

**Office of the Development Commissioner
MEPZ Special Economic Zone
Department of Commerce,
Ministry of Commerce & Industry
Government of India.**

No. MEPZ/SEZs &EOUs/COVID/2020-21/08

Dated: 3rdMay 2020

CIRCULAR

Sub: Operation of SEZs/EOUs during the lockdown period due to COVID-19.

Ref: 1. Circular No. MEPZ/SEZs &EOUs/COVID/2020-21/02 dated 15th April 2020

2. Circular No. MEPZ/SEZs &EOUs/COVID/2020-21/03 dated: 20th April 2020

The Ministry of Home Affairs, Government of India has issued New Guidelines dated 1st May 2020 on the measures to be taken by Ministries/Departments of Government of India, State/UT Governments and State/UT Authorities for the containment of COVID-19 in the country vide Order No. 40-3/2020-DM-I(A) dated 1st May 2020.

2. Based on these new Guidelines of MHA, the Government of Tamil Nadu vide GO No. 217 dated 3rd May 2020 has allowed resumption of operations by SEZs and EOUs in Tamil Nadu subject to certain conditions.

3. Accordingly, the SEZs and EOUs located in Tamil Nadu under the jurisdiction of MEPZ SEZ, except those which fall under the 'Containment Zone' demarcated in the 'Hotspots' of COVID-19 notified by the State/District Administration from time to time, are hereby allowed to continue their operations with effect from 6th May 2020, subject to the following conditions:

A. For SEZ Units/EOUs falling under the Greater Chennai Police limits:

- (i) The Units shall be allowed to resume operations only after inspection by the Commissioner, Greater Chennai Corporation or by the concerned District Collector or by the officials authorised by them, as the case may be, and after ensuring that all the actions for implementation of the SOPs for Social Distancing at Workplaces have been taken by the SEZ Units/EOUs.
- (ii) A maximum of 10% of the workforce in the case of IT/ITES Units and 25% of the workforce in case of other Units would only be allowed to work from the Units, subject to a minimum of 20 employees. The number of employees to be permitted shall be decided by the Commissioner, Greater Chennai Corporation or by the concerned District Collector, as the case may be, depending upon the prevailing situation.
- (iii) The workers shall be allowed to come only by specially dedicated transportation facility to be arranged by the Units. These vehicles should be allowed to ply only with 40 to 50% passenger capacity to strictly ensure social distancing. Permits for these Vehicles should be obtained from the Commissioner, Greater Chennai Corporation or from the concerned District Collector, as the case may be. Strict access control with separate Entrance and Exit shall be ensured by the Units.

B. For SEZs/EOUs falling outside the Greater Chennai Police limits:

- (i) A maximum of 50% of the workforce would only be allowed to work from the Units subject to a minimum of 20 employees for both IT/ITES as well as other SEZ Units/EOUs. Strict access control with separate Entrance and Exit shall be ensured by the Units.

C. Conditions applicable for both Category A & B:

- (i) No employee from Containment Zone should be allowed to work at the Unit. Details of Containment Zone should be daily ascertained from the Commissioner, Greater Chennai Corporation or from the concerned District Collector as the case may be and displayed at the Entry Gate itself.

- (ii) Wearing of Face Mask by everyone at the workplace is compulsory. The employees should be encouraged and instructed to wear Face Masks in all public places including while travelling to place of work and return. Similarly all employees must compulsorily wear their Company Identity Card at all times.
- (iii) Mandatory thermal scanning of everyone entering and exiting the Unit Premises shall be carried out. In the case of SEZs, a Daily Report on the number of employees who had undergone thermal scanning, cases of high temperature, if any, and the action taken shall be mailed to the respective Authorised Officers of the Zone, in the format prescribed herewith. In the case of EOUs, the Daily Report should be mailed to the ADCs concerned.
- (iv) All Units shall sanitise their workplaces between shifts. All areas in the premises of SEZ Units/EOUs including the following shall be disinfected completely and regularly using user-friendly disinfectant mediums:
 - a. Entrance and Exit Gates of Buildings/Offices, etc.
 - b. Cafeteria and Canteens.
 - c. Meeting room, Conference Halls/open areas available/verandah/entrance and exit gates of sites, bunkers, porta cabins, buildings, etc.
 - d. Equipment and lifts.
 - e. Washrooms, toilets, sinks, water points, etc.
 - f. Walls and all other surfaces.

