GOVERNMENT OF TAMILNADU

DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH

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

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It is mandatory on the part of the managements of the factory and the BOCW establishments to safeguard the health of their workers. Hence they should comply with the following provisions of Factories Act 1948 and Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996 and prevent the outbreak of COVID-19 among their workers.

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 workers to stay home if they are sick and to call helpline number 104. Never travel directly or avail suspected of possible exposure of COVID-19.
6. Encourage respiratory etiquette, including covering coughs and sneezes.
7. Provide customers and the public with tissues and trash receptacles.
8. 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.
9. Discourage workers from using other worker's phone, desks, offices or other work tools and equipment, when possible.
10. Avoid grouping of the workers or staff at work site for meetings as far as possible.

11. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at worksite.
12. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
13. Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
14. Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers and other visitors. Although most worksites do not have specific isolation rooms, designate areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
15. Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth)
16. Do not require a Medical Certificate for employees who are sick with acute respiratory illness to validate their illness as medical facilities may be extremely busy and not able to provide such documentation in a timely way.
17. Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
18. Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with telework if feasible.
19. Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
20. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the

work environment. When choosing cleaning chemicals, employers should consult information on labels with claims against emerging viral pathogens. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) Handrails may be disinfected on a regular basis.

21. 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.

22. Creches shall be specifically monitored and disinfected thoroughly in case of any doubt of contaminations. It is suggested that crèches be closed and employees availing the facility may be placed on paid additional leave till the current crisis is resolved.

23. 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.

24. 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.

25. 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.

Director of Industrial Safety and Health (FAC)
Chennai

To
1. Management of all registered Factories in the State of Tamilnadu
2. Management of all registered Construction Establishments in the State of Tamilnadu
3. All the officers of this Directorate to circulate among all the factories and construction establishments in their jurisdiction