



**Government of West Bengal**  
**Directorate of Micro, Small & Medium Enterprises**  
**Office of the General Manager**  
**District Industries Centre**  
**Kadamtola, Cooch Behar- 736101.**

Ph. 03582- 222428 / 222667

Email :

[gmcoch.msse-wb@nic.in](mailto:gmcoch.msse-wb@nic.in)

[gmdic.cob2014@gmail.com](mailto:gmdic.cob2014@gmail.com)

Memo No- <sup>38(14)</sup> / DIC-COB/21-22

Date-22/04/2021

To

- 1) The President, CII, North Bengal Zone, Siliguri
- 2) The Secretary, Coochbehar Town Industrialists' Welfare Association, Coochbehar
- 3) The Secretary, Coochbehar District Merchant Chamber Of Commerce, Coochbehar
- 4) The Secretary, Coochbehar District Chamber of Commerce And Industry, Coochbehar
- 5) The Secretary, Paschim Banga Mistanna Babsayee Samity, Coochbehar
- 6) The Secretary, Dinhata Babsayee Samity, Dinhata, Coochbehar
- 7) The Gen Secretary, District Brick Field Owners Association, Coochbehar
- 8) The President, Changrabandha Exporters' Association, Coochbehar
- 9) The Secretary, Dinhata Oil Mill Owners Association, Coochbehar
- 10) The Secretary, Coochbehar Hotel Owners Association, Coochbehar
- 11) The Secretary, Coochbehar District Rice Mills Association, Coochbehar
- 12) The Secretary, Mekhliganj Babasayee Samity, Coochbehar
- 13) The Secretary, Coochbehar Bastra Babsayee Samity, Coochbehar
- 14) The Secretary, Dinhata Babsayee Kalyan Samity, Coochbehar

Sub- Strict Observation of Covid Guidelines for industrial units

Sir/Madam

In view of recent upsurge in cases due to the second wave of COVID pandemic, the need of the hour is to generate awareness and ensure that the designated COVID protocols are followed. Accordingly, a COVID guideline to be followed by the industrial units in the state has been prepared and is enclosed alongwith.

You are requested to kindly ensure that the guidelines are widely circulated among all the members of your organisation/units.

Thanking You

*[Signature]*  
General Manager

District Industries Centre, Coochbehar

### COVID related Operational Guidelines for Industrial Units –

1. Promote work from home/ flexi hours as far as possible.
2. Ensure adequate hand sanitisation facilities are made available for the workers/staff at entry gates and other prominent places in the industrial units.
3. Ensure temperature check and face masks before allowing entry of workers/staff (including raw materials delivery and dispatch staff) in the unit. Follow 'No Mask No-Entry' rule.
4. Only asymptomatic workers/staff after body temperature screening shall be allowed. Workers having high temperature and flu like symptoms shall not be allowed to enter the unit.
5. For symptomatic workers/staff, management should create isolation room and nominate a COVID-19 coordinator where upon being reported of any health issue in the unit, concerned official can get in touch with the local authorities if required.
6. Ensure hand sanitisation before bio-metric attendance of workers, if any.
7. Ensure wearing of masks by everyone in the industrial unit all the time.
8. Use floor markers to ensure social/physical distancing norm between co-workers.
9. Gloves should be used while handling products in the unit.
10. Display emergency contact numbers of health care professionals/facilities at prominent and visible places.
11. Proper Bio-medical waste (used gloves, mask, face shields etc) disposal system should be in place for the industrial unit. All the dustbins in premises should be covered.
12. Units should strive to provide company transport for movement of workers to avoid overcrowding.
13. Staggered timings to be followed for preventing crowding during arrival, lunch hours and dispersal.
14. Ensure frequent sanitization of common spaces and areas like pathways, lobby, toilets, stairs, lift, common resting places etc. with Sodium Hypo-chlorite (NaClO).
15. The workers and staff in the industrial units should be properly briefed about the COVID-19 symptoms, protocols and guidelines.
16. Ensure 100% COVID appropriate behaviour by everyone in the industrial unit. It is reiterated that following COVID-19 safety protocol is every individual's social responsibility.

All government guidelines related to preventive measures of COVID-19 spread must be followed by industrial units in letter and spirit.