

GOVERNMENT OF PUDUCHERRY  
OFFICE OF THE DISTRICT COLLECTOR CUM DISTRICT MAGISTRATE, KARAIKAL

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No. DCK/A1/COVID-19/2019-20/

Dt. 02.05.2020

**ORDER**

Sub: DCK - DM – COVID-19 – Extension of Lock Down Measures beyond 03.05.2020 –  
New guidelines for “WORK PLACES” – Reg.

Ref:

- i. The Epidemic Diseases Act, 1897
- ii. The Disaster Management Act, 2005
- iii. Order No. MC No. 1/2020, Dt. 22.03.2020, of the O/o the District Magistrate, Karaikal.
- iv. Order No. G. O. Ms. No. 03/2020, dt. 23.03.2020 of the DRDM, Puducherry.
- v. Order No. 40-3/2020-DM-I(A) dated 24.03.2020 of Ministry of Home Affairs, Government of India.
- vi. Order No. 1703/DRDM/DM/D2/2020, dt. 25.03.2020 of the DRDM, Puducherry.
- vii. Order No. 40-3/2020-DM-I(A) dated 15.04.2020 of Ministry of Home Affairs, Government of India.
- viii. Order No. DCK/A1/COVID-19/2019-20/, dt. 18.04.2020.
- ix. Order No. 40-3/2020-DM-I(A) dated 01.05.2020 of Ministry of Home Affairs, Government of India.

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WHEREAS, Novel Corona Virus Disease (nCOVID-19) situation has been declared as a notified disaster under the provision of Disaster Management Act, 2005, and various restrictions are imposed under the Epidemic Diseases Act, 1897 to prevent its spread, while ensuring maintenance of essential services and supplies, including health infrastructure.

WHEREAS the Ministry of Home Affairs, Government of India, under directions of the National Disaster management Authority (NDMA), has issued guidelines on lockdown measures to contain the spread of COVID-19 in all parts of the country were issued vide Order 5<sup>th</sup> cited (dated 24.03.2020) under the Disaster Management Act, 2005 for a period of 21 days with effect from 25.03.2020. Under further directions of NDMA, the lockdown period was extended upto 03.05.2020 vide order 7<sup>th</sup> cited (dated 15.04.2020).

WHEREAS, under further directions of NDMA, the lockdown period is extended for a further period of two weeks from 04.05.2020 vide order 9<sup>th</sup> cited (dated 01.05.2020) and new guidelines on lockdown measures have been issued by the Ministry of Home Affairs, which will come into effect from 04.05.2020.

NOW THEREFORE, in pursuance of the order No. 40-3/2020-DM-I(A) dt. 01.05.2020 of Ministry of Home Affairs, Government of India, new guidelines for “WORK PLACES”, are issued, as annexed, for strict implementation.



(ARJUN SHARMA, I.A.S.)  
COLLECTOR-CUM-DISTRICT MAGISTRATE

To  
All Heads of Offices, Karaikal.

Copy to

1. The Senior Superintendent of Police, Karaikal.
2. The Sub Divisional Magistrate, Karaikal
3. The Deputy Collector (DM), Karaikal.
4. All Heads of Officer, Karaikal.
5. The Enforcement Team Heads, Karaikal
6. The Superintendent of Police (North / South), Karaikal.
7. The Assistant Director, Information & Publicity, karaikal – for wider publicity
8. The District Informatics Officer, Karaikal – for hosting in the District Website

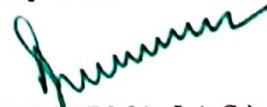
Copy to

1. The Secretary to Hon'ble Chief Minister, Puducherry.
2. The P.S. to Hon'ble Lt., Governor, Puducherry
3. The P.S. to All Ministers, Puducherry.
4. The PS to Chief Secretary to Govt, Puducherry.

## DIRECTIVES FOR COVID-19 MANAGEMENT

### GUIDELINES FOR WORK PLACES

1. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
2. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
3. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff etc.
4. Provision of thermal scanning, hand wash and sanitiser preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitiser shall be made available in the work places.
5. Frequent sanitisation of entire workplaces, common facilities and all points which come into human contact eg., door handles etc., shall be ensured, including between shifts.
6. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
7. Use of Arogya Setu app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective organisation to ensure 100% coverage of this app among the employees.
8. Large physical meetings to be avoided.
9. Hospitals / clinics in the <sup>near</sup> ~~near~~ by areas, which are authorised to treat COVID-19 patients, should be identified and list should be available at work places all the times. Employees showing any symptom of COVID-19 should be immediately sent for check-up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities. Arrangements for transport facilities shall be ensured with social distancing wherever personal / public transport is not feasible.
10. Intensive communication and training on good hygiene practices shall be taken-up.



(ARJUN SHARMA, I.A.S.)  
COLLECTOR-CUM-DISTRICT MAGISTRATE