

**SPICES BOARD  
KOCHI-25**

**No.MKT-AUC/0021/2015**

**Dated: 28.09.2020**

**CIRCULAR**

Sub : Schedule for conducting auctions at E-auction Centre at Puttady and Bodinayakanur for the period from 01.10.2020 to 02.12.2020.

The schedule for conducting auctions at E-auction Centre at Puttady and Bodinayakanur to be followed by the licensed auctioneers is attached herewith as Annexure-1 for the period from 01.10.2020 to 02.12.2020. All the auctioneers are directed to strictly adhere to the schedule.

In addition to the existing auctioneers conducting e-auction for the block period 2017-20, in due compliance of the order of interim direction passed by the Hon'ble Madurai Bench of Madras High Court in WMP (MD) No.14505 and 14506 of 2018, M/s Cardamom Growers Forever Pvt Ltd is also included in the schedule. In due compliance of the judgement of the Division Bench of Hon'ble High Court of Kerala in Writ Appeal No.2137 of 2018 and as per the Order of Secretary, Spices Board dated 15.05.2020. M/s Green Cardamom Trading Company, to whom the cardamom auctioneer license has been recently issued, is also included in the schedule. M/s State Trading Corporation, Kochi has intimated that they are not able to conduct its cardamom auction.

All the auctioneers shall ensure that the security deposit in the form of bank guarantee is adequate to cover the risk for total sale value of cardamom in an auction.

The schedule is liable to change subject to the revised directions issued by the Central Govt/ State Govt/ District Administration.

All the auctioneers shall strictly follow the General Instructions and Guidelines attached as Annexure-2 for conducting auction at Puttady and Bodinayakanur.

All the auctioneers shall strictly comply with all the appropriate and applicable points in the Standard Operating Procedure (SOP) of COVID-19 issued by the Govt of Tamil Nadu (attached as Annexure-3) for conducting e-auction at Bodinayakanur.

This is issued with the approval of the Secretary, Spices Board.

Director (Mktg)

To

- 1.M/s South Indian Green Cardamom Company Limited, Pampupara.
- 2.M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
- 3.M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
- 4.M/s Cardamom Planters Association, Santhanpara.
- 5.M/s Header Systems (India) Limited, Nedumkandom.
- 6.M/s MAS Enterprises Limited, Vandanmettu.
- 7.M/s Idukki District Traditional Cardamom Producer Company Limited, Chakkupallam.
- 8.M/s The Kerala Cardamom Processing and Marketing Company Limited, Kumily.
- 9.M/s Sugandhagiri Spices Promoters & Traders Private Limited, Nedumkandom.
- 10.M/s Vandanmedu Green Gold Cardamom Producer Company Limited, Vandanmettu.
- 11.M/s Spice More Trading Company, Kumily.
- 12.M/s Cardamom Growers Forever Pvt Ltd, Bodinayakanur.
- 13.M/s Green Cardamom Trading Company, Bodinayakanur.

Copy to:

The District Collector, Idukki / Theni.

DD Bodinayakanur / Puttady.

DD(EDP) - to host the circular in the Board's website.

**SCHEDULE FOR CONDUCTING CARDAMOM AUCTIONS BY LICENSED AUCTIONEERS AT  
BODINAYAKANUR AND PUTTADY E-AUCTION CENTRE FOR THE PERIOD FROM  
01.10.2020 to 02.12.2020.**

<b>Date</b>	<b>Day</b>	<b>E-Auction Centre Venue</b>	<b>Time</b>	<b>Name of the Auctioneer licensed to conduct the Auction</b>
01.10.2020	Thursday	Puttady	10 am to 1.30 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
			2.30 pm to 6 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
03.10.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
			2.30 pm to 6 pm	M/s Cardamom Planters Association, Santhanpara.
05.10.2020	Monday	Puttady	10 am to 1.30 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
			2.30 pm to 6 pm	M/s MAS Enterprises Limited, Vandanmettu.
06.10.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
			2.30 pm to 6 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited, Kumily.
07.10.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s Idukki District Traditional Cardamom Producer Company Limited, Chakkupallam.
			2.30 pm to 6 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited, Vandanmettu.
08.10.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s Sugandhagiri Spices Promoters & Traders Private Limited, Nedumkandom.
			2.30 pm to 6 pm	M/s Spice More Trading Company, Kumily.
09.10.2020	Friday	Puttady	10 am to 1.30 pm	M/s Green Cardamom Trading Company, Bodinayakanur
			2.30 pm to 6 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
10.10.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
			2.30 pm to 6 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
12.10.2020	Monday	Puttady	10 am to 1.30 pm	M/s Cardamom Planters Association, Santhanpara.
			2.30 pm to 6 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
13.10.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s MAS Enterprises Limited, Vandanmettu.
			2.30 pm to 6 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
14.10.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited, Kumily.
			2.30 pm to 6 pm	M/s Idukki District Traditional Cardamom Producer Company Limited, Chakkupallam.
15.10.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited, Vandanmettu.
			2.30 pm to 6 pm	M/s Sugandhagiri Spices Promoters & Traders Private Limited, Nedumkandom.
16.10.2020	Friday	Puttady	10 am to 1.30 pm	M/s Spice More Trading Company, Kumily.

