



ABSTRACT

Disaster Management Act, 2005 – COVID-19 – Infection prevention and control – Orders issued by Ministry of Home Affairs, Government of India – Extending restrictions in the territorial jurisdictions of the State of Tamil Nadu upto 17.05.2020 – Notification - Issued

REVENUE AND DISASTER MANAGEMENT (DM-II) DEPARTMENT

G.O.(Ms)No.217

Dated: 3.5.2020

சார்வரி, சித்திரை 20
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.Ms.No.152, Health and Family Welfare (P1) Department, dated 23.03.2020
2. Ministry of Home Affairs, Government of India Order No. 40-3/2020-DM-1(A), dated 25.03.2020.
3. G.O.(Ms)No.172, Revenue and Disaster Management Department, DM II Section, dated 25.03.2020 and addendums issued thereon.
4. G.O.(Ms)No.190, Revenue and Disaster Management Department, DM II Section, dated 13.04.2020.
5. G.O.(Ms)No.193, Revenue and Disaster Management Department, DM II Section, dated 15.04.2020
6. G.O.(Ms)No.198, Revenue Disaster Management Department, DM II Section, dated 20.04.2020.
7. G.O.(Ms)No.202, Revenue Disaster Management (DM II), Department, dated: 22.04.2020.
8. G.O.(Ms)No.203, Revenue Disaster Management (DM II), Department, dated: 22.04.2020.
9. G.O.(Ms)No.204, Revenue Disaster Management (DM II), Department, dated: 23.04.2020.
10. Recommendations of Committee of experts on Health during the meeting with Hon'ble Chief Minister on 30.4.2020.
11. Interim Report submitted by Expert Committee constituted to work out a phased exit strategy on Lockdown on 01.05.2020.
12. Ministry of Home Affairs, Government of India Order No.40-3/2020-DM-I(A), dated 01.05.2020.
13. From the Principal Secretary/Commissioner of Revenue Administration, Letter No.OC1/563/2020, dated 3.5.2020.

NOTIFICATION

WHEREAS based on the notification of the Ministry of Home Affairs Government have issued in the order second read above, notification was issued in the order third read above on effective and immediate measures need to be continued to prevent and contain the spread COVID-19 applicable throughout the State which came into force for a period of 21 days with effect from 25.3.2020. Subsequently as per the notification issued by MHA, the Government in GO.Ms.No.198, Revenue and Disaster Management (DM-II) Department, dated 20.4.2020 have ordered that:

- a) To continue the lock down until 3rd May 2020 with the conditions notified in G.O.(Ms)No.172, Revenue and Disaster Management Department, DM II Section, dated 25.03.2020 and addendums issued thereon;
- b) The relaxations to be considered after 20th April 2020 suggested by Government of India and notified in the G.O.(Ms)No.193, Revenue and Disaster Management Department, DM II Section, dated 15.04.2020 will not be made applicable in Tamil Nadu; and
- c) The already existing exemptions for essential activities and services which were in vogue will however continue.

NOW THEREFORE, the State Government of Tamil Nadu, based on the notification issued by Govt. of India, Ministry of Home Affairs dated 1.5.2020 and the decision taken by the Cabinet based on recommendations of Committee of experts on Health during the meeting with Hon'ble Chief Minister on 30.4.2020 and interim report of the Expert Committee to arrive at the exit strategy on lockdown, and based on the proposal of Principal Secretary/Commissioner of Revenue Administration issues the following orders for effective containment of COVID-19 under Disaster Management Act, 2005.

- I. To extend the lock down period from 00:00 hrs of 04.05.2020 till 24:00 hrs of 17.05.2020.
- II. Agricultural and other activities already permitted would continue to be permitted during the lock down period.
- III. Moreover, as ordered earlier, the following restrictions would continue to be imposed until further orders during the above lock down period,
 - i. All schools, colleges, educational, training and coaching institutions, research institutions, etc.
 - ii. All religious places, places of worship shall be closed for public. Religious congregations are strictly prohibited.

