



**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR**  
**HOME DEPARTMENT**  
**MUZAFFARABAD**

03<sup>rd</sup> May, 2020

**NOTIFICATION:-**

No. Home/5149-5240/2020, The President of Azad Jammu & Kashmir, on the recommendations of the Department of Industries, Labour & Mineral Resources and endorsement of the Health Department, has been pleased to accord approval of the relaxation in the ban imposed vide Notification No. Home/ 2808-2887/2020 Dated 23<sup>rd</sup> March, 2020 under Epidemic Diseases Act, 1956 (XXXVI of 1958) for the opening / resumption of functions of industrial sector / Industrial Units subject to the adherence to the SOPs / conditions mentioned below:-

1. Only the Industrial Units/Sectors agreed and allowed in the NCOC and NCC meetings will apply for opening.
2. Any Industrialist wishing to open the unit will apply to the committee constituted under supervision of the Secretary Industries, Labour & Mineral Resources vide Order No. R&MC /179/1-9/2020 Dated 4<sup>th</sup> April, 2020 and Order No./ RMC/ 210/1-12/2020 dated 16<sup>th</sup> April, 2020 on the prescribed proforma (*Annex A*).
3. Each industrial unit in the agreed sector will apply on the prescribed proforma along-with guarantees on stamp paper to strictly observe the SOPs.
4. Each Industry will follow the standard SOPs formulated by Industries / Health Department (*Annex B ,C*) and instructions of District Administration from time to time, to prevent spread of Covid-19.
5. Each Industry will operate with the lowest possible number of labour to avoid crowd in its premises.
6. Labour from outside the city will not be allowed.
7. The permission will be granted on unit-to-unit basis by Minister Home after strict examination of record and assurance by the unit operator / owner.
8. Health Department can inspect without any notice.
9. Failure to observe the SOPs and responsibility of consequences of spread of Corona Virus in or because of the unit will be responsibility of the Industry Owner.
10. If any Factory/Unit is found violating the SOPs / Notifications, it will be sealed off and heavy fine will be imposed.

(Cont....)

11. The Department of Industries & Commerce will ensure the compliance and observance of above mentioned SOPs and guidelines issued/endorse by the Federal Govt. (*Annex D*).

  
**Additional Secretary Home-I**  
Ph: 05822-921075

**CC:-**

1. The Secretary to the President, Azad Jammu and Kashmir.
2. The Secretary to the Prime Minister, Azad Govt. of the State of Jammu and Kashmir.
3. Private Secretaries to All Ministries of Azad Govt. of the State of Jammu & Kashmir.
4. The Chief Secretary, Azad Govt. of the State of Jammu & Kashmir.
5. Senior Member Board of Revenue, Azad Govt. of the State of Jammu & Kashmir.
6. Additional Chief Secretary, Development / General , Azad Govt. of the State of J&K.
7. Inspector General Police, Azad Jammu & Kashmir.
8. All Secretaries to the Azad Govt. of the State of Jammu & Kashmir.
9. The Secretary Industries, Labour & Mineral Resources, Azad Govt. of the State of J&K.
10. The Accountant General, Azad Govt. of the State of Jammu & Kashmir.
11. The Commissioner Muzaffarabad/Mirpur/ Poonch.
12. The Director, Industries & Commerce, GoAJK, Muzaffarabad.
13. The Director, Labour Welfare, GoAJK, Muzaffarabad.
14. The President, Chamber of Commerce & Industry, Mirpur / Bhimber / Muzaffarabad.
15. The Controller Printing Press for publishing in Govt. Gazette.
16. Master file.

