

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Industries and Commerce Department – Containment, Control, and  
Prevention of COVID – 19 Epidemic - Consolidated Guidelines with regard  
to the exceptions for lock down – Issued

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INDUSTRIES AND COMMERCE (P&I) DEPARTMENT

G.O.Rt.No.88

Dated:18.04.2020

**Read the following:-**

1. G.O.Ms.No.209, HM&FW (B2) Dept.,,dated 22.03.2020
2. MHA, GoI Order No.40-3/2020-DM-I(A), Dt. 24.3.2020.
3. G.O.Rt.No. 216, HM&FW (B2) Dept., Dt. 24.03.2020.
4. Lr.No:I& C Dept/SPL.CS/171, I & C Dpt., DA Dt. 24.03.2020
5. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 25.03.2020.
6. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 27.03.2020.
7. G.O.Rt.No. 221, HM&FW (B2) Dept., Dt. 29.03.2020.
8. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 02.04.2020.
9. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 03.04.2020.
- 10.MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 10.04.2020.
- 11.MHA, GoI Order No. 40-3/2020-DM-I(A) Dt. 14.04.2020.
- 12.G.O. Rt.No.238, HM&FW (B2) Dept., Dt. 14.04.2020.
- 13.MHA, GoI Order No. 40-3/2020-DM-I(A) Dt. 15.04.2020.

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**ORDER:**

In the reference 1<sup>st</sup> and 2<sup>nd</sup> read above, the Health, Medical and Family (B2) Department, GoAP and the Ministry of Home Affairs (MHA), Government of India has issued consolidated guidelines imposing certain restrictions and distancing norms to prevent onset of community transmission of the Carona-virus and advised the concern Departments to issue separate guidelines in the matter.

2. Accordingly, in the reference 3<sup>rd</sup> read above, Industries and Commerce Department has issued operational guidelines to restrict movement of workers and staff in the industrial units along with the list of essential industries and continuous process Industries to be permitted in the State.

3. In the reference 4<sup>th</sup> read above, Ministry Human Affairs, GoI has issued guidelines for allowing certain activities with reasonable safeguards to improve the economic activity

4. In compliance of the above, the Industries and Commerce Department has formulated consolidated guidelines to enable certain industries for resumption of operations with reasonable safeguards, which are Annexed to this order.

5. Therefore, the District Collectors in the State of AP/ All the Superintendent of Police in the State of AP/ Director of Factories, Andhra Pradesh, Vijayawada /Commissioner of Labour, Andhra Pradesh, Vijayawada Commissioner of Transport, Andhra Pradesh, Vijayawada and Director of Industries, Andhra Pradesh, Vijayawada are hereby instructed to strictly implement the consolidated guidelines as per Annexure to this Order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY  
CHIEF SECRETARY TO GOVERNMENT

To  
All the District Collectors  
All the Superintendent of Police in the State  
Commissioner of Police, Vijayawada and Visakhapatnam  
Director of Industries, Andhra Pradesh, Vijayawada  
Director of Factories, Andhra Pradesh, Vijayawada  
Commissioner of Labour, Andhra Pradesh, Vijayawada  
Commissioner of Transport, Andhra Pradesh, Vijayawada  
All the General Managers of DIC  
All the Zonal Managers of APIIC

**Copy to:**

PS to Chief Secretary to Government  
PS to Secretary to Hon'ble Chief Minister  
PS to DGP, Andhra Pradesh

// FORWARDED: : BY ORDER//

SECTION OFFICER

(Contd...Annexure)

**ANNEXURE**



**Operational Guidelines on preparing workplaces  
for prevention of COVID-19 in Andhra Pradesh**

**Issued by:-  
Department of Industries & Commerce  
Government of Andhra Pradesh**

## 1. Introduction

Corona virus disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including India. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life including manufacturing industries in particular.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, the country is under lock down since 23.03.2020. However, to ensure that the essential supplies are not affected, and that the adverse impact on migrant and casual labour is minimized the Ministry of Home Affairs, Government of India and Government of Andhra Pradesh (GoAP) have issued guidelines on what activities are to be allowed.

