INDUSTRIES, COMMERCE, INVESTMENT
& SKILLS DEVELOPMENT DEPARTMENT

COVID-19
Prevention Guide
for Shops stores &
INDUSTRIAL
UNITS

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

GOVERNMENT OF THE PUNJAB

CONTENT

STEPS ALL EMPLOYERS CAN TAKE TO REDUCE WORKERS' RISK OF EXPOSURE TO COVID-19

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

Measures for protecting workers from exposure to, and infection with, the novel corona disease, COVID-19, depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment. Employers should adopt infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

This section describes basic steps that every employer can take to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, in their workplace.

DEVELOP AN INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

If one does not already exist, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19. Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including:
  - The general public, customers, and coworkers; and
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
- Non-occupational risk factors at home and in community settings
- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immune compromising conditions; pregnancy).
- Controls necessary to address those risks.

Plans should also consider and address the other steps that employers can take to reduce the risk of worker exposure to SARS-CoV-2 in their workplace, described in the sections below:

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

PREPARE TO IMPLEMENT BASIC INFECTION PREVENTION MEASURES

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including 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.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes
- Provide customers and the public with tissues and trash receptacles.
- 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 employees and others as the recommended use of social distancing strategies
- Discourage workers from using other workers" phones, desks, offices, or other work tools and equipment, when possible
- 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 approved disinfectant 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).
- Develop policies and procedures for prompt identification and isolation of sick people, if appropriate.

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
- 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 an allocated place 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.
- 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.

Disinfect touched objects and surfaces frequently

Mobiles, Tables, Remotes, Doorknobs, Light switches

IMPLEMENT WORKPLACE CONTROLS

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

Occupational safety and health professionals use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. The workers at workplaces are exposed to physical, chemical, biological and other hazards due to which they get contracted with a number of diseases. In this case COVID-19 is a contagious biological hazard. In order to mitigate propagation of this biological agent

Coronavirus Advisory At Workplace

among workforce, SOPs have been devised to be followed in letter and spirit.

ENGINEERING CONTROLS

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.
Engineering controls for SARS-CoV-2 include:
- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards
- Installing a drive-through window for customer service

ADMINISTRATIVE CONTROLS

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:
- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- 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.

- Discontinuing non-essential travel to locations with ongoing COVID-19 outbreaks.
- Developing emergency communications plans, including aforum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

- Training workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language according to literacy level for all workers.

SAFE WORK PRACTICES

- Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post hand washing signs in restrooms.
- Take care when attending meetings and gatherings:
- Carefully consider whether travel is necessary.
- Consider using video conferencing or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
- Discontinue Biometric Attendance, if any.

MAINTIAN HEALTHY BUSINESS OPERATIONS

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

IMPLEMENT FLEXIBLE SICK LEAVE AND SUPPORTIVE POLICIES AND PRACTICES

- Ensure that sick leave policies are flexible that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies.
- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

ASSESS YOUR ESSENTIAL FUNCTIONS

- Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of comerce & industries etc.

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

COMMON STANDARD OPERATING PROCEDURES (SOPs)- TO PREVENT COVID-19 SPREAD

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

CHECK TEMPERATURE AT ENTRTY

INSTALL WALKTHROUGH DISINFECTION GATE

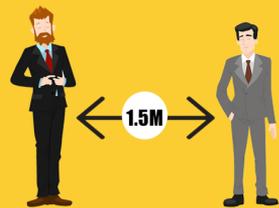**SANITIZE PREMISES**

USE DISPOSABLE TISSUE

WEAR MASKS

WEAR GLOVES

COUGH OR SNEEZE INTO YOUR ELBOW

DONT SPIT ON THE GROUND

KEEP DISTANCE

1.5M

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

SOPs FOR INDUSTRIAL ESTATE OFFICES/ ZONES/UNITS/FLOORS

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

INDUSTRIAL ZONES

All Industrial Establishments / Estares Large & small falling under PIEDMC, FIEDMC & PSIC as well as those established in the private sector are to comply with these rules. These are to be read and followed in conjunction with the common SOPs for protection:

- 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 implementation of above SOPs.
- Similar action for the residential area of the Industrial Zone or individual Unit, as the case may be, may be taken.

INDUSTRIAL ESTATE 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.
- Clothes of every person should be disinfected before entering the workplace.
- Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled.
- Display posters promoting good hygiene habits (posters included).
- Display provided 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.

- All out efforts shall be made by the managers of industrial/commercial establishment to provide pick and drop facilities to the workers especially the women workers, if possible, where it would be ensured by all means that workers travel while maintaining the standard social distance (4 to 6 feet).

- Standard Thermal Guns should be optimally utilized for initial screening of each worker before entering the main gate of the industrial/commercial establishment after sanitizing their hands with the Hand Sanitizers installed near the entrance; If temperature of any worker is detected higher than normal i.e. 37oC or 98.4oF, he/she may be referred to the nearest government corona hospital facility for corona test provided he/she is found further symptomatic (cough, flu, headache, throat infection or sneezing etc.).

