



ABSTRACT

COVID-19 – Health and Family Welfare Department – Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments – Orders – Issued.

HEALTH AND FAMILY WELFARE (P1) DEPARTMENT

G.O.(Ms).No. 191

Dated: 16.04.2020
Sarvari, Chithirai-3
Thiruvalluvar Aandu – 2051.

1. G.O.(Ms)No.164, Health and Family Welfare (P1) Department, dated: 31.03.2020.
2. G.O.(Ms)No.175, Health and Family Welfare (P1) Department, dated: 05.04.2020.
3. G.O.(Ms)No.176, Health and Family Welfare (P1) Department, dated: 05.04.2020.

ORDER:

In the Government order first read above, comprehensive instructions / guidelines to be followed in respect of COVID-19 patients, including setting up of screening centers, quarantine facilities, isolation facility, specimen collection procedures, Clinical Management, Disinfection procedure and Discharge policy to be followed by Government health facilities / private hospitals / testing labs and all stake holders have been communicated.

2. In the G.O. second read above, the Government have directed the Heads of department of Health and Family Welfare Department and all the District Collectors / Commissioner of Chennai Corporation to strictly follow the activities on the implementation of the Micro-Plan issued by the Government to ensure no further spread of COVID-19.

3. In the Government Order third read above, Government have issued additional disinfection procedures for prevention and transmission of COVID-19.

4. To control the spread of COVID-19 in Tamil Nadu, various activities are being taken by the Government. The enforcement of 144 and the lockdown measure as per the instructions of Government of India are being implemented in right spirit.

5. In continuation of the above, the Government hereby issues direction to all the departments and authorities in the State for the strict implementation of the enclosed Standard Operating Procedure for Social Distancing for

Offices, Workplace, Factories and Establishments for Control of the spread of COVID-19 in the State.

(BY ORDER OF THE GOVERNOR)

**BEELA RAJESH
SECRETARY TO GOVERNMENT**

To

All Secretaries to Government.

All District Collectors.

The Director of Public Health and Preventive Medicine, Chennai – 600 006.

The Director of Medical Education, Chennai – 600 010.

The Director of Medical and Rural Health Services, Chennai – 600 006.

//FORWARDED BY ORDER//


SECTION OFFICER 16/4/2020

ANNEXURE to G.O.(Ms)No. 191, dated: 16.04.2020
Standard Operating Procedure for Social Distancing for Offices,
Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments.

1. 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 surface.
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. 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.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. 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.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc., and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.

13. Hospitals / clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be available at work place all the times.
14. General Public and Staff who visit Office be asked to wash the hands with hand sanitizers or soap water. Hand sanitizer should be kept at the entrance of all offices for this purpose.
15. In all offices sanitizers should be provided at appropriate places and soap must be made available in rest rooms for frequent hand washing.

**BEELA RAJESH
SECRETARY TO GOVERNMENT**

//True Copy//


16/4/2020
SECTION OFFICER