Given that the number of cases has been rapidly increasing and many hotspots have emerged in the country over the last few days, a calibrated and safe procedural guideline is proposed, to considerations being given to the geographical spread of COVID in the country and the State. This is an evolving situation and therefore, GoAP is open to alter its approach in ensuing days.

Further, based on the incidence of COVID-19 mandals have been classified into Red, Orange and Green. No industries are proposed to be operational in the Red mandals or in Municipalities or in Municipal Corporations. Industries that shall be permitted to reopen must have requisite social distancing, health, sanitation and screening systems in place to protect workers and to prevent spread of COVID-19. Various measures have been suggested such as thermal check, physical distancing, factory sanitization and so on. Any enterprise which does not comply with this on a self-certification basis should be subject to stringent penalties.

With reference to guidelines issued by the Ministry of Home Affairs, Government of India, dated. 15<sup>th</sup>April 2020 vide OM No.40-3/2020-DM-I(A), certain activities with reasonable safeguards will be allowed on graded basis to improve the economic activity and ensure liquidity in the hands of the people. Standard Operating Procedure (SoPs) for these are provided in the operational guidelines.

The activities will also not be allowed under these guidelines **in the containment zones**, as demarcated by State/ District administrations. If any new area is included in the category of a containment zone, the activities allowed in that area till the time of its categorization as a containment zone, will be suspended except for those activities as are specifically permitted under the guidelines of Ministry of Health and Family Welfare (MoHFW), Government of India.

Accordingly, in order to “enable” industry operations detailed guidelines have been prepared for safe resumption of operations. While phasing out restrictions and re-opening the economy it is essential to ensure that industries comply with set guidelines to protect workers to minimize chances of spread of COVID-19 at workplace. This can be achieved through the “**RESTART**” framework for companies.

- R** - Registration for operations
- E** - Education and awareness
- S** - Social distancing measures
- T** - Temperature screening
- A** - Avoiding interactions
- R** - Reporting and compliance
- T** - Testing and Tracking

While lockdown was necessary to contain the spread, there is a need to balance healthcare consideration with economic implications going forward as explained below:

### Objective: Kickstart the Industry

- Covid Lockdown has led to virtual stoppages of industries
- Healthcare infrastructure is in better state of readiness where we can start limited activity
- Therefore a well thought out approach is proposed

### Enable & Facilitate

- The State Govt proposes to enable specific industries in these difficult times.
- In order to do so guidelines are proposed for ensuring safety standards at worksites
- Ensuring all parts of the value chain see revival. For e.g food processing industry needs packaging material.
- These guidelines would help to facilitate and provide necessary framework and infrastructure

### Simulation & stress test

- The state government would take a cautious and proactive step and test its features keeping in view healthcare impact and spread of Covid-19

### Monitor & Contain

While doing so the State government proposes to

- Register the establishments working
- Compliance reports from them
- Implement effective mechanisms to track safety

In line with the guidelines given by the Ministry of Home Affairs, Government of India, dated 15<sup>th</sup> April 2020, the following guidelines are issued by GoAP, for allowing industrial activities in the State of Andhra Pradesh with certain safeguards and social distancing norms and with gradual phasing to ensure the same.

The document covers following sections:

- **Industries / Industrial Establishments** (both Government and Private) allowed to operate during lockdown period:
- **Guidelines/norms** prescribed for safe operations and **facilitate smooth operations**
- **Mechanism provided to simulate** the resumption of activity

- **Monitor adherence** to prescribed guidelines and ensure safety measures

These guidelines are intended for planning purposes, employers and workers to help reducing risk levels at workplace and to determine implementation of appropriate control measures.

## 2. Industries / Industrial Establishments (both Government and Private) allowed to operate during lockdown period

Keeping in view the importance various sector, following Industrial activities are permitted with minimum manpower, duly following proper health guidelines and social distancing norms.

