



**DIRECTORATE OF FACTORIES AND BOILERS : ODISHA**

KHARVEL NAGAR, UNIT-III, BHUBANESWAR, 751001, PH. NO. 2386070

Letter No. 2258 Date 12/03/2020

From:

**Dr. N. Thirumala Naik, IAS**  
Director

To

**The Occupier / Manager of all Factories**  
[As per list]

**Sub : Corona Virus Disease 2019 (COVID-19) - Guidelines to Factory Management.**

**Madam/Sir,**

In view of the prevailing situation of Corona Virus Disease 2019 (COVID-19) across the world and in the State of Odisha, the following guidelines shall be strictly implemented in all the factories in the State.

1. Promote frequent and thorough hand washing by the workers with a place to wash their hands with soap or alcohol-based hand rubs.
2. Encourage workers to stay home, if they are sick and to call helpline number 104.
3. Encourage respiratory etiquette, including covering coughs and sneezes.
4. Employers should explore flexible work hours to minimize contact among the employees.
5. Discourage workers from using other worker's phone, desks, offices or other work tools and equipment to the extent possible.
6. Avoid grouping of the workers or staff at work site for meetings as far as possible. Inform the employees to practice social distancing.
7. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19.
8. Employers should develop procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
9. Employers should take steps for immediately isolating people who have signs and / or symptoms of COVID-19.

10. Although most worksites may not have specific isolation rooms, designated areas with closable doors shall be made as isolation rooms if required.
11. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
12. Maintain proper hygiene in Canteens / dining rooms.
13. Crèches shall be specifically monitored and disinfected thoroughly.
14. Factories having Public address/Visual Display system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19.
15. Occupiers shall avoid meetings with foreign delegates/Technical experts from outside State as far as possible.
16. Notwithstanding anything stated above, all factory management shall ensure strict compliance of directions of the Department of Health and family Welfare, Government of Odisha and Ministry of Health & Family Welfare, Government of India.

Yours faithfully,

  
Director of Factories and Boilers, Odisha  
17/09/20