  
**Additional Secretary Home-I**

Azad Government of the State of Jammu & Kashmir  
Department of Industries & Commerce



(Annex "A")

**APPLICATION FORM FOR RESTORATION OF INDUSTRY IN AJ&K**

(To be submitted in triplicate to the Director Industries & Commerce, Muzaffarabad / Joint Director Industries, Mirpur)

- i. Name of Firm / Company:
- ii. Name of Owner / Manager with contact No. :
- iii. Nature of Unit / Industry :
- iv. Name, CNIC and Address of Employees :
- v. No. of Work Force required:
- vi. Duration of Working Hours :
- vii. Proposed Date of Restoration of Operation :

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Attach List

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**Conditions:**

- i. The Industrial Unit will ensure compliance of SOPs issued by Industries / Health Department and Instructions issued by District Administration from time to time.
- ii. The Owner / Management of the Industry will submit an affidavit for;
  - a) Residential status of workforce, that they are locals.
  - b) Taking all pre-cautionary measures and following SOPs.
  - c) That any un-toward incident with regard to COVID-19 spread will be entirely responsibility of Owner / Management.

Date: \_\_\_\_\_

Signature of the Applicant



(Annex "B")

**SOPs**  
**FOR**  
**INDUSTRIAL UNITS/STORES**  
**BY**

**INDUSTRIES, COMMERCE, LABOUR &  
MINERAL RESOURCES DEPARTMENT**

**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR**

## **INDUSTRIAL UNITS:**

- i. The Premises or Unit, as the case may be, shall be disinfected invariably at the start of every shift
- ii. The Premises or the Unit, as the case may be, shall be equipped with sanitizers, soaps, masks, towel tissues and temperature thermal scanners
- iii. The Premises or the Unit, as the case may be, shall be staffed with trained clinical staff / Doctor
- iv. The Premises or the Unit, as the case may be, shall keep a hotline for availability of ambulance for immediate transfer in case of suspected person to main quarantine facility
- v. The Premises or the Unit, as the case may be, shall be closed immediately on confirmation of COVID-19 person as a result of lab test, and it shall continue to be so till thorough sanitization and disinfecting is undertaken
- vi. Entry of unauthorized persons to the premises or the unit shall be banned forthwith
- vii. Display of standard SOPs of COVID-19 at industries premises in Urdu with pictorials – each and every person shall be communicated these instructions through sessions and other means
- viii. Ventilation of air shall be ensured by keeping doors, and windows open
- ix. All washrooms to be kept sanitized and disinfected, and shall be re-sanitized and disinfected after each use – including drying
- x. Disposable cups, glasses and plates for drinks and meals shall be ensured. Their disposal after one-time-use also be ensured
- xi. General chlorination spray in complete premises shall be carried out once every day.
- xii. A monitoring Team at each Unit level to carry out inspections on compliance every shift.

## **GOODS TRANSPORTATION IN INDUSTRIAL UNIT OR PREMISES:**

- i. Raw materials, dissembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point

- ii. Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials shall be monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc.
- iii. No person(s) associated with such vehicles having any or all symptoms of COVID19 shall be allowed to enter the industrial unit or premises.
- iv. The material like steel, wood, cloth, iron, plastic keep the COVID-19 for days, therefore, all such raw material shall be properly sanitized and disinfected before entry to an industrial unit or premises is granted
- v. Seating arrangement of such vehicles amongst the individuals occupying it shall be such that 3 feet distance is maintained
- vi. Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and, subsequently, their hands shall be sanitized.
- vii. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such vehicles.
- viii. No person(s) without proper gear shall be allowed to enter into industrial unit or premises.

### **INDUSTRIAL ZONE**

- i. Entry and Exit points to and from a zone shall be strictly monitored, and entry may be restricted, where possible.
- ii. Record of all individuals and vehicles entering and exiting the premise shall be maintained
- iii. The temperature of all the entrants to the zone may be checked along with other symptoms of COVID-19 that include flu, cough and muscular pain
- iv. A holding area or quarantine shall be maintained to accommodate suspected persons till the receipt of results of their tests, and further process, in case of positive result of the test
- v. An Audit Team of Industries Department to visit every Zone daily, and check on all the above SOPs
- vi. Similar action may be taken for the residential area of the Industrial Zone or individual Unit, as the case may be

### **CORONA APP IN EACH INDUSTRY**

1. Industries & Commerce to develop tracking app for all employees to be installed by all factory workers and individuals involved in any food processing process.
2. This app will track movement of individuals to ensure they don't meet unnecessary people before, during or after work or violate partial shutdown rules.
3. If found in violation an e- challan /fine will be issued to violators.
4. Additionally this will help in tracing contact chain in case the particular individual contracts corona.
5. If found corona positive this app will alert all contacts the individual has met that they may be possibly infected so they can go into immediate quarantine/ isolation.