### 2.1. Essential Industries Permitted under lockdown

Essential Items of Manufacturing		
1. All types of Rice and Oil Mills, Dal Mills, Roller Floor Mills	10. Paper Napkins, Diapers / Sanitary Napkins	22. E-commerce companies such as WALMART, AMAZON Flip cart etc. Vehicles used by e-commerce operators will be allowed to ply with necessary permissions.
2. Dairy Products	11. Oxygen Domestic Gas Cylinders	23. Cold storage and warehousing services, including at ports, airports, railway stations, container Depots, individual units and other links in the logistics chain.
3. R.O. and Distilled Water Plants / Package Drinking water	12. Cold Storages, warehousing, Logistics	24. Transportation related to essential services
4. Food Products like vermicelli, Biscuits, Fruit Juice/ Pulp, Sugar	13. Agro based industries like chilli, Turmeric, Salt, Spices	25. AMTZ manufacturing COVID-19 Kits, Ventilators & other Medical devices.
5. Bulk Drugs	14. Bakery and Confectioneries	
6. IV Sets and other medical equipment's like suction machines and pipes for Oxygen supply, PPE Gear, Surgical equipment's, Gauge and Bandage cloth	15. Ice Plants	
7. Pharmaceuticals Formulations and R&D	16. Fish Feed, Poultry Feed, Cattle Feed etc	
8. Liquid Soaps, Detergents, phenyl, Floor cleaners, Bleaching Powder etc	17. All types of Power Generations including solar	
9. Masks and Body suits	18. Ayurvedic and Homeopathic medicine manufacturing units	
	19. Packaging Industries	
	20. Effluent Treatment Plants	
	21. Seed processing units	

2.2. Industries operating in rural areas, i.e., outside the limits of municipal corporations and municipalities.

2.3. Manufacturing and other Industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), Industrial Estates,

and Industrial Townships. These establishments shall make arrangements for stay of workers within their premises as far as possible and/ or adjacent buildings and for implementation of the Standard Operating Protocols (SOPs) as per para 3 and guidelines as per para 4. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.

- 2.4.** Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.
- 2.5.** Food processing industries in rural areas, i.e., outside the limits of municipal corporations and municipalities.
- 2.6.** Production units, which require continuous process, and their supply chain
- 2.7.** Manufacturing of IT hardware.
- 2.8.** Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
- 2.9.** Manufacturing units of packaging material.
- 2.10.** Jute industries with staggered shifts and social distancing
- 2.11.** Oil and gas exploration/ refinery.
- 2.12.** Brick kilns in rural areas i.e., outside the limits of municipal corporations and municipalities.
- 2.13.** Manufacturing units of drugs, pharmaceuticals, medical devices, medical oxygen, their packaging material, raw material and intermediates.
- 2.14.** Construction of medical/ health infrastructure including manufacture of ambulances.
- 2.15.** Movement (inter and intra State, including by air) of all medical and veterinary personnel, scientists, nurses, para-medical staff, lab technicians, mid-wives and other hospital support services, including ambulances.
- 2.16.** Custom Hiring Centres (CHC)' related to farm machinery.
- 2.17.** Manufacturing, distribution and retail of fertilizers, pesticides and seeds.
- 2.18.** Movement (inter and intra State) of harvesting and sowing related machines like combined harvester and other agriculture/ horticulture implements.
- 2.19.** Operations of the fishing (marine and inland)/ aquaculture industry, including feeding & maintenance, harvesting, processing, packaging, cold chain, sale and marketing.
- 2.20.** Hatcheries, feed plants, commercial aquaria.

**2.21.** Movement of fish/ shrimp and fish products, fish seed/ feed and workers for all these activities.

**2.22.** Processing, packaging, sale and marketing of tea, coffee, rubber and cashew, with maximum of 50% workers.

**2.23.** Collection, processing, distribution and sale of milk and milk products by milk processing plants, including transport and supply chain.

**2.24.** Animal feed manufacturing and feed plants, including supply of raw material, such as maize and soya.

**2.25.** Operations of Oil and Gas sector, including refining, transportation, distribution, storage and retail of products, e.g., petrol, diesel, kerosene, CNG, LPG, PNG etc.

