

**Rajesh Pandey IAS**  
Principal Secretary

রাজেশ পান্ডে  
প্রধান সচিব



DEPARTMENT OF MSME AND TEXTILES  
GOVERNMENT OF WEST BENGAL

ক্ষুদ্র ছোট ও মাঝারি উদ্যোগ এবং বস্ত্র দপ্তর  
পশ্চিমবঙ্গ সরকার

No. 184/Pr.Secy./MSME&T

Dated: 21<sup>st</sup> April, 2021

To  
District Magistrates (All)

Sub: Strict Observation of COVID Guidelines for Industrial Units in the districts.

Madam/Sir,

In view of the 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 in letter and spirit. Accordingly, a COVID Guideline to be followed by Industrial units in the state has been prepared and is enclosed along with.

You are requested to kindly ensure that these guidelines are widely circulated among all the Chambers of Commerce and industrial/ MSME units in your district through the Office of the General Manager, District Industries Centre.

Thanking you,

Yours Faithfully,

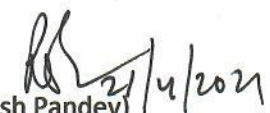
  
(Rajesh Pandey)  
Principal Secretary

No. 184/1(5)/Pr.Secy./MSME&T

Dated: 21<sup>st</sup> April, 2021

Copy forwarded to:

1. The Sr PS to the Chief Secretary, Government of West Bengal for kind information.
2. The Sr PS to ACs, Home & Home Secretary, Govt of West Bengal for kind information.
3. The Director, MSME for information and necessary action.
4. The Director, Textiles for information and necessary action.
5. All MDs/CEOs of parastatals under this department for information and necessary action.

  
(Rajesh Pandey)

## 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.