- iii. All cinema halls, shopping malls, gymnasiums, sports complexes, swimming pools, entertainment parks, theater, bars, auditoriums, assembly halls and similar places.
 - iv. All social, political, sports, entertainment, academic, cultural, religious functions and other gatherings.
 - v. Air, Rail and public bus transport for passenger movement. (Except dedicated staff buses/vans used by industries and establishments).
 - vi. Taxi, Auto & Cycle Rickshaws.
 - vii. Metro rail services.
 - viii. Inter-state public transport.
 - ix. All lodging houses, hotels and Resorts. (except workers' hostels)
 - x. Malls, barber shops, salons, spa & beauty parlours.
 - xi. Air-conditioned showrooms selling jewels, clothes and departmental stores will not be permitted.
 - xii. Only 20 persons shall be permitted during funeral.
 - xiii. Marriages shall be permitted with current restrictions.
- IV. No activity will be permitted in the Containment Zones. All activities currently permitted would continue (Except in containment zones).
- V. Since the lock down continues, strict surveillance should also be done in order to prevent gathering of more than 5 persons at public places.
- VI. The following activities will be allowed in **all areas falling under the jurisdiction of Greater Chennai Police** (Except in containment zones).
- i. Construction works by utilizing the services of the "in situ" labourers and by bringing the workers from outside on a one-time basis.
 - ii. All construction activities and road works by Government and Public Sector Undertakings.
 - iii. Functioning of SEZ, EOU and Export Units (except Industrial Estates) after due inspection & assessment by Commissioner, GCC/District Collectors with 25% workers (minimum 20 persons). Strict access control shall be ensured by the Companies. Employees shall travel only in the vehicles operated by the respective organisations.
 - iv. IT and IT enabled services with 10% employees (minimum 20 persons). Employees shall travel only in the vehicles operated by the respective organisations.
 - v. Shops selling essential goods will function from 06.00 AM to 5:00 PM.
 - vi. E-commerce service providers handling food and essential commodities will do deliveries in the timings already permitted.
 - vii. Restaurants will function from 06.00 AM to 9:00 PM (Take-away only)
 - viii. All standalone and neighbourhood shops (except salons, spa &

beauty parlours), shops selling construction hardware, cement, construction materials, sanitaryware, electrical materials and standalone shops selling and servicing mobile phones, computers, household appliances, motors, spectacles will function from 11:00 am to 5:00 pm.

- ix. Self-Employed Workers like plumbers, electricians, AC mechanics, carpenters, etc., Home Care Providers for persons with special needs and household workers, after obtaining necessary permission from Commissioner, GCC /District Collector.

VII. The following activities will be allowed in **all areas across the State, except for areas under the jurisdiction of Greater Chennai Police** (Except in containment zones).

- i. All industries located outside the Corporations / Municipal Limits (including Textile industries) with 50% workers (minimum 20 persons). All industrial activities shall be allowed in Village and Town Panchayat areas (including Textile industries).
- ii. However, in the case of Town Panchayats, where the population is more than 15,000, the District Collector may permit the operation of the textile industries with 50% workers based on the local conditions.
- iii. SEZ, EOU, Industrial Estates, Industrial Townships, (including private estates) in Rural and Urban areas will operate with 50 % workers. Strict access control shall be ensured by the Companies. Textile industries located in Industrial Estates in Municipalities and Corporations will not be permitted to operate.
- iv. Spinning Mills in Village and Town Panchayat areas shall be permitted to function (on shift basis by adopting physical distancing) with 50 % workers.
- v. The District Collector may permit the operation of Leather and Textile industries in Municipalities and Corporations, dealing with designing and sampling for export purposes, with 30 % workers, after assessing the local situation.
- vi. The District Collector may permit all export units in the urban areas to operate with 50% workers, based on the local conditions.
- vii. IT hardware manufacturing units shall be permitted with 50% workers.
- viii. IT and IT enabled services with 50% employees (minimum 20 persons).
- ix. Construction works in urban areas by utilizing the services of the "in situ" workers and by bringing the workers from outside on a one-time basis.
- x. All construction activities and road works by Government and Public Sector Undertakings.