**2.26.** Generation, transmission and distribution of power at Central and State/UT Level.

**2.27. Construction activities including:**

- i. Construction of roads, irrigation projects, buildings and all kinds of industrial projects, including MSMEs, in rural areas, i.e., outside the limits of municipal corporations and municipalities; and all kinds of projects in industrial estates.
- ii. Construction of renewable energy projects.

**2.28 IT and IT enabled Services including**

- i. IT and IT enabled Services, with upto 50% strength.
- ii. Data and call centres for Government activities only.
- iii. Courier services.

**2.29 Movement, loading/ unloading of goods/ cargo (inter and intra State) is allowed, as under:**

- i. All goods traffic will be allowed to ply.
- ii. Operations of Railways: Transportation of goods and parcel trains.
- iii. Operations of Airports and related facilities for air transport for cargo movement, relief and evacuation.
- iv. Operations of Seaports and Inland Container Depots (ICDs) for cargo transport, including authorized custom clearing and forwarding agents.

- v. Operations of Land Ports for cross land border transportation of essential goods, including petroleum products and LPG, food products, medical supplies.
- vi. Movement of all trucks and other goods/ carrier vehicles with two drivers and one helper subject to the driver carrying a valid driving license; an empty truck/ vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.
- vii. Shops for truck repairs and dhabas on highways, with a stipulated minimum distance as prescribed by the State/ UT authorities.
- viii. Movement of staff and contractual labour for operations of railways, airports/air carriers, seaports/ships/vessels, land ports and ICDs is allowed on passes being issued by the local authority on the basis of authorizations issued by the respective designated authority of the railways, airports, seaports, land ports and ICDs.

### **3. Standard Operating Procedures for Social Distancing for Offices, Workplace, Factories and Establishments as per the orders of MHA, GoI, dated 15.04.2020**

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 surfaces.
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 identified and list should be available at work place all the times.

#### **4. Detailed Guidelines/norms prescribed for safe operations in order to facilitate adhere to social distancing and other norms.**

- 4.1.** GoAP has looked into the Health, Social and Economic impact of lockdown to derive prioritization of the industry sectors that need to be restarted for minimizing the economic impact and further to secure livelihoods as well as jobs. Restarting of industry operations has to be done in a phased manner and in shifts. Initially, workers from existing Mandals, where industries are located are only permitted. Migrant workers, co-located in the mandals would be made available. No Inter District and Inter State movement is allowed for the labour.

## 4.2. Firm registration

Firms will first have to register with their basic information and employee details for availing the permission to reopen their establishments. All such units should take permission from GM/DIC of the concerned district prescribed at **Annexure-I** along with checklist. A team of GM/DIC, ZM/APIIC, Dy. Commissioner of Labour shall appraise this. **For further clarifications, the District Coordination Team may be contacted as per the numbers given in the Annexure-II.** Thereafter, the team after being satisfied shall send the list to District Collector for his approval.

For e-passes for vehicles and transportation, visit the following website: <https://gramawardsachivalayam.ap.gov.in/CVPASSAPP/CV/CVOrganizationRegistration> may be visited and / or complaint lodged at Toll free No.1902

For any queries related to workers on wages, food, shelter, the industries may contact District wise Toll free numbers given in Annexure-II.

## 4.3. Employee Mapping

- i. Mapping of employees residing in Red Zone, Orange Zone, Green zones and staying in proximity to workplace or those requiring transport may be done for each industry. Further, mapping of migrant workers for both State and Interstate has been done by Labour Department in consultation with Industries Department. The location, phone number and activity performed shall be handed over to District Collector and would be available on URL as <http://164.100.137.137/dashboard>
- ii. Undertaking may be taken from all employees on first day of resuming/ joining work that they were not in close contact with any of the family members having probable corona virus covid-19 symptoms. If they are aware, then this should be reported to Duty Supervisor and leave of absence may be applied for to the Duty Supervisor and the specific worker should be sent for isolation and health officials alerted.
- iii. For these Employees whose services are indispensable, employer has to make provision for lodging facilities at the worksite duly following social

distancing and safety norms.

