

INTEGRAL COACH FACTORY Chennai 600038

No. PB/LW/200/MISC/COVID-19

Office of the PCPO

Dt: 17.04.2020

CIRCULAR

Sub: Reporting of Officials of Administrative Offices of ICF during Lockdown period.

Ref: Ministry of Home Affairs LtrNo: 40-3/2020-DM-I(A) dt.15.04.2020

Ministry of Home affairs vide their order cited have issued detailed guidelines with regard to activities which are to come into effect from 20th April 2020

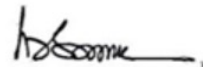
2. In terms of Para 18 of the consolidated revised guidelines on the measures to be taken by the Ministries, Administrative offices of Integral Coach Factory Chennai-38, is to remain open/functional from Monday the 20th April 2020 onwards till the lockdown period with 100% attendance of officers of the level of Dy.Secretary and above and by staff upto 33% as per requirement.

3. Accordingly all Officers of ICF of the level of JAG and above may attend office regularly from 20th April onwards. As regards staff, HODs of the branches may prepare the roster of staff and officers below JAG level who may be called for attending duties so as to ensure smooth working of office. While preparing roster, it may be ensured that staff upto 33% attends office as per requirement. Those staff who are not called for duty would work from home and will be available at all times on mobile phones.

3.1. However, those residing in HOT Spot areas/Containment areas as demarcated by States /District Administration will not attend office. They will work from home and will be available at all times on their mobile phones.

4. Further all officers and staff may travel in their own Vehicles/Staff cars/ Hired vehicles with their official ID cards which may be shown to the Police personnel whenever required. The driver of the vehicles arranged by ICF are also allowed for pick up and drop facility for officers from their residence to office and back.

5. Other guidelines as contained in Annexure –I & II of the MHA's Order dated 15.04.2020 are also to be adhered to by all the officers/staff.



SPO/Welfare

For Principal Chief Personnel Officer

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

1. Wearing of face cover is compulsory in all public places, work places.
2. All persons 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.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.



Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. 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, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. 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.

