

01/LAB/AIL/G/2020/  
GOVERNEMENT OF PUDUCHERRY  
LABOUR DEPARTMENT

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Puducherry, dated

**CIRCULAR**

***Sub: To prevent the outspread of Novel Corona Virus (COVID-19)  
inside the working place of establishments / companies /  
firms etc., - Taking Precautionary measures – Circular Issued.***

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Following the outbreak of Novel Coronavirus (COVID-19), the Government of India has declared an emergent situation in India. It is a known fact that the virus mainly spreads through personal contact. Hence, social distancing, avoiding mass gatherings, promoting sanitary measures and other protective practices are recommended to arrest the spread of COVID – 19. Therefore, the following precautionary measures shall be taken to protect the employees / workers from COVID-19 :

1. Thermal scanners shall be installed at the entry gate of the factory.
2. Biometric attendance for the employees should be stopped immediately until further orders.
3. Incase of machineries imported from foreign countries the same should be disinfected immediately on its receipt and before installation and the fact should be informed to this office without fail.
4. The feasibility of allowing the employees / workers to work from their residence itself, shall be explored.
5. Ensure regular supply of hand sanitizers, soap and running water in the Washrooms, besides making the Sanitizers available in each division of the factory.
6. Additional Hand Sanitizer should be kept in the entry point of factory for hand sanitation.
7. Mass gathering of employees in the factory premises should be strictly avoided.
8. Places like canteen, parking lots should be properly disinfected frequently.
9. Leave should not be refused to those employees who report health problem like Fever and respiratory symptoms. And those employees should be referred immediately to the nearest health institution for treatment.
10. If there are more number of employees with fever and respiratory symptoms present in your organization it should be immediately informed to the Labour Department for further course of action.
11. Face mask and hand gloves should be provided to all the employees when they are on duty.
12. Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.

13. The workers may be advised to take care of their health and if they are feeling unwell, they should leave the workplace immediately after informing to their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH & FW, **Government of India which is available at the following URL: [mhfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mhfw.gov.in/DraftGuidelinesforhomequarantine.pdf).**
14. Advise all employees who are at higher risk. i.e. elderly persons, pregnant employees and employees who have underlying medical conditions, to take extra precautions and such of those employees shall not be engaged in front-line work which requires direct contact with public.
15. Any company desires to engage migrant workers in their factory it should be done only after medical check up of such employees to rule out corona symptom.
16. The English version of Do's and Dont's is enclosed herewith which may be got translated and displayed in prominent places of the factory premises.
17. In case of emergency please contact 104 and 0413-2333644 for medical management

**The above said instructions should be complied with strictly by the Shops & Establishments/ Industries etc., and a report shall be submitted immediately.**



(E. VALLAVAN, I.A.S)  
SECRETARY TO GOVT. (LABOUR)

To  
All concerned

Copy to:

1. The District Collector, Puducherry/Karaikal
2. The Regional Administrator, Mahe/Yanam.
3. The PS to Chief Secretary, Puducherry
4. The PS to Minister of Labour, Puducherry
5. The Inspector of Factories Puducherry.
6. The Labour Officer (Enforcement), Puducherry.
7. The Inspector of Factories, Karaikal.
8. The Labour Officer, Karaikal.
9. The Assistant Inspector of Labour, Mahe & Yanam .

To circulate among the shops & establishments / companies etc., for strict compliance and report.