- xi. Self employed workers like plumbers, electricians, AC mechanics, carpenters, etc., after obtaining necessary permission from District Collector.
- xii. Care givers for persons with special needs, differently-abled, senior citizens, patients and household workers after obtaining necessary permission from District Collector.
- xiii. Printing presses are permitted to operate.
- xiv. Shops selling construction hardware, cement, construction materials, sanitary ware and electrical items shall be permitted to function from 9:00 am to 5:00 pm in both urban and rural areas. There shall be no restriction on transport of construction materials.
- xv. All standalone shops selling and servicing mobile phones, computers, household articles, motors, spectacles shall be permitted to function from 10:00 am to 5:00 pm in both urban and rural areas.
- xvi. All standalone shops (except barber shops, salons, spa & beauty parlours) in Rural areas will be permitted to function from 9:00 am to 5:00 pm.
- xvii. Restaurants will function from 6 AM to 9 PM (Take away only).
- xviii. E-commerce service providers handling food and essential commodities will do deliveries in the timings already permitted.
- xix. District Collector may decide on opening of all other standalone shops (except Malls and Market Complexes) in Corporations and Municipal Limits based on the prevailing conditions from 10:00 am to 5:00 pm. (Salons, spa & beauty parlours are not permitted)

VIII. Strict adherence to SOPs:

All District Collectors and Commissioners of Corporations shall mandate the following in all industrial establishments,

- i. Disinfecting the industrial premises and vehicles twice daily
- ii. Disinfecting the toilets every hour during work.
- iii. Thermal screening of employees before entering the factory premises.
- iv. Wearing of masks
- v. Physical distancing at the workplace
- vi. Regular cleaning of hands with soap / sanitizer.
- vii. Issuing ID cards to all employees
- viii. Ensuring only medically fit persons, without any co-morbid conditions and below 55 years of age are called for work in the first phase,
- ix. For those units having upto 200 employees working in the premises, a Doctor should be made available on call, whenever needed. For those with 201-1000 persons working in the factory premises, a part-time Doctor shall visit once in two

days. Those units more than 1000 workers in the premises, shall have a tie-up with a nearby hospital for a daily visit by a Doctor.

- x. Strict access control should be enforced by all industrial units

The Standard Operating Procedures (SOPs) issued by the Government as an Annexures I, II & III to this order shall be strictly adhered to.

IX. The following general items are applicable to all areas across the State (except Containment Zones)

- a) All activities which are already permitted vide order in the reference 3/11 cited above and addendums issued thereon, whether included in this list or not, shall continue to be permitted. The passes, if any, issued already shall continue to be valid throughout the lock down period. (except in containment zones).
 - i. Agricultural and allied activities, Plantations (including agro processing)
 - ii. Marine and inland fishing subject to the instructions of the Fisheries Department.
 - iii. Animal Husbandry, Poultry, Milk and milk processing.
 - iv. Health care institutions including AYUSH centers, laboratories and diagnostics, pharmacies.
 - v. All essential manufacturing including medical equipment, pharma, medical supplies like masks, PPE, gloves, etc., hygiene products, food processing industries, rice/oil/flour/sago mills, packaging including lamination and adhesives, etc.
 - vi. All continuous process industries like sugar, cement, large steel plants including TMT, paper, tyre, large foundry, large glass plants, oil refinery, chemicals including paint.
 - vii. In case of all those industries which are not permitted to operate, essential maintenance activities for safety purpose with minimal skeletal staff is permitted.
 - viii. Manufacture and sales of agricultural implements, fertilizers, insecticides, pesticides, seeds and other agricultural inputs.
 - ix. Financial institutions like RBI, SEBI, Banks, NBFCs, etc., ATMs and services related to such institutions.
 - x. All media, postal services, telecom and telecommunication services.
 - xi. Public utilities like power production, transmission and supply, water supply and sanitation, oil and gas storage and supply.
 - xii. Social sector activities like homes for senior citizens, destitute, etc.,

- xiii. All goods carriers, including those carrying construction materials, are permitted to operate loaded or empty, without any requirement of passes, with two drivers and one helper. All intra-state and inter-state goods movement is permitted without any restrictions.
- xiv. Logistics, warehousing and cold chain.
- xv. All sea ports, airports, railway stations for cargo/goods movement. Container terminals and dry ports.
- xvi. All construction activities in rural areas.
- xvii. Mining activities and mineral production.
- xviii. Amma canteens, Hotels, e-commerce and shops selling food, grocery and essential commodities as per applicable restrictions.
- xix. MGNREGS activities.