The responsibility of disinfecting the common areas of the SEZ shall lie with the Developer of the Zone.
- (v) All vehicles and machinery entering the Unit premises shall be disinfected by spray without fail.
- (vi) The SEZ Developers and Co-Developers/Units/EOUs shall mandatorily provide Medical Insurance to their employees.

- (vii) Provision for hand wash & sanitisers preferably with touch free mechanism shall be made by all the Units at all entry and exit points and common areas within the Unit Premises. Developers and Co-Developers of SEZs shall be responsible for providing such facilities in the common areas of the Zone.
- (viii) Workplaces shall mandatorily have a gap of one hour between shifts and will stagger the lunch breaks of the staff to ensure social distancing. Intensive communication and training of good hygiene practices to the employees should be taken up by the SEZ Developers/Units/EOUs.
- (ix) Large gatherings or meetings of 10 or more people should be strictly avoided. Seating arrangements at job sites and in gatherings, meetings and training sessions shall be at least 6 feet away from each other.
- (x) Not more than 2 persons (in smaller lifts) or 4 persons (in bigger lifts) shall be allowed to travel in lifts or hoists. Use of staircases for climbing following social distancing norms should be encouraged.
- (xi) There shall be a strict ban on gutka, tobacco, etc. Spitting should be strictly prohibited.
- (xii) There shall be a total ban on non-essential visitors at sites. Meetings with Vendors/Clients/Suppliers, etc. should be conducted through Video Conferencing.
- (xiii) Hospitals/Clinics in the nearby areas, which are authorised to treat COVID-19 patients, should be identified in advance and list should be available at workplace at all times. Units employing up to 200 persons must make arrangements to ensure that a doctor is available on call, as required. Units employing between 200-1000 persons must ensure the visit of a local doctor once every two days. Units employing more than 1000 employees must mandatorily have an arrangement for medical treatment of its employees with the closest large hospital. Such units shall also make arrangements for a doctor to visit the worksite, every day, without fail.

- (xiv) Persons above 55 years of age, persons with co-morbidities and parents of children below the age of 10 may be encouraged to work from home.
- (xv) Use of *Arogya Setu* app is mandatory for all employees. They shall download the app in their Mobile phones. It shall be the responsibility of the Head of the respective Organisations to ensure 100% coverage of this app among their employees.
- (xvi) In addition to above, all other conditions prescribed in the SOPs issued by the Government of Tamil Nadu in its GO No. 217 dated 3rd May 2020 shall be strictly complied with.

4. Since all goods traffic is allowed to ply under Clause 11 of the MHA Guidelines, FTWZ Units are also allowed to continue their operations with effect from 6th May 2020 subject to strict compliance of the conditions prescribed above.

5. Before the commencement of their operations, the SEZ Developers and Co-Developers/Units/EOUs shall make necessary arrangements for the strict implementation of the SOPs. SEZ Developers and Co-Developers/Units shall submit a Report in the format prescribed herewith, to the respective Authorised Officers of the SEZs detailing the actions taken by them for implementation of the SOP for Social Distancing at Workplaces. EOUs shall submit their Reports to the respective ADCs.

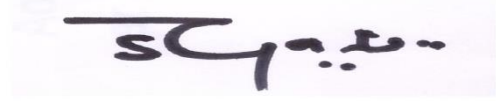
6. Wherever the Units are required to obtain permissions from the District Administration for the operation of the Unit or movement of employees and materials, the same shall be obtained by the Units as required.

