



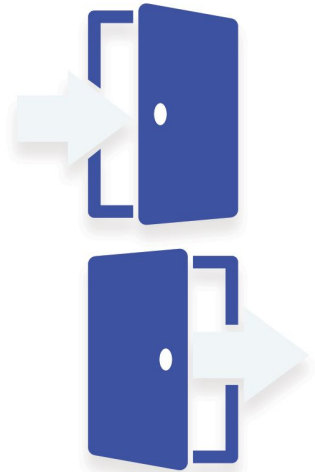
GOVERNMENT OF  
KHYBER PAKHTUNKHWA

# Guidelines For Operation of Industrial Units During COVID-19 Emergency

# For Individuals: Industrial workers & management

## At Entry & Exit points

- i. Body temperature of all entering individuals shall be monitored at entry points by dedicated person(s) of the unit along with other symptoms including dry cough, flu, an muscular pains etc.
- ii. Hand sanitizers to be used at entry and exit points invariably by all the staff.
- iii. Biometric attendance, where applicable, shall be discontinued forthwith.



## Gear



- i. Gauze caps, surgical masks and gloves shall be used at all time within a unit or premise.
- ii. Mandatory washing of hands with soap for at least 20 seconds after every hour
- iii. Clothes of the workers and management shall be frequently disinfected. Preferably, clothes may be changed on exit after taking a bath. Separate pairs of clothes shall be kept for work within a unit or premise.

## Demeanour

- i. Physical contact for cultural greetings like handshakes and hugging shall be avoided and notices displayed at prominent places.
- ii. Joint use apparatus like computers, telephones, fax machines etc may be operated upon by distinct users, otherwise use of gloves shall invariably be ensured while operating such devices.
- iii. Minimum distance of three feet shall be maintained between staff at all times.



SOCIAL DISTANCE



# For Individuals: Industrial workers & management



## Others

- i. Towels shall be replaced with tissue papers / paper rolls.
- ii. Sick employees shall be actively encouraged to stay at home. In order to cover income of such employees, flexible sick leave and supportive policies and practices shall be implemented.
- iii. Identify where and how workers might be exposed to COVID-19 at work and adopt mitigation measures.
- iv. Educate employees about how they can reduce the spread of COVID-19.

## De-Densification

- i. Only essential staff shall be allowed to the premises and all non-essential staff shall be given paid leave for initial period of 15 days
- ii. All staff above 50 years age, and with co-morbidity, and females on family way shall also be granted paid leave for initial period of 15 days
- iii. Where possible, number of shifts may be adjusted accordingly to keep the density of staff at bare minimum requirement for operations.



# For Individuals: Industrial workers & management

# For Premises or Units

- i. The Premises or Unit, as the case may be, shall be disinfected invariably at the start of every shift
- ii. The Premises or the Unit, as the case may be, shall be equipped with sanitizers, soaps, masks, towel tissues and temperature thermal scanners.
- iii. The Premises or the Unit, as the case may be, shall be staffed with trained clinical staff / doctor.
- iv. The Premises or the Unit, as the case may be, shall keep a hotline for availability of ambulance for immediate transfer in case of suspected person to main quarantine facility.
- v. The Premises or the Unit, as the case may be, shall be closed immediately on confirmation of COVID-19 person as a result of lab test, and it shall continue to be so till thorough sanitization and disinfecting is undertaken.
- vi. Entry of unauthorized persons to the premises or the unit shall be banned forthwith.
- vii. Display of standard SOPs of COVID-19 at industries premises in urdu with pictorials – each and every person shall be communicated these instructions through sessions and other means.
- viii. Ventilation of air shall be ensured. This shall be carried out by keeping doors, and windows open.
- ix. All washrooms to be kept sanitized and disinfected, and shall be re-sanitized and disinfected after each use – including drying.
- x. Disposable cups, glasses and plates for drinks and meals shall be ensured. Their disposal after one-time-use may be ensured.
- xi. General chlorination spray in complete premises shall be carried out once every day.
- xii. A monitoring Team at each Unit level to carry out inspections on compliance every shift.