- b) In case of any difficulty in ensuring maintenance of safeguards, shops/markets selling vegetables, meat and fish can be shifted to larger spaces like play grounds. Pre-packed sales/ door delivery may be encouraged.
- c) Mineral production and Mining operations, brick kilns, stone quarry, M-Sand units, crushers supplying materials for construction activities and the transportation required are permitted to operate.
- d) Major industries, IT & ITeS establishments and construction activities shall be commenced after obtaining passes, by submitting online applications to the District Collectors / Commissioner, Greater Chennai Corporation for the vehicles used for transportation of the employees / workers. A single application is sufficient for running the industry, movement of employees and for transport vehicles. In Municipality and Corporation limits, organisations shall arrange buses / vans for the transportation of employees / workers to the work place. In such case, only 50% of the seating capacity should be occupied ensuring strict physical distancing. All the vehicles for which passes have already been issued can continue to be used.
- e) No separate passes are required to be obtained for operating/ for the movement of employees and vehicles of Micro, Small and Medium Enterprises located in Village and Town Panchayats and Industrial Estates, Cottage/Village Industries and standalone shops. However, MSME employees should carry the company issued ID Cards.
- f) All Central Government and State Government offices shall function with 33% staff strength. All essential Government Services (including Registration Department) shall continue to function with full strength. No separate passes are required while moving on duty.

NOW THEREFORE, the State Government of Tamil Nadu has also ordered that the Commissioner, Greater Chennai Corporation and District Collectors shall follow the above guidelines and accord necessary permissions, enabling all the permitted industries to start their

operations from 06.05.2020. Further any person violating these containment measures will be liable to be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, besides legal action under section 188 of the Indian Penal Code (as per Annexure IV) and other relevant sections of Indian Penal Code (45 of 1860).

(By order of the Governor)

**K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

To

The Works Manager, Government Central Press, Chennai
(With a request to publish in Extra Ordinary Gazette dated
3.5.2020 and send 50 copies to Government)

All Additional Chief Secretaries, Principal Secretaries
and Secretaries to the Government, Secretariat, Chennai.

The Commissioner Revenue Administration, Chennai.

All the District Collectors.

The Hon'ble Chief Minister Office, Chennai.

The Special P.A. to Hon'ble Minister (Revenue & Disaster
Management and Information Technology) Chennai.

The Private Secretary to Chief Secretary to Government, Chennai.

//Forwarded//By Order//

S. Shanmugam
3/5/20
SECTION OFFICER

ANNEXURE I

SOP TO BE ADHERED TO WHILE RESTARTING INDUSTRIES

Controlling the spread of infection in industries and other places of production/work, is essential to prevent outbreaks of COVID-19 in such settings, protecting the health and well-being of all those who work at that place, and people who visit it.

- i. No employee from containment zone should be allowed to work.
- ii. Containment Zone details should be daily ascertained from the District Collector and should be displayed at entry gate itself.
- iii. The management should ensure that to start-with, only medically fit employees with no co-morbid conditions are engaged for work.
- iv. EOUs, Industrial establishments in SEZs, Industrial Estates and Industrial Townships shall establish strict access control measures with separate Entrance and Exit. All workforce shall be properly screened, as detailed in the SOP during entrance and exit.

The following are some of the measures that should be implemented by various stakeholders prior to resuming activities from 03.05.2020;

2. Before start to work:

- i. People reporting to work shall self-examine their health condition before commencing from home for work.
- ii. People with cough, cold or fever should stay at home after consulting a doctor, get tested and should remain home for 14 days. A compulsory paid leave should be given by the employers.
- iii. All people above 55 years and with co-morbidities should be screened thoroughly and may work from home or not allowed to mingle with others.
- iv. All employees must compulsorily wear their company identity card at all times, from the time of leaving their residence (during the transit, working hours etc) until they return back to their respective residences, at the end of the day.
- v. Everyone must wear mask before stepping out of their homes.

Medical facilities

- i. All workplaces employing up to 200 persons must make arrangements to ensure that a doctor is available on call, as required.
- ii. All workplaces employing between 200-1000 persons must ensure the visit of a local doctor once every two days.
- iii. All workplaces employing more than 1000 employees must mandatorily have an arrangement for medical treatment of its employees, with the closest large hospital. Arrangements should also be made for a doctor to visit the site, every day, without fail.

