

IEEMA Guidelines Post Covid 19 - for restarting of Factories/ Offices





“ Government of India has permitted restarting of manufacturing activity in certain sectors after 20th April, 2020 in compliance to the guidelines notified by Ministry of Home Affairs No. 40-3/2020-DM-II(A) dated 15th April 2020, to help offset the economic damage of a nationwide coronavirus lockdown, even though lockdown has been extend till 3rd May 2020.

The opening of the units will be in strict compliance of the MHA guidelines and with the measures laid down by the State Government.”

Standard Operating Procedure:

A. General instructions/guidelines before recommencement of the work:

- 1) Sanitization and Fumigation of the Factory / Office / Work place.
- 2) Deployment of decontamination booth or fumigation chamber or UV Light booth to disinfect incoming employees' and unavoidable visitors' including all occupants of incoming vehicles (passenger of goods) bodies, clothes and other belongings such as laptop bags.
- 3) All incoming employees and unavoidable visitors to be subjected to thermal scanning or temperature check at the time of entry.
- 4) Mask, Googles, Gloves, and Apron should be made available to employees and workers on the shop floor.
- 5) Display board regarding the procedure of disinfection shall be displayed at entrances / prominent places.
- 6) Redesigning of the work stations to maintain social distancing. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- 7) Staggered Shifts of Operations. 30-45 minutes gap between two shifts to be maintained, between outgoing workers and incoming batches.
- 8) Use of own vehicle should be encouraged amongst employees.
- 9) Exclusive Transport for the workers coming from outside or Stay on Premises Facility to be arranged temporarily for few months till situation normalises.
- 10) Awareness on Government of India Advisories with DOs and DONTs for staff to be made through LED display board / TV Screen inside plant premises and public announcement systems. Information on CORONA VIRUS Helpline numbers must be affixed in the prominent locations of the factory / work place.
- 11) Training of staff in case of emergencies.
- 12) HR to collect the travel histories of the employees and their family members. The employees / workers coming from the areas sealed by Central / State Governments to be discouraged from joining duties, till the time the sealings are lifted.
- 13) All Security, Canteen and drivers to be provided with PPE kits. All equipment, premises, gates, stairways, Lifts, railings, sitting arrangements are to be properly fumigated before the start of operations, by qualified people and / or properly trained own workers.
- 14) Incoming materials, imported and coming from red zones, must be fumigated before being handled by employees and unloaded.
- 15) Employees whose work is not essential to come to the office, to be allowed to work from home. Only those whose physical presence is essential, are to come to office. Pregnant women, Diabetic, Heart history employees to work from home.
- 16) Medical insurance for the workers to be made mandatory.
- 17) Arogya Setu App may be encouraged to be downloaded and used for self-health declaration and entry into premises.
- 18) All employees should fill the self-declaration on the day of joining office/factory. Copy of the format attached at Annexure-I.
- 19) If any person is resuming job after quarantine, ensure local legal requirement is met.
- 20) All Delivery, Loading and Unloading personnel to be briefed about the COVID awareness everyday morning. The vehicles carrying the goods to be thoroughly sanitized before loading and after unloading. Drivers should remain, as far as possible, in the cabin on the truck at loading and unloading points.

B. Guidelines on Resumption of the work

- 1) Security checking at the Entrance: Compulsory Screening of all employees at the entrance irrespective of cadre / status entering through gate with thermal scanner and temperature screening.
- 2) Compulsory wearing of masks by all employees and workers (masks needs to be changed every day). Disposal of used mask can be considered as bio-medical waste and to be disposed accordingly.
- 3) Hand sanitizers to be kept ready at the entrances and people after entry to sanitize their hands before proceeding to their work spots. Strict adherence towards hand washing every hour preferably through soap and in case soap is not available, alcohol based sanitizers may be used.
- 4) Attendance Recording – No Biometric Attendance. Attendance would be captured at the department manually through registers
- 5) Restriction on the entry of outsiders. A visitor may be permitted in most exceptional and important situation only after pre-approval of the Function Head.
- 6) During duty hours, employees shall work on their seats and avoid going to other seats as far as possible. To the maximum possible discussions / interaction can be held through landline & mobile phones. Wear cap / helmet and mask while working in the line. Follow standard operating procedures as prescribed in the line
- 7) To avoid hard copy files where ever possible and soft copy correspondences / approvals are to be increased by mails or E-office.
- 8) All employees to strictly adhere to the social distance of minimum 1 meter at all time, either at entry point, during work station, lunch/ tea time etc. Always follow social distancing between one employee to another in the Company premises. Please wait till the next person moves.
- 9) Tools and other equipment should not be shared.
- 10) Office Doors to be kept open for all rooms and hangers to reduce contact points.
- 11) Use of locker rooms to be regulated strictly. Only one employee to use at a time, of two employees, then those two having lockers separated by > 2 mtrs should be allowed, with face masks intact.
- 12) Housekeeping to keep and Admin staff to ensure all working area is clean and hygienic. Sanitise shop floor after every shift. Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- 13) Employees should be encouraged to bring tiffin and water bottle from home & may be allowed to consume food at desk.
- 14) Physical Meetings are to be avoided as far as possible and VC / Conf. calls / other modes can be used in place.
- 15) Lifts to be cleaned and sanitized frequently. Lifts shall not be crowded and social distancing inside lift to be ensured. Not more than 2/4 persons (depending upon the size) will be allowed to travel in lifts.
- 16) There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
- 17) Management to make all efforts to create awareness about COVID-19 and preventive measures to prevent spread, within a limited group of people at a time adhering to adequate social distancing.
- 18) As far as possible, Air Conditioners are to be switched off with doors open for ventilation. In case ACs are required, then ensure microfilter (Micro 95) in the ACs, as applicable.
- 19) Frequent touch points disinfection to be done regularly every hour. Additional manpower to be deployed if housekeeping is less. Personal Protective Equipment usage mandatory for cleaning staff. Alcohol-based disinfectant to be used.
- 20) Arrive to pantry in staggered timings and maintain social distance. Do not chat in groups. Leave pantry once you drink water or take coffee / tea. Bring own cups and water bottles, if possible.
- 21) Large factory units / manufacturing plants / worksites / shop-floors should break operations into 2-3 shifts, with an at least 40-minute gap between shifts so that workers do not mix.

Let's fight CORONA together and Refuel the Economic Engine