			2.30 pm to 6 pm	M/s Green Cardamom Trading Company, Bodinayakanur
17.10.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
			2.30 pm to 6 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
19.10.2020	Monday	Puttady	10 am to 1.30 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
			2.30 pm to 6 pm	M/s Cardamom Planters Association, Santhanpara.
20.10.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
			2.30 pm to 6 pm	M/s MAS Enterprises Limited, Vandanmettu.
21.10.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
			2.30 pm to 6 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited, Kumily.
22.10.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s Idukki District Traditional Cardamom Producer Company Limited, Chakkupallam.
			2.30 pm to 6 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited, Vandanmettu.
23.10.2020	Friday	Puttady	10 am to 1.30 pm	M/s Sugandhagiri Spices Promoters & Traders Private Limited, Nedumkandom.
			2.30 pm to 6 pm	M/s Spice More Trading Company, Kumily.
24.10.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s Green Cardamom Trading Company, Bodinayakanur
			2.30 pm to 6 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
26.10.2020	Monday	Puttady	10 am to 1.30 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
			2.30 pm to 6 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
27.10.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s Cardamom Planters Association, Santhanpara.
			2.30 pm to 6 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
28.10.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s MAS Enterprises Limited, Vandanmettu.
			2.30 pm to 6 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
29.10.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited, Kumily.
			2.30 pm to 6 pm	M/s Idukki District Traditional Cardamom Producer Company Limited, Chakkupallam.
30.10.2020	Friday	Puttady	10 am to 1.30 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited, Vandanmettu.
			2.30 pm to 6 pm	M/s Sugandhagiri Spices Promoters & Traders Private Limited, Nedumkandom.
31.10.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s Spice More Trading Company, Kumily.
			2.30 pm to 6 pm	M/s Green Cardamom Trading Company, Bodinayakanur
02.11.2020	Monday	Puttady	10 am to 1.30 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
			2.30 pm to 6 pm	M/s Green House Cardamom Marketing India Private

				Limited, Puliyanmala.
03.11.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
			2.30 pm to 6 pm	M/s Cardamom Planters Association, Santhanpara.
04.11.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
			2.30 pm to 6 pm	M/s MAS Enterprises Limited,Vandanmettu.
05.11.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
			2.30 pm to 6 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited,Kumily.
06.11.2020	Friday	Puttady	10 am to 1.30 pm	M/s Idukki District Traditional Cardamom Producer Company Limited,Chakkupallam.
			2.30 pm to 6 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited,Vandanmettu.
07.11.2020	Saturday	Bodinayakanur	10 am to 1.30 pm	M/s Sugandhagiri Spices Promoters &Traders Private Limited, Nedumkandom.
			2.30 pm to 6 pm	M/s Spice More Trading Company,Kumily.
09.11.2020	Monday	Puttady	10 am to 1.30 pm	M/s Green Cardamom Trading Company, Bodinayakanur
			2.30 pm to 6 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
10.11.2020	Tuesday	Bodinayakanur	10 am to 1.30 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
			2.30 pm to 6 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
11.11.2020	Wednesday	Puttady	10 am to 1.30 pm	M/s Cardamom Planters Association, Santhanpara.
			2.30 pm to 6 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
12.11.2020	Thursday	Bodinayakanur	10 am to 1.30 pm	M/s MAS Enterprises Limited,Vandanmettu.
			2.30 pm to 6 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
13.11.2020	Friday	Puttady	10 am to 1.30 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited,Kumily.
			2.30 pm to 6 pm	M/s Idukki District Traditional Cardamom Producer Company Limited,Chakkupallam.
16.11.2020	Monday	Bodinayakanur	10 am to 1.30 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited,Vandanmettu.
			2.30 pm to 6 pm	M/s Sugandhagiri Spices Promoters &Traders Private Limited, Nedumkandom.
17.11.2020	Tuesday	Puttady	10 am to 1.30 pm	M/s Spice More Trading Company,Kumily.
			2.30 pm to 6 pm	M/s Green Cardamom Trading Company, Bodinayakanur
18.11.2020	Wednesday	Bodinayakanur	10 am to 1.30 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
			2.30 pm to 6 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
19.11.2020	Thursday	Puttady	10 am to 1.30 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
			2.30 pm to 6 pm	M/s Cardamom Planters Association, Santhanpara.
20.11.2020	Friday	Bodinayakanur	10 am to 1.30 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.

