



ABSTRACT

Disaster Management Act, 2005 – COVID-19 – Opening of Industrial Training Institutes and other Skill Training programs in the State with effect from 05.10.2020 and issue of Standard Operating Procedures (SOP) - Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (D.M.IV) DEPARTMENT

GO.Ms.No. 543

Dated:01.10.2020

சார்வரி, புரட்டாசி 15
திருவள்ளூர் ஆண்டு 2051

Read :

1. From the Director General of Training, New Delhi Lr.Nos.DGT-MIS011/1/1/2018-O/o. DIR (TC) dated 03.08.2020, 08.09.2020, 11.9.2020 and 18.9.2020.
2. G.O.(Ms).No.447, Revenue and Disaster Management [DM IV] Department, dated 31.08.2020.
3. From the Director of Employment and Training, letter Rc.No.21338/CT1/2020, dated 21.9.2020.

ORDER:

In G.O. (Ms) No.447, Revenue and Disaster Management [DM.4(1)] Department, dated 31.08.2020 orders were issued to extend the lockdown throughout State till 24.00hrs of 30.9.2020 under Disaster Management Act 2005 with various relaxations and certain restrictions.

2. In the above G.O, it has been stated that Skill and Industrial Training Institutes shall be permitted to function from 21.09.2020 by following the Standard Operating Procedures.

3. The Labour and Employment has proposed for opening of Industrial Training Institutes and other Skill Training programs in the State with effect from 05.10.2020 and sent the draft Standard Operating Procedure (SOP) for functioning of Industrial Training Institutes in the State post lockdown, based on the draft SOP and Guidelines for resumption of academic work in Industrial Training Institutes issued by the Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India.

4. The Government hereby ordered to open the Industrial Training Institutes and other Skill Training programs in the State by following Standard Operating Procedure (SOP) as annexure to this order **with effect from 05.10.2020.**

(By order of the Governor)

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

To
The Additional Chief Secretary,
Labour and Employment Department, Chennai -09
The Additional Chief Secretary and Commissioner of Revenue
Administration, Chepauk, Chennai-5.
The Director, Employment and Training, Chennai -32

Copy to:

The Hon'ble Chief Minister Office, Chennai -09
The Private Secretary to Chief Secretary
to Government, Chennai-9.

/Forwarded By Order/

20/10/2020
SHANMUGAM
SECTION OFFICER

ANNEXURE

Standard Operating Procedure (SOP) with regard to COVID-19 for permitting Trainees studying in Government/ Government-Aided/ Private ITIs to come to ITIs, for training.

Introduction:

The Government may now issue the following Standard Operating Procedure (SOP) with regard to COVID-19 based on the Standard Operating Procedure issued by Government of India dated 8.9.2020 for permitting the trainees studying in Government/ Government Aided/ Private ITIs to come to ITIs for taking practical and theory from their instructors subject to the condition that ITIs outside the containment zones shall only be allowed to open and trainees/instructors/employees residing in containment zones shall not be allowed to visit ITIs.

I. Social Distancing norms:

1. Trainees of each trades shall be called to ITIs according to pre-assigned time slots/schedule to avoid crowding restricting it to 50% trainees in a class at any given time.
2. All Instructor -student interaction must be organized in a staggered manner.
3. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue wherever required.
4. On all working days, proper social distancing norms shall be followed
to avoid crowding in the entrance and inside the ITI premises.
5. The trainees shall not be allowed to linger outside in the ITIs.
6. Trainees in containment zones and quarantine due to travel shall be asked to come to ITI for getting guidance after the quarantine/containment period is over or the containment zone is declared normal. These trainees may be contacted over phone by the instructors to provide guidance.
7. Physical distancing of at least 6 feet to be followed as far as possible while making seating arrangements in class rooms.
8. Physical distancing shall also be maintained in staff rooms, office areas (including reception areas) and in other places.
9. If weather permits, outdoor spaces shall be utilized for conducting instructor - trainee interactions, keeping in view the safety and security of the trainees and physical distancing protocols.

10. Assemblies, Sports and events that can lead to overcrowding shall be strictly avoided.

II. Precautionary measures and sanitization

1. Prior to calling trainees to ITIs, the ITI premises along with furniture, hand rails, doors, windows etc. shall be disinfected properly with 1 % Sodium Hypochlorite solution and following the Government guidelines already issued for the same. This exercise should also be done daily before the commencement of ITI in the morning.
2. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately. In addition, hand sanitizers shall be provided.
3. Instructors and trainees shall only be allowed to enter the premises after washing their hands with soap /sanitizing. Suitable hand wash with soap /sanitization provisions with alcohol based sanitizers shall be made at the entry and exit points of the ITIs and wherever required.
4. RJDs shall communicate the Government guidelines for sanitization of public places to all ITIs / local bodies/health department officials for strict compliance by all concerned.
5. Wash areas, toilets, etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly.
6. Instead of biometric attendance for instructors/staff, alternate arrangements for contactless attendance shall be made by the ITI administration.
7. The ITI should display State helpline numbers and also numbers of local health authorities etc. to instructors / trainees employees to contact in case of any emergency.
8. Air-conditioning should be avoided to the extent possible. Wherever, absolutely necessary, for air-conditioning / ventilation, the GOI guidelines shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air circulation system should allow fresh/treated fresh air with fresh air level more than 50%.
9. The management of every ITI shall be responsible for the upkeep of their ITI premises according to these standards.