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- 3.

آزاد حکومت ریاست جموں و کشمیر مظفر آباد  
(سیکرٹریٹ صحت عامہ)

(Annex "C")

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مورخہ 02 مئی 2020ء

نمبریں / S.II/Admin-20/P-ii / 2020ء

بخدمت:-

سیکشن آفیسر صاحب صنعت و تجارت،  
آزاد حکومت ریاست جموں و کشمیر،  
مظفر آباد۔

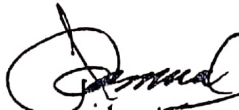
حفاظتی اقدامات / احتیاطی تدابیر برائے کاروباری تعمیراتی سرگرمیاں۔

عنوان:-

(منسلک) جلیقہ!

معاملہ عنوان الصدر میں، بحوالہ آپ کے خلاصہ نمبر Ind/PS/293/2020 مورخہ 29 اپریل 2020ء،  
کرونا وائرس سے بچاؤ کیلئے حفاظتی اقدامات Broader Policy Guidelines اور احتیاطی تدابیر برائے کاروباری تعمیراتی  
سرگرمیوں برائے عملدرآمد ارسال خدمت ہیں نیز یہاں یہ امر قابل ذکر ہے کہ ہر محکمہ اپنے مخصوص معروضی حالات کو مد نظر رکھتے ہوئے  
مذکورہ پالیسی / Guidelines میں مناسب ترمیم کرنے کا مجاز ہوگا۔

(منسلک) پرت

  
سیکشن آفیسر صحت عامہ 02/05/2020

نقل بالا بخدمت:-

- ۱۔ پرائیویٹ سیکرٹری ہمراہ جناب سیکرٹری صحت عامہ، آزاد حکومت ریاست جموں و کشمیر مظفر آباد۔
- ۲۔ آفس ریکارڈ۔

سیکشن آفیسر صحت عامہ  
فون نمبر 05822-921904



## عمومی ہدایات (SOPs) / احتیاطی تدابیر برائے عدم پھیلاؤ کرونا وائرس (Annex "C")

محکمہ صحت عامہ آزاد کشمیر نے آزاد کشمیر میں کرونا وائرس کے پھیلاؤ کو روکنے کیلئے جملہ سرکاری و غیر سرکاری تعمیراتی، تجارتی، صنعتی و دیگر سرگرمیوں کیلئے کام کی جگہ پر بذیل احتیاطی تدابیر تجویز کی جاتی ہیں۔ جملہ متعلقین ان ہدایات کے مطابق اپنے شعبہ / ادارہ سے متعلق سرگرمیوں کو مد نظر رکھتے ہوئے تفصیلی ایس اوپیز (SOPs) واضح کریں تاکہ کرونا وائرس سے بچاؤ و عدم پھیلاؤ کو یقینی بنایا جاسکے:-

