



GOVERNMENT OF KHYBER PAKHTUNKHWA

RELIEF REHABILITATION & SETTLEMENT DEPARTMENT

Dated Peshawar the 6th May, 2020

NOTIFICATION

No. SO (Admn) RR&SD/2-49/2020: In continuation to this department notification No. SO (Estt) RR&SD/3-5/2019 dated 26.03.2020, in continuation of the Emergency already declared under Section 16(A)(1) of the National Disaster Management Authority (Khyber Pakhtunkhwa) Act 2010, and as recommended by Industries Department, the following **Standard Operating Procedures (SOPs) during COVID-19 Emergency for Operation of Factories having less than 50 workers** are hereby laid:

For Individual Factory Workers:

- 1- No Handshakes and No Hugging among workers
- 2- Temperature checking at entry points be ensured
- 3- Use of Masks by all Factory workers and management
- 4- Use of Hand Sanitizer at entry points
- 5- Frequent washing of hands with soap at least for 20 seconds
- 6- Disinfectant spray on clothes
- 7- Use of gloves while operating machinery, Computers, Telephones etc.
- 8- Working at safe distance of 3 feet
- 9- Use and proper disposal of tissue papers instead of towels
- 10- Use of appropriate Cap by all workers in operational area as per need
- 11- Avoid touching door handles, grills, railing, hangings etc.

For Factory Premises:

- 1- Use of disinfectant spray for all premises at the start of every shift
- 2- Availability of Sanitizers, Soaps, Masks, Towel Tissue and Temperature Thermal Scanner
- 3- Availability of essential Medical facilities/equipment
- 4- Closure of the Factory subject to Positive Lab Test of COVID-19
- 5- Prohibition of outside visitors to enter the premises
- 6- Display of standard SoPs at Factory premises in Urdu with pictorials
- 7- Keep the Kitchen & washrooms clean and dry with soap & tissue roll available in both Kitchen & washrooms.
- 8- Use of disposable cups, glasses and plates for drinks and meals
- 9- Ensure proper ventilation

For Transport:

(Applicable only for factories providing transport for workers)

- 1- Buses/Vehicles of the Factories must be disinfected before boarding of passengers/workers

- 2- Keep adequate distance while seating passengers/workers
- 3- Make sure that passengers/workers/drivers/conductors wear masks while traveling
- 4- Make sure availability of Hand sanitizers in the buses/vehicles

Display of SOPs of COVID-19 in Urdu

General Instructions:

- 1- All factories to submit undertaking to ensure compliance of the above-mentioned SOPs to the respective Industrial Estate Management OR to Director Industries for the factories outside of the Industrial Estate
- 2- Random Audit of factories will be conducted to ensure that these instructions are complied with
- 3- Monitoring team will visit to ensure the compliance of the above-mentioned SoPs
- 4- Non-Compliance of the above SOPs will result in action under Factories Act by the inspecting team or inspector as the case may be.

SECRETARY
RELIEF, REHABILITATION AND SETTLEMENT DEPARTMENT

Endst No & date even

Copy to:

1. Principal Secretary to Chief Minister Khyber Pakhtunkhwa
2. Additional Chief Secretary P&D
3. Secretaries Home, Industries, Labour, Transport
4. Secretary Information Department for urgent wide publicity in all media
5. All Divisional Commissioners in Khyber Pakhtunkhwa
6. All Deputy Commissioners in Khyber Pakhtunkhwa
7. HQ 11 Corps Peshawar
8. PSO to Chief Secretary Khyber Pakhtunkhwa


Deputy Secretary (Admn)