# For Individuals: Industrial workers & management

## For Transport (Workers and Management)

- i. Buses/vehicles of industries shall be disinfected before boarding of passengers/workers, and immediately after they disembark.
- ii. Seating arrangements of passengers and workers shall be designed in a manner to ensure the maintenance of 3 feet distance amongst individuals.
- iii. Passengers, workers, drivers, and conductors must wear masks and gloves while traveling.
- iv. Hand sanitizers shall be provided and installed in the buses/vehicles. These shall be used by the passengers, workers, drivers and conductors before embarkation and on disembarking the vehicle.
- v. SOPs to be displayed in Urdu prominently, and be read to all the passengers and workers within buses/vehicles before the start of the journey.
- vi. Door and windows to be kept open.
- vii. Cooling (air conditions), and heating systems of the buses/vehicles shall not be used.
- viii. Every industrial unit shall issue a unique identity card to all staff members. This card will be used for identification purposes, if the staff member is travelling towards the unit or back to residential area.

# Flow of Goods to and from an Industrial Units or premises

## Flow of Goods into the Industrial Unit or Premises

- i. Raw materials, dissembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point;
- ii. Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials shall be monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc
- iii. No person(s) associated with such vehicles having any or all symptoms of COVID-19 shall be allowed to enter the industrial unit or premises.
- iv. The material like steel, wood, cloth, iron, plastic keep the COVID-19 for days, therefore, all such raw material shall be properly sanitized and disinfected before entry to an industrial unit or premises is granted.
- v. Seating arrangement of such vehicles amongst the individuals occupying it shall be such that 3 feet distance is maintained.
- vi. Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and, subsequently, their hands shall be sanitized.
- vii. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such vehicles. No person(s) without proper gear shall be allowed entry to industrial unit or premises.



**IN → INDUSTRY → OUT**



## Flow of Goods into the Industrial Unit or Premises

- i. All vehicles leaving the industrial unit or premises shall be washed before exit.
- ii. All the finished products shall be properly sanitized and disinfected before exit.
- iii. All individuals occupying such vehicles shall wear complete gear including gloves, head gear, gown and masks before exit.
- iv. All exit vehicles shall have a hand sanitizer and soaps for washing and sanitizing of hands of occupants of such vehicles.
- v. Seating arrangement of exiting vehicle shall be ensured to maintain 3 feet distance amongst the occupants.

# Flow of Goods to and from an Industrial Units or premises

## At Industrial Zone level

- i. Entry and Exit points to and from a zone shall be strictly monitored, and entry may be restricted, where possible. Record of all individuals and vehicles entering and exiting the premise shall be maintained.
- ii. The temperature of all the entrants to the zone may be checked along with other symptoms of COVID-19 that include flu, cough and muscular pain.
- iii. A holding area or quarantine shall be maintained to accommodate suspected persons till the receipt of results of their tests, and further process, in case of positive result of the test.
- iv. An Audit Team of Industries Department to visit every Zone daily, and check on all the above SOPs
- v. Similar action for the residential area of the Industrial Zone or individual Unit, as the case may be, may be taken.



# MANDATORY CHECKLIST FOR OPERATION OF INDUSTRIAL/MANUFACTURING UNITS DURING COVID-19 SITUATION

**INDUSTRIAL UNIT NAME:**

**ESTATE/ZONE/DISTRICT NAME:**

**DATE:**

**SUBMISSION:**

1. THIS CHECKLIST IS MANDATORY FOR ALL THOSE MANUFACTURING AND PRODUCTION UNITS WHICH HAVE BEEN EXEMPTED OR WILL BE EXEMPTED FROM TIME TO TIME FROM OBSERVING PUBLIC HOLIDAYS.
2. THIS CHECKLIST WILL BE FILLED ON DAILY BASIS BY THE OWNER/MANAGER OF THE UNIT CONCERNED AND MUST BE SUBMITTED TO THE RESPECTIVE ESTATE MANAGER OR ASSISTANT DIRECTOR CONSUMER PROTECTION COUNCIL OF THE DISTRICT CONCERNED.
3. THIS CHECKLIST MUST BE SUBMITTED BY 2:00 PM ON DAILY BASIS.
4. FAILURE TO COMPLY WITH THE REQUIREMENT AT SERIAL NO 2 ABOVE TWO CONDITIONS AND PROVISIONS OF THIS CHECKLIST OR A PART OF IT WILL RESULT IN IMMEDIATE CLOSURE OF THE UNIT