- ☆ کرونا وائرس کے پھیلاؤ کو روکنے کیلئے احتیاطی تدابیر کے طور پر ماسک کے استعمال کو یقینی بنایا جائے۔
- ☆ کرونا وائرس سے بچاؤ کیلئے ہاتھ بار بار اور اچھی طرح صابن، سینیٹائزر یا الیکل پر مبنی ہاتھ صاف کرنے والے محلول سے کم از کم 20 سیکنڈ تک دھوئیں اور کام کے مقام پر آنے والے افراد کو ہاتھ دھونے کی جگہ فراہمی کے ساتھ ساتھ ڈسپوزل اسپل تولیے یا ٹیشو پیپرز کی فراہمی کو یقینی بنایا جائے۔
- ☆ افراد / کارکنان کے دوسرے کارکنان کے فون، ڈیسک، دفاتر یا کام کے اوزار اور سامان استعمال کرنے کی حوصلہ شکنی کی جائے اور مشترکہ اشیاء / اوزار کے استعمال سے اجتناب کیا جائے نیز ناگزیر حالات میں مشترکہ اشیاء / اوزار وغیرہ کے استعمال کی صورت میں جراثیم کش ادویات کا چھڑکاؤ یا سپرے کیا جائے علاوہ ازیں روزمرہ استعمال میں آنے والی اشیاء مثلاً موبائل، کرسی، ٹیبل، ایر کنڈیشن کی نالیاں، بجلی کے سوئچ (بٹن)، واش روم میں استعمال ہونے والے پانی کے نلکے، ریسیوس، کمپیوٹر کی بورڈ، ماؤس، دروازہ کا ہینڈل، کاپی مشینز / پرنٹرز / گاڑی / مشینری وغیرہ کا سٹرینگ، عام روٹین میں استعمال ہونے والا بینک ATM کارڈ وغیرہ استعمال کرنے کے بعد اچھی طرح سینیٹائز کیا جائے۔
- ☆ کام والی جگہوں (Work Place) کی مین انٹری پوائنٹس پر حفظان صحت کے اصولوں کے مطابق اردو زبان میں پوسٹرز / بینرز وغیرہ آویزاں کیے جائیں تاکہ افراد / کارکنان کو ہیلتھ ایجوکیشن سے آگاہی ہو سکے۔
- ☆ اجتماعات، ہجوم سے اجتناب کیا جائے اور ویڈیو کانفرنسنگ یا ٹیلی کانفرنسنگ کا استعمال کیا جائے اور اگر ویڈیو کانفرنسنگ یا ٹیلی مواصلات ممکن نہ ہو تو ناگزیر صورت حال کے پیش نظر کام کی جگہ (Work Place) پر میٹنگ کیلئے سماجی فاصلہ (چار سے چھ فٹ) کو برقرار رکھتے ہوئے کھلی ہوا دار فضاء / جگہ کا انتخاب کیا جائے۔
- ☆ دفاتر یا کام کرنے والی جگہوں پر بائیومیٹرک کے استعمال سے اجتناب کیا جائے۔
- ☆ کام کرنے والی جگہوں کو زیادہ ہوا دار بنایا جائے۔
- ☆ اشخاص / افراد / کارکنان / صارفین ایک دوسرے سے کم از کم 1.5 میٹر دوری برقرار رکھیں ہاتھ ملانے سے اجتناب کیا جائے، ہاتھ ملانے یا گلے ملنے کی بجائے سلام دعا کے متبادل طریقہ مثلاً ہاتھ ہلانا یا سر جھکانا استعمال کیے جائیں، زمین پر مت تھوکا جائے، چھینکنے کی صورت میں اپنی کہنی میں چھینکا جائے، ہاتھوں پر دستانے کا استعمال کیا جائے۔ ہاتھوں سے آنکھ، ناک یا چہرے کو چھونے سے گریز کیا جائے اور غیر ضروری سفر سے اجتناب کیا جائے۔
- ☆ دفاتر، مساجد، تعمیراتی سائٹ، صنعتی زون یا کام کرنے والی جگہوں کے مین انٹری پوائنٹس پر واک تھرو ڈس انفیکشن گیس لگائے جائیں یا کام والی جگہ داخل ہونے سے قبل ہر شخص کے لباس پر جراثیم کش سپرے کیا جائے نیز ہاتھوں کیلئے جراثیم کش محلول والے ڈسپنرز کو کام کی جگہ پر نمایاں مقام رکھا جائے۔
- ☆ کام کرنے والے جگہوں (Work Place) میں داخل ہونے والے تمام افراد میں بخار اور کوویڈ-19 کی دوسری علامات جس میں فلو، کھانسی اور پٹھوں میں درد شامل ہے کا جائزہ لیا جائے اگر کسی فرد / کارکن میں یہ علامات پائی جائیں تو اس آکسولٹ کرتے ہوئے فوری طور پر اس فرد کا ٹیسٹ کروایا جائے اور ٹیسٹ کا نتیجہ مثبت آنے صورت میں قرنطینہ سینٹر میں رکھا جائے۔