3. During transportation:

- i. For workers coming from outside, special transportation facility must be arranged by company, without any dependency on the public transport system.
- ii. These vehicles should only carry passengers at 50% capacity, with use of disinfectants/sanitizers at the entry and exit point of the bus.
- iii. For those commuting in Cars/ Jeeps, 2 persons are permitted to travel in the vehicle, in addition to the driver of the vehicle.
- iv. For those commuting by two-wheelers, only 1 person is allowed to travel on the vehicle.
- v. All vehicles and machinery entering the premise should be disinfected by spray mandatorily, and parked properly at a distance from each other.
- vi. Sanitization of commuting vehicles should be ensured on a regular basis. Buses and other Vehicles should be cleaned with 2.5% Lysol (1 litre of Lysol in 19 litres of water).
- vii. Drivers and loading-unloading staff shall wash their hands at a place separate from the employees.

4. At the point of entry/exit:

- i. Mandatory thermal scanning of everyone entering and exiting the work place should be done.
- ii. Personnel should be allowed to enter the premises only after washing their hand and it is to be ensured that they wash their hands before leaving.
- iii. Provision for hand wash & sanitizer preferably with touch free mechanism should be made at all entry and exit points and common areas.
- iv. Guards and all persons entering/exiting the premises should wear mask and sanitize their hands frequently.

5. At workplace:

- i. All buildings and Blocks should have mandatory hand wash facility with soap and running water at the entrance and inside the buildings according to the strength of the people.
- ii. All areas in the premises including the following to be disinfected and cleaned compulsorily twice a day, every morning (prior to commencement of office operations) and evening (after closure), using user friendly disinfectant mediums. These areas include;
 - a) Entrance gate of building, Exit of building, office etc.
 - b) Cafeteria and canteens.
 - c) Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d) Equipment and lifts.
 - e) Washroom, toilets, sink; water points etc.
 - f) Walls/ all other surfaces

- iii. All buildings and working area surface frequently touched by hands should be cleaned twice a day (morning before commencement of office operations and evening post-closure) with 2.5% Lysol, (1 litre of Lysol in 19 litres of water).
- iv. The floors should be cleaned with 1% Hypochlorite solution (1Kg Bleaching powder in 30 litres of water or 3 Kg Bleaching powder in 100 litres of water).
- v. Knap sack sprayers can be used for disinfecting inside the buildings and Power sprayers can be used for disinfecting outside buildings areas and water wash pumps can be used for spraying, and cleaning should be done by wet mopping. Dust generating dry cleaning process should be avoided.
- vi. Wearing of face cover is compulsory in all areas of the facility. Reusable Cloth mask should be given to all employees immediately after hand wash at the entrance.
- vii. Non touch infra-red thermometer should be used for screening of fever cases.
- viii. Personnel in charge of public places, work places, canteens and transport shall ensure proper social distancing, as per the guidelines issued by Ministry of Health and Family Welfare.
- ix. Large gatherings or meetings should be strictly discouraged.
- x. CCTV camera should be installed at the entrance and also at other points within the premises, for tracking contacts
- xi. There should be a total ban on non-essential visitors at sites.

6. Canteens:

- i. Employees should follow a staggered lunch break approach, and ensure social distancing at all times.

- ii. Social distancing norms to be followed while eating, ordering, taking and disposing the plates. If possible, disposable plates should be used.
- iii. One-sided seating arrangement must be followed.

7. Elevators and staircases:

- i. Not more than 2/4 persons (depending on size) should be allowed to travel in lifts or hoists.
- ii. Use of staircase for climbing floors may be encouraged.

8. Dormitories and Rest rooms:

- i. Beds shall be placed at a distance of at least 1m from each other.
- ii. Soaps and sanitizers should be made available at various key entry/exit points.
- iii. Mopping and cleaning the floors of common areas shall be carried out regularly.
- iv. Cleaners shall use PPEs equipment while carrying out the activities.
- v. Wardens should carry out compliance checks frequently.

9. During Shifts:

- i. Shifts shall be planned in such a way that it does not lead to clustering of workers at the beginning/end of shift.
- ii. Work places shall have a gap of 30 minutes between each shift as far as possible. (except in continuous processes)

10. For Vulnerable:

- i. Persons above 55 years of age and persons with co-morbidities, and parents of children below the age of 5, shall be encouraged to work from home.

11. For the welfare of employees:

- i. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
- ii. Medical camps to be organised to screen for diabetes, hypertension and respiratory disease etc.
- iii. Medical insurance shall be ensured for the workers.