			2.30 pm to 6 pm	M/s MAS Enterprises Limited,Vandanmettu.
21.11.2020	Saturday	Puttady	10 am to 1.30 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
			2.30 pm to 6 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited,Kumily.
23.11.2020	Monday	Bodinayakanur	10 am to 1.30 pm	M/s Idukki District Traditional Cardamom Producer Company Limited,Chakkupallam.
			2.30 pm to 6 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited,Vandanmettu.
24.11.2020	Tuesday	Puttady	10 am to 1.30 pm	M/s Sugandhagiri Spices Promoters &Traders Private Limited, Nedumkandom.
			2.30 pm to 6 pm	M/s Spice More Trading Company,Kumily.
25.11.2020	Wednesday	Bodinayakanur	10 am to 1.30 pm	M/s Green Cardamom Trading Company, Bodinayakanur
			2.30 pm to 6 pm	M/s South Indian Green Cardamom Company Limited, Pampupara.
26.11.2020	Thursday	Puttady	10 am to 1.30 pm	M/s Green House Cardamom Marketing India Private Limited, Puliyanmala.
			2.30 pm to 6 pm	M/s The Cardamom Planters Marketing Co-operative Society Limited, Kumily.
27.11.2020	Friday	Bodinayakanur	10 am to 1.30 pm	M/s Cardamom Planters Association, Santhanpara.
			2.30 pm to 6 pm	M/s Header Systems (India) Pvt Ltd, Nedumkandom.
28.11.2020	Saturday	Puttady	10 am to 1.30 pm	M/s MAS Enterprises Limited,Vandanmettu.
			2.30 pm to 6 pm	M/s Cardamom Growers Forever Private Limited, Bodinayakanur.
30.11.2020	Monday	Bodinayakanur	10 am to 1.30 pm	M/s The Kerala Cardamom Processing and Marketing Company Limited,Kumily.
			2.30 pm to 6 pm	M/s Idukki District Traditional Cardamom Producer Company Limited,Chakkupallam.
01.12.2020	Tuesday	Puttady	10 am to 1.30 pm	M/s Vandanmedu Green Gold Cardamom Producer Company Limited,Vandanmettu.
			2.30 pm to 6 pm	M/s Sugandhagiri Spices Promoters &Traders Private Limited, Nedumkandom.
02.12.2020	Wednesday	Bodinayakanur	10 am to 1.30 pm	M/s Spice More Trading Company,Kumily.
			2.30 pm to 6 pm	M/s Green Cardamom Trading Company, Bodinayakanur

(\* Lunch Break 1.30 pm to 2.30 pm)

**Director (Mktg)**

**GENERAL INSTRUCTIONS**

1. The e-auctions will be conducted @ two auction per day. First auction should be commenced from 10.00 am to 1.30 pm and after the lunch break (1.30 pm to 2.30 pm), the second auction should be taken place from 2.30 pm to 6.00 pm after the completion of sanitation works.
2. In order to ensure the safe social distancing norms, the seating will be restricted to the alternate terminals and also opposite sides to a maximum of 50 terminals to be used in an auction at Puttady E-auction centre and 45 terminals in an auction at Bodinayakanur E-auction centre.
3. The pooling of cardamom brought by the farmers should be given priority in the pooling centres established by the Auctioneers.
4. The Deputy Director-Bodi / Asst Director-Puttady of Spices Board shall request the police department to depute officials for duty at the auction centre on the auction dates.

**GUIDELINES**

The following guidelines are issued for strict adherence by the Stakeholders in the Pooling and auction Centres.

