

Department of Labour & Employment,
Shimla-171001, Himachal Pradesh
No. L&E (Fac)/Misc/2020

From

Commissioner Labour -cum-
Chief Inspector of Factories
Shimla, Himachal Pradesh



To

1. All the Industrial Associations in state of HP
2. Assistant Director Factories, Una, District Una, HP
3. All the Labour Officers
4. All the Labour Inspectors

Subject:- Preventive, Precautionary, Pre-emptive measures and to promote social distancing to prevent Novel Coronavirus (COVID-19)

Sir,

Please refer to order number HFW-A-A(3)1/2020 dated 21st March, 2020 issued by Additional Chief Secretary (Health) to the Government of Himachal Pradesh regarding social distancing in the industrial establishment/Factories in the state (**copy enclosed**). You are therefore requested to bring these orders to the notice of industrial establishment/factories in your jurisdiction and they may be requested to comply with these orders, so as to prevent novel coronavirus (COVID-19) in the state.

Enclosure: {As above}

Yours Faithfully

Dr. S. S. Guleria (IAS)
Commissioner, Labour-cum-
Chief Inspector of Factories, HP

Endst No As Above Dated Shimla-1
Copy to the following for information

1. The Additional Chief Secretary (Labour & Employment) to the Government of Himachal Pradesh, Shimla.
2. The Additional Chief Secretary (Health) to the Government of Himachal Pradesh, Shimla.

Commissioner, Labour-cum-
Chief Inspector of Factories, HP

Government of Himachal Pradesh
Health and Family Welfare Department

No. HFW-A-A(3)1/2020

dated 21st March, 2020

Order

In order to contain the spread of Novel Coronavirus (COVID-19) to the extent possible by taking preventive, precautionary, pre-emptive measures and to promote social distancing, in exercise of the powers vested in me under Clause 3 of the Himachal Pradesh Epidemic Disease (COVID-19) (Amendment) Regulations, 2020, it is hereby ordered in the public interest that:

- (i) All the industrial establishments and factories in the State will take immediate measures to promote social distancing, prevent close contact amongst their employees, maintain sanitization and hygienic working conditions.
- (ii) The attendance and timings of personnel shall be staggered by the owner/ person-in-charge.
- (iii) Roster of employees will be prepared in such a manner that they report to their duties in two lots on alternate days. 50% of the employees may be present every day and the remaining 50% may work from their home/ residence, so far as is practicable.
- (iv) The wages/ salary/ emoluments of the employees not reporting to duties on a particular day consequent upon staggering as above shall not be deducted. They shall be treated as 'on duty'.
- (v) The timings of arrival and departure of employees reporting for duties will also be staggered in order to prevent overcrowding enroute and in the industrial establishment/ factory by forming different groups. Working in shifts may be resorted to.
- (vi) It shall also be ensured that in the Industrial establishments/ factories situated in the border areas of Himachal Pradesh, the employees and visitors do not commute from the neighbouring states.
- (vii) Proper cleanliness be maintained. Sanitizers or hand wash facilities be provided at the entrance of the Industrial establishment/ factory.

Hand sanitizers, soap and running water may be provided in washrooms.

- (viii) Employees, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on paid leave and take the prescribed treatment/home quarantine. Older employees, pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (ix) All gyms, recreation centres and creches located in premises be closed.
- (x) The employees may be advised to maintain personal hygiene and social distancing, resort to frequent hand washing, avoid unnecessary travelling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They may also be advised not to shake hands or spit in public.
- (xi) Most importantly, the employees may be advised not to spread/ believe in rumours or create panic.

This Order shall remain in force w.e.f. 23.3.2020 till 15.4.2020.



(R.D. Dhiman)

Additional Chief Secretary (Health) to the
Government of Himachal Pradesh


Endst.No. As above

Dated: Shimla-171002

21st March, 2020

Copy to :-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, HP High Court Shimla-171001.
4. The Divisional Commissioner, Shimla, Kangra and Mandi.
5. All the Deputy Commissioners in Himachal Pradesh.
6. All the Superintendents of Police in Himachal Pradesh.
7. All the Managing Director/ Member Secretary/ Commissioner /Secretary/Chief Executive Officer/ Registrars of Boards/ Corporations/ Councils/ Authority/ Universities/ Municipal Corporations/Co-Operative Banks in HP.
8. Guard File.


21/3/20

Special Secretary (Health) to the
Government of Himachal Pradesh