

Ministry of Micro, Small & Medium Enterprises

**COVID-19
STANDARD OPERATING PROCEDURE (SOP)
FOR MSMEs AT WORKPLACE**



OBJECTIVE



**TO PREVENT TRANSMISSION OF COVID-19 AMONGST
THE EMPLOYEES AND WORKERS OF MSMEs WHILE
ENSURING CONTINUITY OF BUSINESSES SO THAT
LIVELIHOODS ARE NOT IMPACTED**

CLEANING & DECONTAMINATION



All areas in the premises including the following shall be disinfected completely:

- Entrance Gate of building, office etc.
- Cafeteria and canteens.
- Meeting rooms, open areas available/ verandah/ entrance gate of site, rooms in the building etc.
- Equipment and lifts
- Washroom, toilet, sink, water points etc.
- Walls/ all other surfaces

TRANSPORT FACILITIES

- 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.
- All vehicles and machinery entering the premise should be disinfected by spray mandatorily.



WORKSPACE MEASURES



- All Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas.
- Mandatory thermal scanning of everyone entering and exiting the work place to be done.
- There should be strict ban of Gutka, Tobacco etc. and spitting should be strictly prohibited.

SOCIAL DISTANCING

- Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- 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.
- Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
- Use of staircase for climbing should be encouraged
- There should be total ban on non-essential visitors at sites.



MEDICAL FACILITIES



- Medical insurance for the workers to be made mandatory.
- 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.

MEASURES TO PROTECT WORKERS

- Workers should continuously wear masks in the workplace.
- Workers should maintain at least 1 metre gap from each other
- Workers should take separate lunch break to avoid contact
- Workers should regularly wash hands with soaps and use alcohol based sanitizers
- If any worker develops symptoms or falls sick, it must be reported to the nearest health authorities immediately.
- The workers and their families must download 'Aarogya Setu' app for protection against corona virus.



Aarogya Setu

में सुरक्षित | हम सुरक्षित | भारत सुरक्षित

If any worker develops symptoms like fever, cough or difficulty breathing – it should be reported immediately to the nearest health centre or the recognised Covid-19 centre.

**For more information,
kindly refer to the guidelines
issued by Ministry of Home Affairs
dated 15th April, 2020 (No. 40-3/2020-DM-I(A))**