



## ABSTRACT

Disaster Management Act, 2005 - COVID-19 - Additional guidelines for the Shops and Establishments taking into account the ensuing festive season - Orders - Issued .

### REVENUE AND DISASTER MANAGEMENT (DM-IV) DEPARTMENT

GO.Ms.No. 594

Dated:23.10.2020

சனவரி, ஜூலை 7  
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.Ms.No.152, Health and Family Welfare (P1) Department, dated 23.03.2020
2. Ministry of Home Affairs, Government of India Order No. 40-3/2020-DM-1(A), dated 25.03.2020
3. G.O.(Ms)No.172, Revenue and Disaster Management (D.M.II) Department, dated 25.03.2020 and addendums issued thereon
4. G.O.(Ms)No.281, Revenue and Disaster Management (D.M.II) Department, dated 06.06.2020
5. Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 30.9.2020
6. G.O.Ms.No.541, Revenue and Disaster Management (DM II), Department, Dated: 30.09.2020
7. From the Additional Chief Secretary and Commissioner of Revenue Administration Ir.No.Oc-I/563/2020, dated 21.10.2020

**XXXX**

### **ORDER:**

Considering the recommendations of the expert team of Doctors and Public Health specialists and based on the directives of Government of India, Ministry of Home Affairs, State-wide lockdown was extended from time to time and lastly extended up to 31.10.2020 under the Disaster Management Act, 2005 with certain restrictions and relaxations along with guidelines vide G.O.Ms.No.541, Revenue and Disaster Management (DM.IV) Department, dated 30.9.2020.

2.The Additional Chief Secretary and Commissioner of Revenue Administration has stated that Standard Operating Procedures have already been issued by the Government detailing the guidelines to be followed in the Shops and Establishments for the containment of Covid-19 vide G.O.(Ms)No.281, Revenue and Disaster Management (D.M.II) Department, dated 06.06.2020. In this connection he has also informed that considering the fact that there may be over crowding in the shops and establishments in view the ensuing festive season, it is imperative to follow the additional guidelines in the Shops and Establishments for containing the spread of Covid-19 in a large extent.

3. The Additional Chief Secretary and Commissioner of Revenue Administration has sent the Additional Guidelines for Shops and Establishments taking in to account the ensuing festive season.

4. The Government after careful examination, hereby issue Additional Guidelines for the Shops and Establishments taking in to account the ensuing festive season as in the Annexure.

(By order of the Governor)

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

To

The Additional Chief Secretary/Commissioner  
of Revenue Administration, Chepauk, Chennai - 600 005  
All the District Collectors.  
The Commissioner, Greater Chennai Corporation, Chennai.

**Copy to**

The Hon'ble Chief Minister Office, Chennai-09  
The Special PA to Hon'ble Minister for Revenue & Disaster Management  
and Information Technology, Chennai-9.  
The Private Secretary to Chief Secretary to Government,  
Chennai-9.

**/Forwarded By Order/**

*23/1/2020*  
**SECTION OFFICER.**

### **Annexure**

#### **Additional Guidelines for the Shops and Establishments on the preventive measures for the containment of Covid-19**

Standard Operating Procedures have already been issued by the Government vide G.O.Ms.No.281, Revenue and Disaster Management Department, dated 6.6.2020 detailing the guidelines to be followed in the Shops and Establishments for the containment of Covid-19.

Considering the fact that there may be over crowding in the shops and establishments in view the ensuing festive season, it is imperative to follow the below mentioned additional guidelines in the Shops and Establishments for containing the spread of Covid-19 to a large extent.

#### **Entry and exit**

- i. Preferably multiple and separate entry and exits for customers shall be ensured. Shops must also ensure adequate natural cross-ventilation.
- ii. Entrances to have mandatory hand hygiene and thermal screening provisions.
- iii. Only those staff and customers who are free of symptoms shall be allowed inside the shops.
- iv. Anyone found symptomatic during thermal screening should be politely refused entry and advised to seek immediate medical care.
- v. All staff and customers to be allowed entry only if using face cover/masks. The face cover/mask has to be worn by all at all times while in public places.
- vi. Physical distance of a minimum of 6 feet, when queuing up for entry and inside the shops as far as feasible. Specific marking for the purpose may be done.
- vii. Entry and Exit should be done in a staggered manner to avoid crowding.
- viii. The number of customers allowed shall be restricted to 20 customers in an area of 100 sq.mt or 1075 sq.ft in accordance with the orders issued by Ministry of Home Affairs, State Government and the District Administration from time to time. In the case of small shops only 5 persons may be allowed entry at a time.
- ix. Proper crowd management inside and outside premises like parking lots, waiting areas, stalls and eateries etc. — duly following physical distancing norms shall be ensured.

- x. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. Proper disinfection of steering, door

### **Sanitation and Hygiene**

- a. Frequent disinfection of the entire premises, common facilities including washrooms, toilets and all points which come into human contact, e.g. handles, railings, etc. shall be ensured.
- b. Proper disposal of face covers / masks / gloves left over by customers / workers /employees shall be ensured. Housekeeping staff to be informed & trained about norms for waste management & disposal.
- c. Big shops and establishments shall be disinfection at the end of every day.
- d. Regular cleaning and disinfection of the food and beverage areas, employee and staff lockers, toilets, public areas, parking lots and office areas shall be ensured.

### **Staff Related Measures**

- a. Workers residing in the containment zone shall not attend to work till containment zone is de-notified
- b. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available. All employees who are at higher risk, i.e., older employees, pregnant employees, employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Arogya Setu is installed and updated by all employees their mobile phones.
- d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.
- e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

### **Public Awareness**

- a. Do's and Don'ts shall be communicated at prominent access points.
- b. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.

### **Air-Conditioning/Cooling**

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

- a. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.
- b. Relative humidity should be in the range of 40-70%.
- c. Re-circulation of air to be avoided to the extent possible.
- d. Intake of fresh air should be as much as possible.
- e. Cross ventilation should be adequate.

### **Food and Beverage are in Big Shops:**

- a. Staff working in food and beverage area should wear mask and hand gloves and take other required precautionary measures
- b. Hand sanitizers should be made available in the food and beverage area for the use of the staff / workers.
- c. If any workers working in the food and beverage area have cough, cold or fever they should not be permitted to enter the food and beverage area and they should be instructed to consult a Government doctor immediately, get tested and follow instructions given by the Doctor. This should be strictly ensured by the owner / manager of the cinema hall / theatre / multiplex.

### **General:-**

- i. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, State Governments, etc. shall be strictly complied with during all activities and operations.
- ii. Adequate manpower shall be deployed by the management of the shops and establishments for ensuring social distancing norms at all the places in the premises
- iii. If any person exhibits symptoms including fever/ cough/ sore-throat/influenza like symptoms, the concerned institution should observe the following additional precautions:-:
  - a. Place the ill person in a room or area where they are isolated from others.
  - b. Provide a mask/face cover till such time he/she is examined by a doctor.
  - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
  - d. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team /treating

physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.

- e. Disinfection of the premises to be taken up if the person is found positive.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

**/True copy/**

*Shanmugam*  
*23/12/2022*  
**SECTION OFFICER**