- iv. Post certification from DIC/Zonal Manager only, permission may be accorded.
- v. There shall be strict perimeter control in the area of the containment zones to ensure that there is no unchecked inward/ outward movement of population from these zones except for maintaining essential services.
- vi. Employer shall arrange for facilities (e.g isolation ward or dormitory) for quarantining employees (for 7-14 days) belonging to red and orange zone who have signs and/or symptoms of COVID-19, and train other workers to implement them.

#### 4.4. Education and Awareness

Companies are required to ensure that proper education and awareness programs are in place to train employees on safety precautions.



##### Webinars for Employers

- Webinar session for the employers to provide **information on safety and hygiene practices** to be deployed at the workplace
- **Compulsory course** for availing compliance certificate within 1 week of re-opening



##### Training for Employees

- Train all employees and support staff on **personal hygiene practices** for safety from covid-19
- **Inform employees** on key policies in place to counter the virus
- Develop a program on environmental cleaning and sanitization



##### Awareness Measures

- **Communicate** information on do's and don'ts
- Place **posters and other awareness collaterals** for awareness as well as constant reminder on best practices

#### 4.5. Logistics/ Transportation:

- i. 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
- ii. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- iii. Employer shall ensure thermal screening (temperature check) of all drivers and workers. Also, employer shall provide mask and sanitizers to all employees and ensure they wear masks and sanitize hands.

- iv. Employer shall ensure that drivers and loading-unloading staff have access to places where they can wash their hands with soap and water. And they shall not mix with the regular employees.
- v. Social distancing norms to be ensured while boarding the vehicle.
- vi. During transportation of workforce, it is mandatory to provide workers, customers, and worksite visitors with a place to wash their hands before and after boarding the bus.
- vii. In order to do so vehicles (e.g. Bus) shall run with reduced capacity to ensure social distancing of workers inside the vehicle.
- viii. Employer to ensure sanitization of commuting vehicles on regular basis.



#### 4.6. Entry Restrictions

- i. There shall be a single entry and exit point for workers.
- ii. The Guards must wear mask and sanitize their hands frequently.
- iii. At the time of entering and exiting the work place, body temperature of each person must be measured using an infrared thermometer.



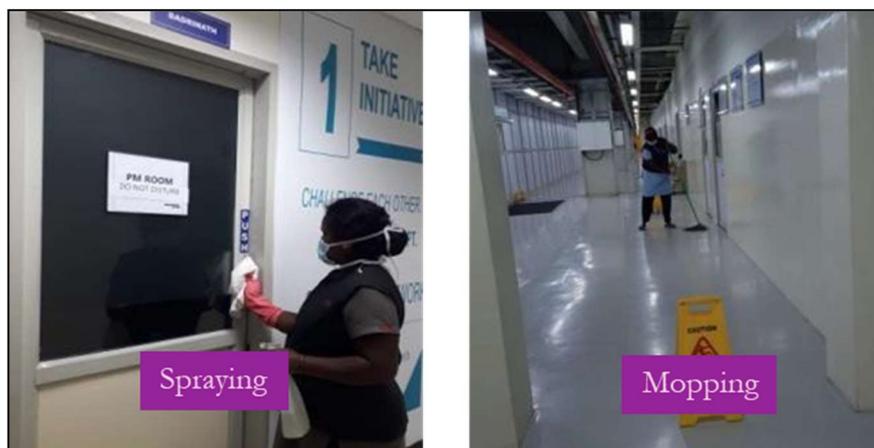
#### 4.7. Plant Operations

##### 4.7.1. Controls & Sanitization at workplace

- i. Fresh water connection along with liquid soap dispenser & sanitizer, preferably touch free mechanism for hand washing at entry and exit point

and common areas. Sufficient quantities of all items should be made available. Social distancing norms must mandatorily be followed in queue and during hand washing.