ACTIONS TAKEN	YES/NO
1 Monitoring of body temperature along with symptoms of COVID-19 that include flu, cough and muscular pain at entrance points	
2 Hand sanitizers at entrance and exit points	
3 Discontinuation of biometric attendance	
4 Display of notices at prominent places for avoiding handshakes and hugs	
5 Usage of machine by distinct users or ensuring gloves while usage	
6 Distance of at least 3 feet maintained between staff within the unit	

I  CERTIFY THAT THE PHYSICAL CONDITION IN MY MANUFACTURING/PRODUCTION UNIT IS STRICTLY IN ACCORDANCE WITH THE ABOVE CHECKLIST.

SIGNATURE OF  
OWNER/MANAGER OF UNIT



# MANDATORY CHECKLIST FOR OPERATION OF INDUSTRIAL/MANUFACTURING UNITS DURING COVID-19 SITUATION

ACTIONS TAKEN	YES/NO
7 Usage of gauze caps within unit	
8 Usage of surgical masks within unit	
9 Usage of gloves within unit	
10 Disinfection of clothes of workers and management	
11 Separate clothes for work within unit/premise	
12 Replacement of towels with tissue papers/paper rolls	
13 Encouraging sick employees to stay home	
14 Flexible sick leaves and supportive policies	
15 Paid leave for non-essential staff for initial period of 15 days	
16 Allowance of only essential staff in the premises	
17 Paid leave for initial 15 days for staff above 50 years age with co-morbidity and females on family way	
18 Adjustment of shifts to keep density of staff to a minimum	
19 Disinfection of the unit/premises at start of every shift	
20 Presence of soaps, masks, sanitizers, towel tissues and temperature thermal scanners	
21 Hotline for availability of ambulance	
22 Immediate closure of unit/premises on confirmation of COVID-19 case	
23 Ban the entrance of unauthorized personnel	
24 Display of standard SOPs of COVID-19 at industries premises in urdu with pictorials	
25 Ventilation of air (keeping doors and windows open)	

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SIGNATURE OF  
OWNER/MANAGER OF UNIT

# MANDATORY CHECKLIST FOR OPERATION OF INDUSTRIAL/MANUFACTURING UNITS DURING COVID-19 SITUATION

ACTIONS TAKEN	YES/NO
26 Washrooms are kept sanitized and disinfected and are re-sanitized and disinfected after each use – including drying.	
27 Availability of disposable cups, glasses and plates	
28 Spraying chlorination spray once every day	
29 Presence of monitoring Team at each Unit level to carry out inspections on compliance every shift.	
30 Disinfection of buses/vehicles of industries before boarding of passengers/workers, and immediately after they disembark	
31 3 feet distance maintained amongst individuals during seating in vehicles/buses	
32 Passengers, workers, drivers, and conductors wear masks and gloves while traveling.	
33 Presence of hand sanitizer in buses/vehicles	
34 Usage of sanitizers by passengers, workers, drivers and conductors before embarkation and on disembarking the vehicle	
35 SOPs are displayed in Urdu prominently, and are read to all the passengers and workers within buses/vehicles before the start of the journey.	
36 Doors and windows of vehicles/buses are kept open	
37 No usage of cooling and heating systems in buses/vehicles	
38 Issuance of unique ID card to the staff members	

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SIGNATURE OF  
OWNER/MANAGER OF UNIT

# MANDATORY CHECKLIST FOR OPERATION OF INDUSTRIAL/MANUFACTURING UNITS DURING COVID-19 SITUATION

ACTIONS TAKEN	YES/NO
39 Raw materials, disassembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product are allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point	
40 Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials are monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc	
41 No person(s) associated with such vehicles having any or all symptoms of COVID-19 is allowed to enter the industrial unit or premises.	
42 Material like steel, wood, cloth, iron, plastic is properly sanitized and disinfected before entry to an industrial unit or premises	
43 Individuals coming in vehicles carrying goods entering the premises/unit wash hands with soap before entrance and their hands are sanitized	
44 Individuals coming in vehicles carrying goods wear proper head gear, gloves, gown and masks. No person without head gear, gloves, gown and mask is allowed to enter the premises	
45 Vehicles leaving the industrial unit/premises are washed before exit	
46 All finished products are properly sanitized and disinfected before exit	

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