1. The auctioneers and participants of e-auction shall follow the guidelines on COVID-19 issued by Central as well as State Governments including the guidelines issued by the District Adiminstration and District Medical Officer from time to time.
2. The Auctioneer shall screen the participants using thermal scanners and shall prevent those showing symptoms from entering the auction venue.
3. The auctioneers shall provide adequate hand wash facilities, mask,sanitizers in the pooling centre / storage areas / e-auction centres for the use by farmers bidders, workers.
4. The Auctioneer shall display a notice related to washing protocol to be adopted in the pooling centre / storage areas / e-auction centres.
5. The weight of the sacks / gunny bags of cardamom shall be such that is worker can easily handle / carry it independently inside the godown without support of other worker in order to avoid control with co-workers.
6. The Auctioneer shall undertake spraying of disinfectants around the Storage area / pooling centre to ensure your hygiene and sanitation spray, duration mode etc. Care should be taken that disinfectant should not get into contact with cardamom.
7. All transport vehicles, Gunny bags or other packaging material shall be sanitized.
8. Adequate personal safety measures shall be taken for loading / unloading and transporting of cardamom and pooling centres / auction centres.
9. The Auctioneers shall ensure that crowding is avoided in the cardamom pooling / collection centres. Appropriate measures such as token system can be adopted to avoid crowding.

10. Entry to the auction hall and also the campus during auction hours shall be restricted only to the actual of the day auctioneers and only the limited number of ie. 50 buyers shall be allowed to enter in the auction Hall at Puttady and 45 buyers at Bodinayalanur.
11. It shall be ensured that interested buyers who are not able to participate in an auction due to restriction in numbers, are given opportunity in subsequent auctions. The responsibility shall lie with the Spices Board.
12. The Auctioneer shall engage minimum staff members in the pooling centre / storage area / auction centre.
13. Cleaning of the pooling / auction centre shall be undertaken on a daily basis to ensure the hygiene and sanitation.
14. Workers, farmers. traders, employees of auctioneers shall practice social distancing in the pooling centres / auction centres at any point of time.
15. The auctioneers shall display the phone numbers of health authorities / ambulance / fire etc. in the pooling / auction centre for use during emergency.



DIRECTOR(MKTG)

[Hindi version will follow]

## ANNEXURE I

### SOP TO BE ADHERED TO WHILE RESTARTING INDUSTRIES

Controlling the spread of infection in industries and other places of production/work, is essential to prevent outbreaks of COVID-19 in such settings, protecting the health and well-being of all those who work at that place, and people who visit it.

- i. No employee from containment zone should be allowed to work.
- ii. Containment Zone details should be daily ascertained from the District Collector and should be displayed at entry gate itself.
- iii. The management should ensure that to start-with, only medically fit employees with no co-morbid conditions are engaged for work.
- iv. EOUs, Industrial establishments in SEZs, Industrial Estates and Industrial Townships shall establish strict access control measures with separate Entrance and Exit. All workforce shall be property screened, as detailed in the SOP during entrance and exit.

The following are some of the measures that should be implemented by various stakeholders prior to resuming activities from 03.05.2020;

#### **2. Before start to work:**

- i. People reporting to work shall self-examine their health condition before commencing from home for work.
- ii. People with cough, cold or fever should stay at home after consulting a doctor, get tested and should remain home for 14 days. A compulsory paid leave should be given by the employers.
- iii. All people above 55 years and with co-morbidities should be screened thoroughly and may work from home or not allowed to mingle with others.
- iv. All employees must compulsorily wear their company identity card at all times, from the time of leaving their residence (during the transit, working hours etc) until they return back to their respective residences, at the end of the day.
- v. Everyone must wear mask before stepping out of their homes.

## Medical facilities

- i. All workplaces employing up to 200 persons must make arrangements to ensure that a doctor is available on call, as required.
- ii. All workplaces employing between 200-1000 persons must ensure the visit of a local doctor once every two days.
- iii. All workplaces employing more than 1000 employees must mandatorily have an arrangement for medical treatment of its employees, with the closest large hospital. Arrangements should also be made for a doctor to visit the site, every day, without fail.

## 3. During transportation

- i. For workers coming from outside, special transportation facility must be arranged by company, without any dependency on the public transport system.
- ii. These vehicles should only carry passengers at 50% capacity, with use of disinfectants/sanitizers at the entry and exit point of the bus.
- iii. For those commuting in Cars/ Jeeps, 2 persons are permitted to travel in the vehicle, in addition to the driver of the vehicle.
- iv. For those commuting by two-wheelers, only 1 person is allowed to travel on the vehicle.
- v. All vehicles and machinery entering the premise should be disinfected by spray mandatorily, and parked properly at a distance from each other.
- vi. Sanitization of commuting vehicles should be ensured on a regular basis. Buses and other Vehicles should be cleaned with 2.5% Lysol (1 litre of Lysol in 19 litres of water).
- vii. Drivers and loading-unloading staff shall wash their hands at a place separate from the employees.