7. As the concept of Containment Zone is dynamic, there is a possibility of a normal area turning into a Containment zone. In such a scenario, the functional SEZ/SEZ units/EOUs falling under such Containment Zone shall suspend its operations immediately.

The Guidelines issued by the Ministry of Home Affairs and by the Government of Tamil Nadu permitting select activities is in the interest of ensuring business continuity to SEZs/EOUs in the current scenario of lockdown due to outbreak of Coronavirus/COVID-19. All SEZ Developers and Co-Developers/Units/EOUs are

requested to strictly comply with the conditions upon which they have been allowed to operate, in the interest of public safety and health.

In case of any inconsistency between this Circular and the GOs/Notifications issued by the Central/State Government, the latter would prevail over the former.



(SHANMUGA SUNDARAM)
Development Commissioner
MEPZ SEZ

Copy to:

- (1) Principle Secretary, Industries Department, Govt. of Tamil Nadu
- (2) MD & CEO, Industrial Guidance & Export Promotion Bureau, Govt. of Tamil Nadu
- (3) MD, SIPCOT, Govt. of Tamil Nadu
- (4) MD, ELCOT, Govt. of Tamil Nadu
- (5) Deputy Secretary, SEZ Division, Department of Commerce, Govt. of India
- (6) All Developers/Co-Developers, Private SEZs under the jurisdiction of MEPZ SEZ
- (7) All SEZ Unit Holders in all SEZs under the jurisdiction of MEPZ SEZ
- (8) All EOU Holders under the jurisdiction of MEPZ SEZ

Report on Action Taken for implementation of Standard Operating Procedures for Social Distancing at Workplaces

(As per Circular No. MEPZ/SEZs &EOUs/COVID/2020-21/08 Dated 3rdMay 2020)

(To be submitted before commencing operations)

1.	Name of the SEZ Developer/Co-Developer/SEZ Unit/EOU:	
2.	Proposed date of commencement of Operations	
3.	(a) No. of Employees of the Unit (b) No. of Employees to be deployed during the lockdown {Note: For SEZs/EOUs falling under the Greater Chennai Police Limits maximum of 10% of the workforce in the case of IT/ITES Units and 25% of the workforce in case of other Units would only be allowed to work from the Unit, subject to a minimum of 20 employees. For Units outside the Greater Chennai Police limits, the maximum limit is upto 50%}	
4.	Out of Sl. No. 3(b), number of Employees to stay within the Unit premises and/or adjacent buildings	
5.	Out of Sl. No. 3(b), number of Employees to travel from their Homes {Note: Sl. No. 3(b) = Sl. No. 4 + Sl. No. 5}	

6.	<p>a. Out of the Sl. No. 5, number of Employees for whom specially dedicated transportation facility has been arranged by the Unit</p> <p>{In the case of SEZs/EOUs falling under the Greater Chennai Police Limits, the Unit shall arrange transportation for all their employees. Such Units should indicate the number of Vehicles arranged for this purpose}</p>	
	<p>b. Out of Sl. No. 5 above, number of Employees who would use their private vehicles</p> <p>{Note: Sl. No. 5 = 6(a)+6(b)}</p>	
7.	<p>Whether arrangements have been made for providing Face Masks to all the Employees on all days of working? (Yes/No)</p> <p>Please give details about the number of masks procured/proposed to be procured for this purpose.</p>	
8.	<p>Whether arrangements have been made for thermal scanning of everyone entering and exiting the Unit Premises? (Yes/No)</p> <p>How many Thermal Scanners are available with the Developer/Co-Developer/SEZ Unit/EOU?</p> <p>{Note: Daily Report should be submitted to Authorised Officers/ADCs in the prescribed format}</p>	
9.	<p>Whether arrangements have been made for sanitising the workplaces between shifts? (Yes/No)</p> <p>Please give details.</p>	