- ii. Face masks must be issued to all persons after the hand wash
- iii. Pre and Post work may be provided to the workers about need for social distancing, use of masks and safety precautions.
- iv. High quality sanitization and periodic disinfection of the premises may be done specially.
  - 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 surfaces.
- v. Adequate space for ensuring social distancing in the work area needs to be performed.
- vi. Employer to educate workers on the need to maintain hygiene and wash hands frequently. Hand wash must compulsorily be encouraged before and after breakfast/Lunch.



#### 4.7.2. Dormitories and Rest Rooms:

- i. Ensure all the beds are placed minimum 1 meter apart from edge to edge and all other sides.
- ii. Ensure Hand Wash/ Soap/ Disinfectant Liquids are available at the wash

areas and Rest rooms.

- iii. Mopping and cleaning the floors of common areas.
- iv. Wardens to do a regular walk through to supervise to ensure compliance of the above requirements.
- v. Carry appropriate Cleaning materials (Air pump, Cleaning materials and tools, etc)



**Sample Dormitory**



**PPEs while conducting cleaning**

#### **4.7.3. Canteens and Cafeterias**

- i. Employer to ensure safety, sanitation and distancing norms in places like Canteens and Cafeteria to avoid cluster of workers, customers, and worksite visitors by earmarking spots for sitting or standing.
- ii. Canteens and Cafeteria shall have one sided sitting arrangement, duly following the social distancing norms.
- iii. In Canteens and Cafeteria all the workers, customers, and worksite visitors are required to wash their hands before and after consumption of food with soap or alcohol-based hand rubs containing at least 60% alcohol, for a period of minimum 20 sec.
- iv. Mandatory respiratory etiquette, including covering mouth while cough and sneezing should be followed by all the workers, customers and worksite visitors.
- v. Employer to implement cleaning and disinfection procedures for equipment, premises, contact surfaces/ high touch points, e.g. counter

tops/tongs/service utensils/open self-service displays/door handles.



#### 4.7.4. Elevators and Escalators

- i. Avoid crowding of elevator by limiting number of persons at one time, duly following distancing norms and earmarking spots for standing inside the elevator.
- ii. In escalators workers, customers, visitors, and others to maintain distance
- iii. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
- iv. Use of staircase for climbing should be encouraged.



#### 4.7.5. Workplace Preventive Measures:

- i. Promote frequent and thorough hand washing, by providing wash place for workers, customers, and worksite visitors inside the worksite. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- ii. 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 should be mandatorily be done.

- iii. Provision for flexible worksite (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others duly following state and local health authorities recommend the use of social distancing strategies and norms issued from time to time.
- iv. Shifts to be planned in such patterns that it does not lead to clustering of workers during beginning/ end of shift. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- v. Companies with export commitments shall be allowed to operate with minimum manpower for accomplishment of obligating deliverables.
- vi. Employer shall avoid cluster of workers inside Lockers and Changing Rooms, duly following social distancing strategies and norms issued from time to time.
- vii. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- viii. Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g., cough etiquette and care of PPE).
- ix. Employer to conduct routine awareness and education program among employees on safety and hygiene practices.
- x. Employees should be provided with written instructions and training on how to prevent the spread of COVID-19.
- xi. Standard awareness posters, pocket leaflets, stickers posted at the point of care, special labels including prompting slogans and logos, should be implemented which shall act as reminders in the workplace and educate employees on approach and the correct procedure to perform hygiene practice.
- xii. Employer to engage dedicated personnel to plan, monitor and implement safe practices at worksites.
- xiii. Installation of efficient air filters.
- xiv. Increasing ventilation rates in the work environment.