- ☆ ایک ساتھ بیٹھ کر کھانا کھانے کی حوصلہ شکنی کرنے کیلئے تمام میس اور کیفیٹیریا کی نشستوں کے مابین فاصلہ رکھا جائے اور کھانے پینے کیلئے ڈسپوز ایبل کپ، گلاس اور پلیٹس استعمال کی جائیں۔ ایک بار استعمال کے بعد ان کو تلف کرنا یقینی بنایا جائے۔
- ☆ کام کرنے والی جگہ (Work Place)، آلات، اور مشینری پر ہر شفت کے آغاز پر جراثیم کش سپرے کیا جائے نیز کام کرنے والے احاطہ میں تربیت یافتہ ہیلتھ پروفیشنل کا انتظام کیا جائے علاوہ ازیں کسی غیر متعلقہ شخص کو کام کرنے کے احاطہ میں وزٹ کرنے سے پابند کیا جائے۔
- ☆ کام کرنے کے احاطہ میں کسی سینئر مینجنگ کو رونا وائرس کی مخصوص تبدیلیوں و Precautionary Measures کو یقینی بنانے کیلئے نگران مقرر کیا جائے۔
- ☆ تعمیراتی کمپنی، صنعت کو حفظان صحت کے اصولوں کے مطابق احتیاطی تدابیر پر عملدرآمد کرنے کی صورت میں تحریری طور پر کام کرنے کی مشروط اجازت دی جائے۔ بصورت دیگر تعمیراتی کمپنی، صنعت کو بند کر دیا جائے۔
- ☆ دفتری معاملات چلانے کیلئے کم سے کم عملہ رکھا جائے نیز شفت و ایئر ملازمین کی ڈیویژن لگائی جائیں اور ایک جگہ پر زیادہ افراد کی موجودگی کو کم کیا جائے اگر کسی فرد میں کوویڈ-19 کی علامات پائی جائیں تو اس شخص کے بارہ میں حکام بالاکو فوری طور پر مطلع کیا جائے۔
- ☆ تمام بیت الخلا صاف ستھرے اور جراثیم سے پاک کیے جائیں اور ایک بار استعمال کے بعد دوبارہ انہیں بشمول خشک کرنے والی مشین سے صاف ستھرا اور جراثیم سے پاک کیا جائے۔
- ☆ روزمرہ استعمال کے احاطہ (فرش) کو کلورین ملے پانی کا عمومی سپرے ہر روز ایک بار کیا جائے۔
- ☆ کام کرنے کے احاطہ میں ہیریونٹ کی سطح پر مینٹرنگ ٹیم انچارج سپروائزر مقرر کیا جائے جو احتیاطی تدابیر کو عملدرآمد کروائے اور کسی بھی ہنگامی صورتحال سے فوری اور موثر طور پر نمٹنے کیلئے ابتدائی طبی امداد کو موزوں آلات کی موجودگی کو یقینی بنایا جائے۔
- ☆ تعمیراتی سائٹ پر آنے والے تمام کارکنوں کی جانچ کی جائے کہ وہ صحت مند ہیں۔
- ☆ گاڑی میں موجود افراد کے مابین بیٹھنے کا انتظام اس طرح ہو کہ تین فٹ کی دوری برقرار رہے۔
- ☆ تعمیراتی سائٹ پر وقتی طور پر لگائے گئے رہائشی کنٹینرز میں ایک وقت میں صرف ایک فرد کے رہنے کا انتظام کریں نیز ہر روز جراثیم کش سپرے کروائیں۔
- ☆ تعمیراتی کمپنیاں لازمی طور پر سائٹ پر کارکنوں کی تعداد کے مطابق مطلوبہ مقدار میں ماسک، دستانے، صابن پانی اور ہینڈ سینیٹائزر کی فراہمی کو یقینی بنائیں۔
- ☆ سنیل، بکٹری، لوہا اور پلاسٹک جیسی اشیاء پر کوویڈ-19 کئی دن تک برقرار رہتا ہے۔ لہذا تعمیراتی احاطہ میں داخلہ سے قبل اس طرح کے تمام تعمیراتی میٹریل کی صفائی اور جراثیم کشی کی جائے گی۔
- ☆ داخلہ کی قطار اور گاہکوں کے درمیان فاصلہ کو یقینی بنایا جائے نیز فلو، کھانسی اور بخار میں مبتلا گاہکوں کو داخلے کی اجازت نہ دی جائے نیز ہر گاہک کی شاپنگ ٹرالی یا ٹوکری کو سپرے کیا جائے۔
- ☆ کوویڈ-19 کے پھیلاؤ کی روک تھام کیلئے کارکنوں کی تربیت کا بندوبست کیا جائے نیز کام کے ماحول کو زیادہ ہوادار بنانے کیلئے تبدیلیاں عمل میں لائی جائیں۔