12. In general:

- i. Pamphlets/awareness material should be distributed to all the employees highlighting precautionary measures such as social distancing, best hygiene practices and other measures to be undertaken by them.
- ii. All employees should be thoroughly oriented on COVID-19 with focus on hand washing, respiratory hygiene, social distancing, surface cleaning practices, self-care for any co-morbid conditions, seeking proper care at the earliest etc.

**K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

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SECTION OFFICER

ANNEXURE II

SOP FOR CONSTRUCTION INDUSTRY

In general, the SOP listed in Annexure 1 will apply to construction sector, as well. Apart from that, the following protocol may be followed;

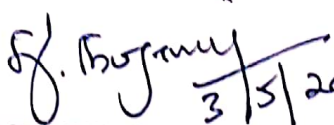
- i. No employee from containment zone should be allowed to work .
- ii. Containment Zone details should be daily ascertained from the District Collector and should be displayed at entry gate itself.
- iii. All the labourers entering the site should be screened for temperature using Thermal Scanners and checked for symptoms of Covid-19. The person running temperature for any other symptoms of Covid-19 should be sent to test for COVID-19 and send to either COVID-19 hospital or other hospital for treatment depending on outcome of test results,
- iv. All persons entering the site should wash hand by soap and water. The constructor or builder should arrange at entrance point facilitating for washing with soap and water.
- v. All the person should wear the face mask and awareness should be created on personal hygiene including wearing Face mask, hand washing, use of sanitiser, and danger of disease spread while sharing certain things including food, water and utensils.
- vi. All the person in-charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
- vii. Adequate Supervisors to be deployed to communicate the need for safe distancing and to demonstrate how the work is done with safe distance
- viii. Communication of the need for safe distance to happen will be announced by public address frequently during the day to ensure discipline.
- ix. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.

- x. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 years should not be engaged;
- xi. Use of Arogya Setu shall be encouraged for all employees both private and public;
- xii. All organizations shall sanitize their work places between shifts.
- xiii. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
- xiv. There should not be any overlap in shifts. Further staggered lunch with social distancing in canteens shall be encouraged. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference Halls/ open areas available/ verandah/ entrance gate of site, bunkers, parota cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink, water points etc.
 - f. Walls/all other surfaces.
- xv. For workers coming from outside, special transportation facility will be arranged using vehicle pass without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
- xvi. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- xvii. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
- xviii. Large gatherings or meetings of 5 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- xix. Use of staircase for climbing should be encouraged.

- xx. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
- xxi. There should be total ban on non-essential visitors at sites.
- xxii. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
- xxiii. Lunch room for labourers, to have food with revised seating arrangements so as to maintain safe distance of 1 meter at least on all sides.
- xxiv. Workers should be strictly instructed not to attend any unnecessary social gathering. They should as far as possible shuttle between work place and residence unless such visit outside is very important and such visit shall be based on authorization for the purpose of record, to record to use it in future if required.
- xxv. Messages with the need to maintain safe distance will be continuously played and demonstrated during lunch break through PAS.

**K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

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SECTION OFFICER

ANNEXURE III
SOP AND MEASURES TO BE TAKEN IF A COVID-19
POSITIVE IS IDENTIFIED IN A FACILITY

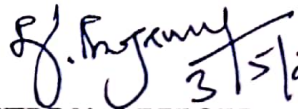
Identification and Isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a workplace.

The following measures are to taken if any staff is found to test positive for COVID-19.

- i. The information should be intimated to Office of the Deputy Director of Health Services of the district concerned or 24 hours help line number immediately.
- ii. Lab positive person should be admitted in COVID-19 hospital.
- iii. Close contacts are to be tested and to be under home or facility quarantine, as per the standard protocols.
- iv. Close proximity of the area in which the employee was working should be thoroughly disinfected for three days and can be put back into use.
- v. Whole of the campus should also be disinfected.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

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3/5/20
SECTION OFFICER

ANNEXURE - IV

1. Section 51 to 60 of Disaster Management Act, 2005

OFFENCES AND PENALTIES

51. Punishment for obstruction, etc.—Whoever, without reasonable cause—

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act, shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or willfully compels any other

person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has

been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly: Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence. (2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section— (a) “company” means anybody corporate and includes a firm or other association of individuals; and (b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by— (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the

Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

2. Section 188 in The Indian Penal Code

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both. Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm. Illustration An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

//TRUE COPY//

S. Pragnan
2/5/20
SECTION OFFICER