- xv. Installing physical barriers, such as clear plastic sneeze guards.
- xvi. Installing a drive-through window for customer service/ interactions.
- xvii. All types of PPE must be selected based upon the hazard to the worker.
- xviii. Employers to ensure that the plants have enough space for ensuring social distancing norms.
- xix. Plants to ensure Single entry and Exit points of workers.
- xx. Employer to provide PPEs to all workers before entry into worksites.
- xxi. Installation/ provision for Thermal Scanners at worksites.
- xxii. Adequate provisions of hand sanitizers, face masks, PPEs, disinfectants and soaps should be made available in the factory premises for keeping a clean and hygienic workplace.
- xxiii. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
- xxiv. Medical insurance for the workers to be made mandatory.
- xxv. Use of Arogya Setu will be encouraged for all employees both private and public.
- xxvi. There should be total ban on non-essential visitors at sites.
- xxvii. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.

#### **4.7.6. Prompt identification and isolation of sick persons**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

- i. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- ii. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. GM, DICs to provide these lists to all Industries.
- iii. Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
- iv. 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, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.

- v. Undertake proactive steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, 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).
- vi. Isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission—particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- vii. Restrict the number of personnel entering isolation areas.
- viii. Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.
- ix. Workers whose activities involve close or prolonged/ repeated contact with sick people are addressed further in later sections covering workplaces classified at medium and very high or high exposure risk.



#### **4.7.7. PPE Guidelines**

PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, facemasks, and respiratory protection, when appropriate.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. Further, employee performing disinfection must wear PPE

### **5. Monitor adherence to prescribed guidelines and ensure safety measures**

#### **5.1. Statutory Functions**

- i. State and District authorities, while allowing these new activities, shall ensure strict observance of these conditions.
- ii. The District Collector, Commissioner of Police/ Superintendent of Police and Transport Department to allow free movement of all vehicles carrying cargo and material required for continuing the activities permitted.
- iii. In all the above cases, GM, DIC/ZM, APIIC to monitor and ensure that

those sectors which are allowed exemption from lockdown need to adhere to safety, sanitation and distancing norms.

- iv. All cargo transport vehicles of all sizes, whether inter-State, intra-State or intra-city, need to be allowed, whether empty or full, by all enforcement agencies without asking any question.



### **5.2. Surprise checks by dedicated teams**

- i. Set-up a coordination team consisting of GM-DIC, ZM APIIC, Inspector Factories and Assistant/ Deputy Commissioner of labour under the district administration to conduct surprise checks, on the firms
- ii. The team shall have a mandate on the number of surprise checks that need to be done on a daily basis.



### **5.3. App / web portal to report compliance**

- i. Implementation of a web app or portal where the firms will report compliance.
- ii. This will also include photos of the premises and other safety related measures.



### **5.4. Penal Provisions**

Any person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable.

## Requisition Form along with Check-list

Requisition/ Registration form for availing Pass	
<b>Applicants/ Organizations Name:</b>	
<b>Unique Identification for the firm (GST / PAN / TIN)</b>	
<b>Address with Village and Mandal</b>	
<b>Employment Size (To be verified with records if available)</b>	
<b>Line of Activity (based on NIC code / other classification)</b>	
<b>Firm Type (MSME / Large)</b>	
<b>Type of Manpower</b>  <b>a. Within the Mandal</b>  <b>b. In house</b>	
<b>Agree to terms and conditions</b> <ul style="list-style-type: none"> <li>- No employees from containment zones</li> <li>- Labour must be employed only in house or within the Mandals where the industry is located.</li> <li>- This authorization shall not be misused</li> <li>- Social distancing and temperature check to be followed</li> <li>- Daily reporting of compliance to norms</li> </ul>	

Signature of the Employer

**CHECK LIST TO OPERATE THE ESSENTIAL INDUSTRIES DURING LOCK  
DOWN PERIOD**

As per operational guidelines on preparing works places for prevention of COVID-19 in Andhra Pradesh.

