

## OFFICE OF THE DIRECTOR OF FACTORIES: TELANGANA: HYDERABAD

Circular Memo No A1/ 1347/2020

Dated: 17-3-2020

Subject : Corona Virus Disease 2019 (COVID-19) – Guidelines to the Factory Managements.

In view of the prevailing situation of Corona Virus Disease 2019 (COVID-19) across the World and in Telangana, the guidelines mentioned below shall be strictly followed by all managements of factories in Telangana.

### **Steps to Reduce Workers' Risk of exposure to COVID-19**

- Promote frequent and thorough hand washing, 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 atleast 60% alcohol.
- Encourage workers to stay home if they are sick and to call Medical helpline numbers. Never allow to travel directly or avail public transport facility to the hospital if any person suspected of possible exposure of COVID-19.
- Encourage respiratory etiquette including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Discourage workers from using other worker's phones, desks, offices, or other work tools and equipment etc.,
- Avoid grouping of workers or staff at work site or for meeting as far as possible.
- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others in the factory premises.
- Occupiers/ Managers should inform and encourage all the workers to self monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Occupiers/ Managers should develop policies and procedures for workers to report when they are sick or experiencing symptoms of COVID-19.
- Where appropriate, Occupiers/ Managers should develop policies and procedures for immediately isolating workers, who have signs and / or symptoms of COVID-19 and train workers to implement them. Move potentially infectious workers to a location away from workers customers and other visitors. Although most of the factories do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick workers can be removed from the factory premises.

- 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, 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).
- Minimising contact among workers, clients and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment. When choosing cleaning chemicals, Occupiers/ Managers should consult information on 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). Handrails, Door knobs, taps etc., may be disinfected on a regular basis.
- Maintain proper hygiene of Canteens /Dining rooms. Food placed at buffet counters in canteens should be well protected from potential contamination.
- Creches shall be specifically monitored and disinfected thoroughly in case of any doubt of contaminations.
- Factories having installed public address system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19.
- Health Provisions prescribed in Chapter III of the Factories Act, 1948 and related Rules of the Telangana Factories Rules, 1950 should be strictly complied.
- Notwithstanding anything stated above, all factory managements shall ensure strict compliance of directions of Telangana State Medical and Health Service, Government of Telangana and Ministry of Health & Family Welfare, Government of India.

*[Handwritten Signature]*  
Director of Factories  
Telangana

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AT/3/2020

**Copy to**

1. All Sub-ordinate officers with instructions to communicate all the factory managements located in their Regions/ Circles.
2. Copy to Project Manager, CGG to upload in the Portal as News Item.