III. Social behaviour for pandemic prevention

1. The Principal shall ensure that a clean face mask is used by all instructors/trainees/personnel involved in the work.
2. Wearing of face mask shall be compulsory all the time in all areas of the ITI premises by everyone. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be kept to the minimum.
5. Spitting should be strictly prohibited except in wash areas where the same should be washed away in running water immediately.
6. Social distancing shall be maintained at all places.
7. Respiratory etiquettes should be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue paper / handkerchief/ flexed elbow and disposing off used tissue paper properly.
8. Self-monitoring of health by all and reporting any illness at the earliest shall be done.

IV. Thermal screening in ITIs

1. Thermal screening of all trainees/staff/Instructors shall be done when they arrive at the ITI.
2. A no-touch thermometer, 4 numbers of AAA cells for replacement and a clean cloth are to be kept ready for thermal screening. The Principal shall check whether it is functional every day.
3. Thermal screening could be done before the person enters the ITI. Subject to the infrastructure available, it is desirable that persons wait in a queue following physical distancing norms, in some shaded area like a covered structure or corridor, etc,. Proper marking should be done in the floor for social distancing.
4. The person handling the thermometer should wash hands and dry them before touching the no-touch thermometer. That person should familiarize himself with the instructions.

5. Before using the no-touch thermometer, the person handling it should look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so that the thermometer works properly. To clean the lens, wipe gently with a damp swab. Do not use solvents, and do not touch the lens with the fingers.
6. To prevent transmission of disease, avoid direct contact of the thermometer with a person's skin.
7. After use every day, the device handle should be wiped clean and dry, before storing it safely for the next use.
8. The thermometer should be checked for functioning an hour before the first use each day. In case, the cells are having no power left, they should be replaced. Always spare cells should be available with the person operating the thermometer.
9. The average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). The persons who show temperature above 37.2°C may be restricted from entering the ITI premises and shall be referred to a nearby Health centre/Hospital.

V. Conduct of training in Trade Workshop/other laboratories

1. For practical activities in workshops and laboratories, maximum capacity per session based on redesigned spaces shall be planned and scheduled accordingly duly following physical distancing norms.
2. The equipments shall be disinfected properly, particularly the frequently touched surfaces before and after each use.
3. It shall be ensured that a floor area of 4m² per person is available for working on equipment/work station.
4. All staff/trainees shall sanitize their hands before and after using training equipment. For such purpose hand sanitizers should be provided at workstations etc.

VI. Other instructions

1. All employees/Instructors/trainees must compulsorily wear their Identity card at all times.
2. Employees/ Instructors/trainees should be strictly instructed not to create any gathering inside the ITI premises.

3. All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the Trainees.
4. All employees/ Trainees shall be made aware of COVID prevention practices.
5. The Principal shall be held responsible for adherence of guidelines in ITI and should carry out compliance checks frequently.
6. Appropriate back-up stock of personal protection items like face covers / masks, hand sanitizers etc. shall be made available by management to the Instructors and employees.
7. Availability of sufficient covered dustbins and trash cans and provision for proper disposal of used personal protective items general waste in accordance with Government guidelines should be ensured. Housekeeping employees shall be informed & trained about norms for waste management & disposal.
8. Entry of unnecessary visitors shall be strictly prohibited.
9. Sharing of items like notebook, pens/pencil, eraser, water bottle etc, amongst Trainees should not be allowed.
10. It shall be ensured that regular counselling is done for Trainees and Instructors reporting mental health issues such as anxiety and depression.
11. Instructors, ITI counsellors and ITI health workers should work in unison to ensure emotional safety of the trainees.

VII. SOP to be followed in case a student/Instructor/ employee develops symptoms (fever, cough and difficulty in breathing):

1. Place the ill person in a room or area where they are isolated from others.
2. Inform parents/guardians as the case may be.
3. patient shall remain isolated while wearing a mask/face cover till such time they are examined by a doctor/health worker
4. Immediately inform the nearest medical facility (hospital/clinic).
5. Disinfection of the premise to be taken up if the person is found positive.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.
/True copy/

Shanmugam
 11/10/2022
SECTION OFFICER