Name of the Industry :  
District & Code :

<b>I</b>	<b><u>MAPPING OF EMPLOYEES</u></b>		
i	No. of Employees within the Mandal where the industry is located and in house		
ii	Identification Card issued	Yes	No
iii	Random testing to be done at the work place	Yes	No
iv	Any knowledge of any employee have COVID symptoms	Yes	No
v	If yes. Sent them to Quarantine		
vi	Provision of awareness on safety measures to all employees	Yes	No
<b>II</b>	<b><u>LOGISTIC SUPPORT</u></b>		
i	Provision of thermal screening provision to all employees	Yes	No
ii	Provision of Mask to each employee	Yes	No
iii	Provision of facility for sanitization/ hand washing	Yes	No
iv	Provision for Social distancing		
<b>III</b>	<b><u>PRECAUTIONS TO BE TAKEN</u></b>		
i	Sanitation of the premises	Yes	No
ii	Sanitation of Toilets	Yes	No
iii	Sanitation of (Buses/Vehicles)	Yes	No
iv	Sanitization of dormitory	Yes	No
v	Sanitization of lifts/escalators, gates at entrance, walls, verandas, meeting hall etc.	Yes	No
vi	Sanitation of Canteen	Yes	No
vii	Single entry and exit points provided	Yes	No
viii	Will you maintain the social distance while transporting workers in buses/cars etc. and work places also by reducing (50%) total capacity.	Yes	No

I am giving undertaking that I will obey the instructions issued by State and Central Government from time to time in respect of opening and operating the Industry/Factory/Establishment during the lockdown period.

Signature of the Employer

## Annexure-II

### CONTACT DETAILS OF DISTRICT INDUSTRIES & LABOUR COORDINATION COMMITTEE

<b>Sl. No.</b>	<b>District</b>	<b>Name of ZM,APIIC</b>	<b>Name of GM, District Industries Center (DIC)</b>	<b>Name of Dy. Commissioner of Labour in the District</b>
1.	Anantapur	V Gopi Krishna 98481 75457	Sudarsan Babu 7997952440	Ch. Vijaykumar Reddy, ACL, Dharmavaram 9492555189
2.	Chittoor	C Yethiraju 7997693874 I L Ram 98489 33879	E Prathap 9640909826	B. Srikanth Naik DCL, Tirupati 9492555214
3.	Kadapa	A Jayalakshmi 99480 98209	SHEIKH CHAND BASHA 9640909829	SY Srinivas DCL, Kadapa 9492266600
4.	East Godavari	K P Sudhakar 98489 33876,	B Srinivasa Rao 9640909820	N. Bulli Rani, ACL, Kakinada 9492555049
5.	Guntur	P Venkateswara Rao 97050 55015,	A V Patel 9640909823	N. Adinarayana Rao, ACL, Narsaraopet 9492555151
6.	Krishna	K M N R Prasad 98489 33877	A Sudhakar 9640909822	M. Sreemannarayana ACL, Vijayawada 9492555077
7.	Kurnool	C Venkata Narayanamma 99480 92246,	K Somasekhar Reddy 9640909830	N. Seshagiri Rao DCL (i/c), Kurnool 9492555167
8.	Nellore	A Nirmala Devi 98489 33878	NSRCM Prasad 9640909825	P. Venkata Narayana DCL (i/c), Nellore 9492555114
9.	Prakasam	M L Narasimha Rao 91333 99851	G. Chandra Shekar 9640909824	S. Srinivasa Kumar DCL (i/c), Prakasam 9492555127
10.	Srikakulam	B Sudhakara Rao 97056 88880	B Gopalakrishna 9491039358	SDV Prasad DCL (i/c) Srikakulam 9492555035
11.	Visakhapatnam	V Nageswara Rao - 9848933874 / 75	Ramalingeswar Raju 9640909819	PVS Subramanyam JCL (i/c), Visakhapatnam 9492555088
12.	Vizianagaram	B sudhakara Rao 9705688880	K Prasad Rao 6302280178	N. Subramanyam ACL, Vizianagaram 9492555023
13.	West Godavari	J Ramanjaneyulu CGM & ZM I/c 90103 92444	Sri P.Yesudas(i/c) 7997952350	M. Suneetha DCL (i/c), West Godavari 9492555073

NILAM SAWHNEY  
CHIEF SECRETARY TO GOVERNMENT