

Government of Himachal Pradesh  
Health and Family Welfare Department

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

dated 21<sup>st</sup> 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*

**(R.D. Dhiman)**

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

Endst.No. As above

Dated: Shimla-171002

21<sup>st</sup> 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.

*[Signature]*  
21/3/20

Special Secretary (Health) to the  
Government of Himachal Pradesh

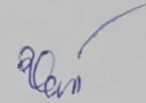
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(R.D. Dhiman)

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

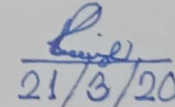
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