

No. 13/22/2020-I/PHD/2854

Dated : 24/07/2020

**STANDARD OPERATING PROCEDURE (SOP) ON PRECAUTIONS FOR COVID-19
CONTROL AT INDUSTRY.**

In order to ensure safety of the workers working in Industries during prevailing circumstances due to COVID-19 pandemic, and to control the spread of this disease, the **Standard Operating Procedure (SOP)** on Precautions for COVID-19 control at Industry is annexed for compliance of the concerned.

By order and in the name of the
Governor of Goa,



(Swati A. Dalvi)

Under Secretary (Health)

To.

The Director, Government Printing Press, Panaji-Goa with a request to kindly publish the same in the Official Gazette.

Copy to:-

1. The Director of Food and Drugs Administration, Bambolim-Goa
2. The Director of Industries, Trade and Commerce, Panaji-Goa.
3. The Commissioner, Labour and Employment, Panaji-Goa.
4. The Director General of Police, Panaji-Goa
5. The Director of Health Services, Panaji-Goa.
6. The Dean, Goa Medical College, Bambolim-Goa
7. The Director of Accounts, Panaji-Goa.
8. P.A to Secretary (Health), Secretariat, Porvorim-Goa
9. P.S to Hon. Chief Minister, Government of Goa
10. P.A to Hon. Minister for Health, Government of Goa
11. The Sr. Dy. Accountant, General (Audit), Alto-Porvorim.
12. Guard file
13. o/c



STANDARD OPERATING PROCEDURE (SOP) ON PRECAUTIONS FOR COVID-19 CONTROL AT INDUSTRY.

1. Make ArogyaSetu App compulsory. In addition to thermal screening, ArogyaSetu App showing that the person is safe should be checked; before allowing entry to the person.
2. Employees from Containment Zones should remain in Containment Zones till further notifications. Employers to track containment zones declared by government on daily basis and evaluate risk.
3. Visitors/Service Engineers visiting company premises to be avoided until it is emergency and to be screened strictly before allowing for their travel history, family history etc. as above.
4. Declarations taken from employees with details of their family members employers, details of roommates working in other pharma or non-pharma companies.
5. Employees travelling from interstate should follow MHA guidelines or Goa Government SOP strictly.

6. In case of any COVID 19 Positive case reported in company:

Immediately report to concerned Health officials, sanitize workplaces, testing to be done of all first point of contact employees, Employees to be home quarantined or to be kept in Isolation, Risk evaluation to be conducted at site

7. Advise Employees as under:-

- Avoid Unnecessary going out to crowded places like Vegetable shops or grocery shops until it is unavoidable.
- Visit nearest shop for purchase of any goods or vegetables etc. Avoid if the shop is crowded.
- Maintain distance of minimum 6 feet with others.
- Visit Vegetable or grocery shops early morning when usually crowd is less.
- To purchase any essential goods only 1 person from family to come out following SMS (Sanitizer, Mask, Social Distancing) strictly.
- Purchase enough Quantity of Goods/Groceries/Vegetable in a single time.
- Immediately report about any COVID 19 cases reported in the vicinity of residential premises.
- Follow the protocol issued by **AYUSH Department** for **immunity boosting**.



8. Additional Measures suggested: : 2 :

A. Three time Thermal Screening of every employee

- At Entry
- While Entering to Canteen for Lunch
- At work place after lunch

B. N95 Nose Mask/Face Shield

- All the critical places (packing/Security/Quality control/RM/PM/Quality Assurance/Engineering) people may be provided with N95 mask instead of plain mask.
- Face shields may be provided to all personnel who are coming in contact with the external persons such as security.

C. canteen to be-Identified as highest risk zone....Recommendations

- Utensil Disinfection using Hypochlorite solution just prior to use
- Disposable Glass and Spoons(Keeping disposal and pollution Control in mind)
- Canteen to be designated as a strict silence zone
- Employees to be asked to complete their lunch within minimum time(15 mts. or so)
- Chairs from canteen may be removed as identified as difficult to sanitize after each meal
- Admin Head/Manager to personally monitor the canteen on daily basis

D. Sero Surveillance- of employees at random may be carried out

- In house foggers may be placed to avoid dependency on the third party for daily disinfection
- UV sanitization box for handling the incoming documents through transporters may be put in place
- Additional Security personnel may be placed for ensuring the social distancing which includes change rooms/Receipt and dispatch bays
- Any type of pain, skin rashes, nausea, vomiting, diarrhoea to be included in the self declaration checklist.

I. Precautions at shared accommodations

- Maintain proper social distancing
- Clean/sanitize the commonly used items such as the sitting area, balcony, railings, TV remote, kitchen cabinet handles, water purifier taps, switchboard etc.

9. **Shall** ensure that above procedures are followed, not only for your employees but also for the casual, contract and temporary personnel that are usually employed.

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