

Government of Andhra Pradesh
Factories Department

From:
D. Chandrasekhar Varma
Director of Factories (FAC)
Andhra Pradesh
Andhra Hospital Building
Gollapudi
Vijayawada

To:
Occupiers of all registered
factories in the state of A.P.

Lr No: LAE05-11021(54)/3/2020 – INS-DOF Dt:21.03.2020

Sir,

Sub: Corona Virus Disease, 2019(COVID19)- Control & Prevention of Spread of the Virus COVID19 – Preventive measures in Factories – Instructions issued for immediate Compliance – Reg

Ref: Memo No:3419328/Labour-II/A3/2020 Dt: 20.03.2020 of Principal Secretary to Government, LABour, Factories, Boilers& Insurance Medical Services Department, Government of A.P.

With ref to the above subject, I wish to bring it to your notice that ensuring the Safety, Health & Welfare of the workers working in the Factories is the duty of the occupier as prescribed under Section 7-A (1) of Factories Act. The present spread of COVID 19 is likely to pose threat to the Health of the workers in the factories in view of their work patterns as well as daily commuting between their work places & residences. Therefore, the occupiers of the factories are hereby directed to adopt the following preventive and control measures immediately in order to protect the workers and thereby their families.

1. 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 is suspected of possible exposure of COVID-19.
2. The vehicles if provided for transport of workers / employees of the factory shall be thoroughly sanitized before and after each use.
3. Arrange for thermal screening of every individual entering the premises of the factory.
4. Replace the Biometric attendance recording system if provided with manual system.
5. Promote frequent and thorough hand washing, by providing workers 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.
6. Encourage respiratory etiquette including/covering coughs and sneezes. Develop posters in vernacular on the etiquette to be followed and arrange for displaying across the factory.
 7. Provide tissue papers, sanitizers in adequate quantity for use of the workers at all strategic locations in the factory.
 8. Discourage workers from using other worker's phones, desks, offices, or other work tools and equipment etc.,
 9. Avoid grouping of workers or staff at work site or for meeting as far as possible. Ensure the maintenance of social distance of minimum of 1 meter while they are at work.
 10. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers and visitors in the factory premises. Therefore, encourage all the workers to monitor themselves and their families for signs and symptoms of COVID-19 and report the same promptly. The managements shall take proactive role in addressing these situations and take steps in bringing the same to the notice of appropriate authorities.
 11. Where appropriate, Occupiers/ Managers should develop procedures for immediately isolating workers, who have signs and / or symptoms of COVID-19 and train workers to implement them. Move potentially infectious workers with signs & symptoms of cough, running nose and fever to a location away from workers 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 are removed from the factory premises in the manner suggested by the Government.
 12. Take steps to limit spread of the respiratory secretions of a person who may have COVID-19 by providing face mask and making it to be worn as per the standard procedure.
 13. Minimize the contact among workers and other visitors by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
 14. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment. While choosing the cleaning chemicals, the 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).
 15. Arrange for disinfecting the Handrails, Door knobs, taps, table tops, elevator buttons, tools being shared, common places etc. in the factory on a regular basis.
 16. Maintain proper hygiene of Canteens /Dining rooms. Food placed at buffet counters in canteens should be well protected from potential contamination. Staggered timings shall be arranged for minimizing the group size in the dining halls and to maintain minimum social distances. The workers required to handle the milk packets/containers, vegetables, fruits shall be provided with proper PPE for protection. Thorough washing of these food materials shall be arranged before handling them for use.

17. Creches shall be specifically monitored and disinfected thoroughly periodically. The workers regularly availing the creche facility shall be provided with special paid leave and to be allowed them to stay back at homes.
18. The posters / Pamphlets / leaflets shall be developed in vernacular on prevention & Control of COVID19 and shall be displayed at conspicuous places in the factory or as the case may be, shall be distributed among the workers. Factories having installed public address system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19
19. The provisions related to occupational Health & Hygiene under Factories Act & AP Factories Rules should be strictly complied with.
20. All toilets shall be specially sanitized once in every two hours as per the Government suggested protocol
21. The extension of spread over of the work up to 12 hours in a day can also be considered if necessary, for accommodating the staggered work/rest cycles among the workers during this present crisis period
22. Consider the sanction of paid leaves for those workers with suspected signs & Symptoms in order to facilitate their home quarantine.

Notwithstanding anything stated above, all factory managements shall ensure strict compliance of directions of Health, Medical & Family Welfare Department, Government of Andhra Pradesh and Ministry of Health & Family Welfare, Government of India scrupulously.

Beside the above, the occupiers are also directed to take all other practicable measures in order to safeguard the workers and their families, if necessary, even by closing the factories up to 31st March 2020 with full wages to the workers/Employees.

Yours Faithfully,


Director of Factories (FAC)

Copy Submitted to Principal Secretary to Government, Labour Factories, Boilers & Insurance Medical Services Department, Government of AP.

Copy to all departmental officers in the state for circulating to occupiers of all factories in their respective jurisdiction.