(Annex "D")



# **SOPs - INDUSTRIAL UNITS/STORES**

**INDUSTRIES, COMMERCE, INVESTMENT & SKILLS  
DEVELOPMENT DEPARTMENT**

**GOVERNMENT OF THE PUNJAB**

## SOPs - STORES

### 1. OWNERS / MANAGEMENT:

- Availability of sanitizers at entrances
- Every customer's hands are sanitized before and after shopping
- Spraying shopping trollies for each customer
- Cleaning floor surface with anti-germs surface cleaner daily on regular intervals ( for each customer)
- Spraying and cleaning door handle at entrance
- Availability of thermal guns at entrance
- Check temperature of each customer at entrance
- Do not allow entry of customers suffering from Flu, cough or fever
- Display of awareness material on entrance and prominent places of shop/market/store/plaza
- ATM Machine / Credit /Debit card mobile machines to be cleaned with Alcoholic swabs before and after each customer and availability of hand sanitizers with each such machine
- Use of mask and hand gloves by each sales person / receptionist
- Ensure queue system at entrance maintaining 6 feet distance between customers.
- Do not allow entry of customers in groups
- Other instructions issued by the government from time to time.

### 2. CUSTOMERS

- Always use hand sanitizers before and after shopping
- Do not shake hands with visitors or shopkeepers etc
- Do not visit markets / public places if suffering from flu, cough or fever
- Maintain minimum distance of 3 feet (one meter) from other visitors and shopkeepers

- Get yourself medically tested if you are having any symptoms of Corona (flu, cough, fever or breathing issue)
- Do not touch your face with hands
- Always keep hand sanitizer with yourself
- Regularly use your sanitizers to disinfect hands
- Use of mask and gloves by staff
- Cooperate with the Administration / Management

**TE: It is mandatory for all and any type of industrial unit operating in Punjab as well as all Industrial Estates, publicly managed, to display the above instructions at every prominent place as well as follow the instructions in letter and spirit.**

## SOPs – INDUSTRIAL UNITS

### OFFICES

- Make sure workplaces are clean and hygienic at all times
- Clean workspaces and shared items with disinfectants (door handles, copy machines/printers, break rooms, remotes, light switches) three times daily. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Place sanitizer at entryways and provide employees with disinfecting wipes
- Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing, advice may be sought from health authorities
- Make sure that staff, contractors and customers have access to places where they can wash their hands with anti-bacterial soap and water
- Promote good respiratory hygiene in the workplace
- Ducts of air-conditioning systems must be properly disinfected and cleaned at all times
- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that facemasks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home and report to health authorities
- Reduce office staff to bare minimum
- Reduce office capacity by implementing staggered arrival, departure, and break times
- Modify workstations or stagger hours to increase space between staff, guests, and clients
- Schedule video or phone calls instead of face to face meetings
- Ask delivery drivers to call upon arrival and/or leave items outside the office instead of entering the lobby or reception area
- Place signs on entrances requesting that sick guests do not enter the building
- Practice social distancing by maintaining a 1 meter distance between staff and visitors
- Use alternate greetings such as waving or bowing
- Body temperature of all entering individuals shall be monitored at entry points by dedicated person(s) of the unit along with other symptoms including dry cough, flu, and muscular pains etc.
- Work from home routine should be developed for all employees as much as possible
- Make clear to employees that they will be able to count this time off as sick leave
- All messes & cafeterias to have sufficient space in between seating places in order to discourage people from eating together in groups