- The management is expected to be fully aware of the workers' concerns regarding pay, leave, safety, health and other issues likely to disturb industrial peace in the present circumstances.

- Make sure that staff, contractors and customers have access to places where they can wash their hands with anti-bacterial soap and water.

- Ducts of air-conditioning systems must be properly disinfected and cleaned at all times.

- 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.

- The management should develop an Infectious Disease Preparedness and Quick Response Action Plan to cope with any emergency situation.

- 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.
- Use alternate greetings such as waving or bowing.
- Work from home routine should be developed for all employees as much as possible.
- All messes & cafeterias to have sufficient space in between seating places in order to discourage people from eating together in groups.

INDUSTRIAL FLOOR / WORKSPACE

- 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.
- Every industrial/commercial establishment and its tools, machinery, equipment/ appliances used therein shall be disinfected before commencement of work in a shift to avoid any risk of coronavirus.
- 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.
- Wherever gathering is expected, visible mark on the floor shall be made at a safe distance of 4 to 6 feet and the workers shall be asked preferably to remain in or around their respective mark.
- Display of standard SOPs of COVID-19 at industries premises in Urdu with pictorials
- Ventilation of air shall be ensured. This shall be carried out by keeping doors, and windows open Over-crowding of worker at workplace should be avoided.
- A worker in every work- room shall be provided at least five hundred cubic feet of space as required under the law.

- 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.
- The management should take the trade unions or workers' representatives fully on-board before making all key decisions likely to disturb the workers in any way.
- General chlorination spray in complete premises shall be carried out once every day.
- Avoid touching eyes, nose or mouth and ensure repeated/ diligent hand washing for at least 20 seconds frequently.
- A monitoring Team at each Unit level to carry out inspections on compliance in every shift.
- If any worker is tested corona positive, then he/ she should be considered on paid leave or sick leave as per law. Moreover, the management should ensure that sick leave policies are flexible enough keeping in view the coronavirus outbreak and emergency conditions.
- While working at Industrial/commercial establishments and at confined/closed spaces at construction sites for proper ventilation and reasonable temperature, strict compliance of the Section 15 of Factories Act, 1934 (hereinafter to be referred as "Act" only) shall be ensured by the employers/ managers to prevent any injury to health & safety of the workers.
- Hygienic food at subsidized rates shall be provided to the workers in already existing canteens or at temporary canteens, wherever possible, while ensuring standard social distancing.
- In every industrial/Commercial establishment, it is responsibility of contractor/owner to ensure a sufficient supply of whole-some drinking water and such points shall be legibly marked "Drinking Water" as required under the law.
- Each employee shall be provided with a hygiene card in which, twice in every year, entries shall be recorded after examination by a registered medical practitioner, appointed by the employer, to the effect that the employee is not suffering from any contagious, occupational or infectious disease. The fee of such an examination shall be borne by the occupier or manager of the workplace. If the employee is found to be suffering from any contagious, occupational or infectious disease, on an examination, he shall

INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT

not be permitted to work till he is declared fit by the medical practitioner.

- Suitable first aid appliances must be in place for instant use to effectively cope with any emergency condition.

- A suspected case of corona may be considered as an Accident as identified u/s 33-N of the Act, and manager of the factory shall imminently send Accident Notice thereof both to the Inspector of Factories (with a copy to the Regional Director) and the Chief Inspector of Factories, Punjab through Fax, Email and by any Courier Service/ Special Messenger as well.

- As soon as the corona test facilities are easily available, the employers shall make every effort to get all the workers tested for the COVID-19 disease and strictly adhere to the standing instructions thereafter.

- The management should keep record of all individuals and vehicles entering and exiting the factory premises.

In addition to above, every employer shall fulfill his/ her duties as identified under section 3 of the Punjab Occupational Safety & Health Act, 2019 such as:

- Arrange for training of safety and health representatives especially regarding the COVID-19 outbreak and shall bear all expenses thereof;

- Get, at his own expense, the employees vaccinated and inoculated against occupation related deceases including corona as soon as facilities are easily available.

- Inform the employees in an understandable manner and in accessible written form, before any work commences, the hazards associated with their work, risks involved and the preventative and protective measures that need to be taken keeping in view the recent outbreak of coronavirus;

- Maintain in the general register particulars of all accidents including dangerous occurrences, commuting accidents and suspected cases of occupational diseases at the workplace (including corona) and submit the extracts thereof to the Government.

- Ensure minimizing physical contacts among the workers, clients and customers by introducing teleconferencing, if feasible.

GOODS TRANSPORTATION IN INDUSTRIAL UNIT OR PREMISES

- 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.
- 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. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such vehicles. No person(s) without proper gear shall be allowed entry to industrial unit or premises