



GOVERNMENT OF KARNATAKA

No. HFW 142 ACS 2020

Karnataka Government Secretariat
Vikasa Soudha
Bengaluru, dated: 7.5.2020

CIRCULAR

**Standard Operating Procedure for Industrial, Commercial Establishments and
Private Offices during COVID-19**

- A. The Ministry of Home Affairs, GOI, vide its Order No. 40-3/2020-DM-I(A), dated 1st May, 2020 has extended the lockdown period for a further period of two weeks with effect from 4.5.2020 and come out with new guidelines on the measures to be taken by Ministries / Departments of Government of India, State / U.T Governments and State / U.T. Authorities for containment of COVID-19 in the Country for the extended period of the lockdown. The above mentioned Order contains the details regarding the classification of Red, Orange and Green Zones, identification of Containment Zones and actions to be taken in different zones. A copy of the Government of India Order is at **Annexure-1**.
- B. Activities that could be taken up during the extended lockdown would be as contained in the MHA's Order No. 40-3/2020-DM/I(A), dated 1st May, 2020 cited above.
- C. MHA's Order also classifies the activities that are permitted in different zones as well as the restrictions to be imposed in different zones. A summary of different activities that could be permitted in different zones is summarized at **Annexure-2**.
- D. Employees shall be encouraged to **Work from Home** to the maximum extent possible.
- E. Following measures shall be implemented and guidelines adhered to by establishments located outside the Containment Zone. The industries shall adhere to the Standard Operating Procedure (SOP) prescribed in the Circular RD 158 TNR 2020, dated 27.04.2020 and shall submit a self declaration in the format provided in the said Circular. A copy of the Circular is at **Annexure-3**.

1. Transportation :

- 1.1 Dedicated transportation facility to be arranged with social distancing, as per the guidelines issued by MoHFW, GOI, for employees' commutation without any dependency on the public transport system and limiting the travel by personal

vehicles. Establishments can hire Government transport facility or make arrangements through private travel operator. The vehicle must however be adequately ventilated. The AC in the buses shall not be used.

- 1.2 All the transport vehicles should be cleaned and disinfected using 1% Sodium Hypochlorite solution (**Annexure – 4** for preparation) 30 minutes before each ferry.
- 1.3 Employees to be screened before entering the vehicle using thermal Scanner by designated person by holding the thermal scanner at a distance of 3 to 15 cm from the commuter's forehead. If temperature is $>37.5^{\circ}\text{C}$ ($>99.5^{\circ}\text{F}$) such employees should not be allowed to board the vehicles
- 1.4 All the employees, staffs and drivers in the vehicle must use appropriate face masks compulsorily and sanitizers shall be made available in the vehicle
- 1.5 Health checkup of drivers, cleaners etc. shall be done regularly and Hand sanitizers shall be provided in all the vehicles.
- 1.6 Companies shall maintain a register of all vehicles and details of Drivers that are at the workplace to track employee movement.
- 1.7 Maximum number of commuters in the passenger vehicles shall not exceed 50% of the designed capacity. Social distancing of >1 meter must be maintained in the vehicle during the commute.
- 1.8 Workers/officers travelling by personal vehicle should avoid pooling of vehicles.
- 1.9 Number of passengers in four wheelers and two wheelers will vary depending on the zone as notified by MHA from time to time.

2. Accommodation for employees / workers

- 2.1 Effort should be made to make accommodation for the employees / workers within the premises / nearby places as far as possible to minimize their movement. **In such a case the food arrangements should be made for such persons.**
- 2.2 Accommodations must be disinfected based on GOI guidelines (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)

3. Premises entry/ exit and surveillance :

- 3.1 Arrival of transport vehicles / shift timing shall be staggered to avoid crowding of employees at the entrance and exit.
- 3.2 Establishment of clear entry and exit point and dedicated area for screening; If there is availability of space, screening can be done in multiple points to avoid crowding. Handwash/ sanitizers shall be kept ready at the entrance and exit.
- 3.3 Employees residing in the containment zone must work from home only.
- 3.4 Employees to sign Self-declaration (**Annexure-5**) of the symptoms which is made available, and hand-over to the attendant/factory entrance every day.
- 3.5 Employees having flu symptoms such as fever, cold, cough, sore throat, and headache shall not be permitted to work. Such employees should be advised to stay at home and seek medical advice.