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## **INDUSTRIAL UNITS:**

- The Premises or Unit, as the case may be, shall be disinfected invariably at the start of every shift
- The Premises or the Unit, as the case may be, shall be equipped with sanitizers, soaps, masks, towel tissues and temperature thermal scanners
- The Premises or the Unit, as the case may be, shall be staffed with trained clinical staff / doctor
- The Premises or the Unit, as the case may be, shall keep a hotline for availability of ambulance for immediate transfer in case of suspected person to main quarantine facility
- The Premises or the Unit, as the case may be, shall be closed immediately on confirmation of COVID-19 person as a result of lab test, and it shall continue to be so till thorough sanitization and disinfecting is undertaken
- Entry of unauthorized persons to the premises or the unit shall be banned forthwith
- Display of standard SOPs of COVID-19 at industries premises in urdu with pictorials – each and every person shall be communicated these instructions through sessions and other means
- Ventilation of air shall be ensured. This shall be carried out by keeping doors, and windows open
- All washrooms to be kept sanitized and disinfected, and shall be re-sanitized and disinfected after each use – including drying
- Disposable cups, glasses and plates for drinks and meals shall be ensured. Their disposal after one-time-use may be ensured
- General chlorination spray in complete premises shall be carried out once every day. xii. A monitoring Team at each Unit level to carry out inspections on compliance every shift

## **GOODS TRANSPORTATION IN INDUSTRIAL UNIT OR PREMISES:**

- Raw materials, disassembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point
- Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials shall be monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc
- No person(s) associated with such vehicles having any or all symptoms of COVID19 shall be allowed to enter the industrial unit or premises.
- The material like steel, wood, cloth, iron, plastic keep the COVID-19 for days, therefore, all such raw material shall be properly sanitized and disinfected before entry to an industrial unit or premises is granted
- Seating arrangement of such vehicles amongst the individuals occupying it shall be such that 3 feet distance is maintained
- Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and, subsequently, their hands shall be sanitized. vii. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such

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vehicles. No person(s) without proper gear shall be allowed entry to industrial unit or premises

### **INDUSTRIAL ZONE**

- Entry and Exit points to and from a zone shall be strictly monitored, and entry may be restricted, where possible. Record of all individuals and vehicles entering and exiting the premise shall be maintained
- The temperature of all the entrants to the zone may be checked along with other symptoms of COVID-19 that include flu, cough and muscular pain
- A holding area or quarantine shall be maintained to accommodate suspected persons till the receipt of results of their tests, and further process, in case of positive result of the test
- An Audit Team of Industries Department to visit every Zone daily, and check on all the above SOPs
- Similar action for the residential area of the Industrial Zone or individual Unit, as the case may be, may be taken

### **CORONA APP IN EACH INDUSTRY**

- PITB to develop tracking app for all employees to be installed by all factory workers and individuals involved in any food processing process.
- This app will track movement of individuals to ensure they don't meet unnecessary people before, during or after work or violate partial shutdown rules.
- If found in violation an e- challan /fine will be issued to violater.
- Additionally this will help in tracing contact chain in case the particular individual contracts corona.
- If found corona positive this app will alert all contacts the individual has met that they may be possibly infected so they can go into immediate quarantine/ isolation.

Apply for all and any type of industrial unit operating in Punjab as well as all Industrial Estates, p  
display the above instructions at every prominent place as well as follow the instructions in letter and