10.	<p>Whether arrangements have been made for disinfecting all areas in the premises of the Zone/SEZ Units/EOUs completely and regularly using user- friendly disinfectant mediums? (Yes/No)</p> <p>Please give details.</p>	
11.	<p>Whether arrangements have been made for spraying disinfectants on all vehicles and machinery entering the Unit premises? (Yes/No)</p> <p>Please give details.</p>	
12.	<p>Whether Medical Insurance have been provided to all your employees? (Yes/No)</p>	
13.	<p>Whether provision for hand wash & sanitisers preferably with touch free mechanism has been made at all entry and exit points and common areas within the Unit premises? (Yes/No)</p> <p>In the case of Developers and Co-Developers of SEZs whether such facilities have been provided in the common areas of the Zone? (Yes/No)</p> <p>Please give details.</p>	
14.	<p>Whether arrangements have been made for a mandatory gap of one hour between shifts and staggering the lunch breaks for the employees to ensure proper social distancing? (Yes/No)</p> <p>Please give details</p>	
15.	<p>Whether arrangements for Intensive communication and training of good hygiene practices among the employees have been made? (Yes/No)</p> <p>Please give details</p>	

16.	Whether the condition that large gatherings or meetings of 10 or more people should be strictly avoided will be complied with? (Yes/No)	
17.	Whether arrangements for ensuring that Seating at job sites and in gatherings, meetings and training sessions is at least 6 feet away from each other have been made? (Yes/No) Please give details	
18.	Whether arrangements have been made for not allowing more than 2 persons (in smaller lifts) or 4 persons (in bigger lifts)? (Yes/No)	
19.	Whether arrangements have been made to encourage use of staircases for climbing, duly following social distancing norms? (Yes/No)	
20.	Whether arrangements are in place to strictly ban gutka, tobacco, etc. and to prohibit Spitting at workplace and public places? (Yes/No) Please give details	
21.	Whether arrangements have been made to totally ban all non-essential visitors at sites? (Yes/No)	
22.	Whether Video Conferencing facility is available for holding meetings with Vendors/Clients/Suppliers/others? (Yes/No) Please give details	

23.	<p>(a) Whether Hospitals/Clinics in the nearby areas, which are authorised to treat COVID-19 patients, have been identified in advance? (Yes/No)</p> <p>Enclose a copy of the list with this Report.</p> <p>(b) In case of Units employing up to 200 persons, whether arrangement to ensure that a doctor is available on call has been made? (Yes/No)</p> <p>(c) In case of Units employing between 200-1000 persons, whether arrangements for visit of a local doctor once every two days has been made? (Yes/No)</p> <p>(d) In case of Units employing more than 1000 employees, whether arrangement for medical treatment of its employees with the closest large hospital has been made? Also whether arrangement for a doctor to visit the work site, every day, without fail has been made? (Yes/No)</p>	
24.	<p>Whether persons above 65 years of age, persons with co-morbidities and parents of children below the age of 10 have been identified and asked to work from home? (Yes/No)</p> <p>Please give the number of persons under each category.</p>	
25.	<p>Use of <i>Arogya Setu</i> app is mandatory for all employees. Whether the Head of the Organisation has ensured 100% coverage of this app among their employees? (Yes/No)</p>	

26.	Whether all other conditions prescribed in the SOPs issued by the Government of Tamil Nadu in its GO No. 217 dated 3 rd May 2020 has been complied with? (Yes/No)	
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(Name & Signature)

(Designation)

Daily Report on Thermal Scanning

(As per Circular No. MEPZ/SEZs &EOUs/COVID/2020-21/08 dated 3rdMay 2020)

(To be submitted daily from the date of commencing operations)

1.	Date of Report	
2.	Name of the SEZ Developer / Co-Developer / SEZ Unit / EOU	
3.	No. of Employees Scanned	
4.	No. of cases of High Temperature	
5.	Action taken on cases of High Temperature (more than 37.3 degree Celsius which is 99.14 degree Fahrenheit)	

(Name & Signature)

(Designation)