#### 4. At the point of entry/exit:

- i. Mandatory thermal scanning of everyone entering and exiting the work place should be done.
- ii. Personnel should be allowed to enter the premises only after washing their hand and it is to be ensured that they wash their hands before leaving.
- iii. Provision for hand wash & sanitizer preferably with touch free mechanism should be made at all entry and exit points and common areas.
- iv. Guards and all persons entering/exiting the premises should wear mask and sanitize their hands frequently.

#### 5. At workplace:

- i. All buildings and Blocks should have mandatory hand wash facility with soap and running water at the entrance and inside the buildings according to the strength of the people.
- ii. All areas in the premises including the following to be disinfected and cleaned compulsorily twice a day, every morning (prior to commencement of office operations) and evening (after closure), using user friendly disinfectant mediums. These areas include;
  - a) Entrance gate of building, Exit of building, office etc.
  - b) Cafeteria and canteens.
  - c) Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
  - d) Equipment and lifts.
  - e) Washroom, toilets, sink; water points etc.
  - f) Walls/ all other surfaces

- iii. All buildings and working area surface frequently touched by hands should be cleaned twice a day (morning before commencement of office operations and evening post-closure) with 2.5% Lysol, (1 litre of Lysol in 19 litres of water).
- iv. The floors should be cleaned with 1% Hypochlorite solution (1Kg Bleaching powder in 30 litres of water or 3 Kg Bleaching powder in 100 litres of water).
- v. Knap sack sprayers can be used for disinfecting inside the buildings and Power sprayers can be used for disinfecting outside buildings areas and water wash pumps can be used for spraying, and cleaning should be done by wet mopping. Dust generating dry cleaning process should be avoided.
- vi. Wearing of face cover is compulsory in all areas of the facility. Reusable Cloth mask should be given to all employees immediately after hand wash at the entrance.
- vii. Non touch infra-red thermometer should be used for screening of fever cases.
- viii. Personnel in charge of public places, work places, canteens and transport shall ensure proper social distancing, as per the guidelines issued by Ministry of Health and Family Welfare.
- ix. Large gatherings or meetings should be strictly discouraged.
- x. CCTV camera should be installed at the entrance and also at other points within the premises, for tracking contacts
- xi. There should be a total ban on non-essential visitors at sites.

#### **6. Canteens:**

- i. Employees should follow a staggered lunch break approach, and ensure social distancing at all times.

- ii. Social distancing norms to be followed while eating, ordering, taking and disposing the plates. If possible, disposable plates should be used.
- iii. One-sided seating arrangement must be followed.

#### **7. Elevators and staircases:**

- i. Not more than 2/4 persons (depending on size) should be allowed to travel in lifts or hoists.
- ii. Use of staircase for climbing floors may be encouraged.

#### **8. Dormitories and Rest rooms:**

- i. Beds shall be placed at a distance of at least 1m from each other.
- ii. Soaps and sanitizers should be made available at various key entry/exit points.
- iii. Mopping and cleaning the floors of common areas shall be carried out regularly.
- iv. Cleaners shall use PPEs equipment while carrying out the activities.
- v. Wardens should carry out compliance checks frequently.

#### **9. During Shifts:**

- i. Shifts shall be planned in such a way that it does not lead to clustering of workers at the beginning/end of shift.
- ii. Work places shall have a gap of 30 minutes between each shift as far as possible. (except in continuous processes)

**10. For Vulnerable:**

- i. Persons above 55 years of age and persons with co-morbidities, and parents of children below the age of 5, shall be encouraged to work from home.

**11. For the welfare of employees:**

- i. 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.
- ii. Medical camps to be organised to screen for diabetes, hypertension and respiratory disease etc.
- iii. Medical insurance shall be ensured for the workers.

**12. In general:**

- i. Pamphlets/awareness material should be distributed to all the employees highlighting precautionary measures such as social distancing, best hygiene practices and other measures to be undertaken by them.
- ii. All employees should be thoroughly oriented on COVID-19 with focus on hand washing, respiratory hygiene, social distancing, surface cleaning practices, self-care for any co-morbid conditions, seeking proper care at the earliest etc.

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

**//TRUE COPY//**

*E. Anjane*  
3/5/20  
**SECTION OFFICER**