for meetings as far as possible.
9. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
10. Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19. The management shall allow such employees to avail their eligible leave under ESI scheme or any other leave entitled to them.
11. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
12. Maintain proper hygiene of Canteens/dining rooms. Food placed at buffet counters in canteens should be well protected from potential

contamination. Staggered lunch timings may be explored to avoid all the workers gathering at a time at canteen.

13. Creches shall be specifically monitored and disinfected thoroughly in case of any doubt of contaminations.
14. Factories and BOCW Management having installed public address system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19.
15. Health provisions prescribed in chapter III of the Factories Act, 1948 and Chapter VII of The Building and Other Construction Workers Act, 1996 and related provisions of the Tamilnadu Factories Rules, 1950 and Tamilnadu BOCW Rules, 2006 should be strictly complied with.
16. Notwithstanding anything stated above, all factory managements and construction establishments shall ensure strict compliance of directions of the Department of Health and Family Welfare, Government of Tamilnadu Ministry of Health & Family Welfare, Government of India.

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Chennai