

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Transport, Roads & Buildings Department – Containment, Control, and Prevention of COVID – 19 Epidemic - Operational guidelines for prevention of spread of COVID -19 in work sites of National Highways, R&B projects in Andhra Pradesh **with regard to the exceptions for lock down** – Issued

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TRANSPORT, ROADS AND BUILDINGS(R.II) DEPARTMENT

G.O.Rt.No.121

Dated:19.04.2020
Read the following:-

1. G.O.Ms.No.209, HM&FW (B2) Dept.,,dated 22.03.2020
2. MHA, GoI Order No.40-3/2020-DM-I(A), Dt. 24.3.2020.
3. G.O.Rt.No. 216, HM&FW (B2) Dept., Dt. 24.03.2020.
4. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 25.03.2020.
5. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 27.03.2020.
6. G.O.Rt.No. 221, HM&FW (B2) Dept., Dt. 29.03.2020.
7. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 02.04.2020.
8. MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 03.04.2020.
- 9.MHA, GoI Order No. 40-3/2020-DM-I(A), Dt. 10.04.2020.
- 10.MHA, GoI Order No. 40-3/2020-DM-I(A) Dt. 14.04.2020.
- 11.G.O. Rt.No.238, HM&FW (B2) Dept., Dt. 14.04.2020.
- 12.MHA, GoI Order No. 40-3/2020-DM-I(A) Dt. 15.04.2020.
- 13.G.O.Rt.No.239, HM&FW (B2) Dept., Dt.16.04.2020.

ORDER:

In the reference 1st to 3rd read above, the Health, Medical and Family Welfare Department, GoAP and the Ministry of Home Affairs (MHA), Government of India has issued consolidated guidelines imposing certain restrictions and distancing norms to prevent onset of community transmission of the Carona-virus and advised the concern Departments to issue separate guidelines in the matter.

2. In the reference 5th to 13th read above, Ministry Home Affairs, GoI and Health, Medical and Family Welfare Department has issued guidelines for allowing certain activities with reasonable safeguards to improve the economic activity.

3. In compliance of the above, the Transport, Roads & Buildings Department has formulated Operational guidelines for prevention of spread of COVID -19 in work sites of National Highways, R&B projects in Andhra Pradesh, for construction of roads which are Annexed to this order.

4. Therefore, all the ENC/CEs /RO, NHAI/RO, MoRTH/all the District Collectors/ all the Superintendent of Police are hereby instructed to strictly implement the consolidated guidelines annexed to this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY
CHIEF SECRETARY TO GOVERNMENT

To

All the ENC/CEs in the State of AP.

All the District Collectors.

All the Superintendent of Police in the State.

Commissioner of Police, Vijayawada and Visakhapatnam.

Commissioner of Labour, Andhra Pradesh, Vijayawada.

Commissioner of Transport, Andhra Pradesh, Vijayawada.

Copy to:

OSD to Hon'ble Minister, R&B,

PS to Chief Secretary to Government

PS to Secretary to Hon'ble Chief Minister

PS to DGP, Andhra Pradesh

// FORWARDED: : BY ORDER//

SECTION OFFICER
(Contd...Annexure)

ANNEXURE

Operational guidelines on preparing work places for prevention of spread of COVID -19 in Andhra Pradesh.

Issued by:-

Department of Transport, Roads and Buildings.

Government of Andhra Pradesh

Action Plan to implement COVID-19 guidelines in work sites of National Highways, R&B projects

Ministry of Home Affairs vide order Dated 15.04.2020 inter-alia permitted to take-up certain activities w.e.f 20-04-2020 outside the “Hotspot” districts which inter-alia includes “Construction of Roads” and accordingly, MORTH has advised to resume highway works duly following SOP as per the COVID-19 protocols being issued from time to time

State Government has adopted “Mandal as an administrative unit for the purposes of effective containment and phased withdrawal of lockdown”, Accordingly, till date 97 mandals with 158 containment clusters were declared as “Red Mandals” in the state and all other mandals as “Green Mandals” which may become “red” as and when new cases are detected.

State Government has declared all the “Red Mandals/zones” (Including adjoining mandals covered in buffer zone limits) along with all Cities/Municipalities/towns will be under extended lockdown till 3rd May 2020 where the above exemptions shall not apply and strict restrictions will be imposed.

Therefore, “Construction of Roads” shall be started in the state only in the “Green Mandals” in rural areas from 20th April,2020 by obtaining prior permission and as per the SOP hereunder subjected to following conditions:

- Strict containment measures as prescribed by MoHFW will continue in the red and orange zones till they turn green
- No inter district or inter mandal movements of men will be allowed except in emergencies
- All activities shall be done with labour or manpower available within in-situ and/or within the “Green mandal” itself
- Migrant labour available within the “Green Mandals” may be utilized for the purpose of operations which are covered within the ambit of relaxation
- The intermingling of people amongst “Green mandals” will be allowed only after testing in the green area which will be notified

Registration:

Before commencing any activity at sites, Contractors shall have to register with their basic information and employee details for availing permission to start/resume works at site from the concerned HOD viz., EnC(R&B), RO(MORTH/NHAI) as prescribed at Annexure-I along with signed checklist.

A team as comprised by respective HODs shall appraise and after being satisfied shall send the list to concerned District Collector(s) for approval.

An arrangement to issue e-passes by the district administrations for movement of men and machinery will be made and subsequently notified.

For any queries and clarifications, an expert team with dedicated contact system shall be comprised by respective HODs who shall in consultation with respective stakeholders in the government and issue necessary guidelines.

Standard Operating Procedure (SOP) for NH, R&B works

Purpose

The purpose of this Safe Operating Procedure (SOP) is to describe the procedure to follow for resuming work during and after lockdown due to COVID-19 outbreak

Scope

This SOP covers all stakeholders working in MORTH Projects including:

- ❖ Project sites
- ❖ Project offices
- ❖ Batching Plants
- ❖ Gantry Yard
- ❖ Stores




Responsibility





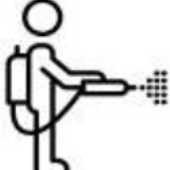




Contractors/ Site Safety Head is responsible for implementation of this Operating Procedure strictly.

Sub-Contractor representatives are also equally responsible for implementation of this procedure at their workplace

General Guideline

All Protocol including Emergency Response will be laid out. Periodic tailgate sessions will be arranged to review site protocols in view of highly dynamic scenario ensuring social distancing norms. During these sessions, everyone including workers will be informed about the safety guidelines and important updates. Necessary arrangements for announcements shall be made at every site

	Mandatory Thermal Scanning of everyone entering and exiting a construction site will be done for fever with thermal scanners. If anyone leaves and re-enters the site during the shift, re-screening of the individual will be done prior to re-entry into the work site.	
Provision for hand wash & sanitizer (touch free recommended) will be made at all entry and exit points and common areas (including at distant locations like higher floors). Everyone will be required to wash & sanitize his/her hands before entering the site and using PPEs. Same procedure to be followed after removing PPEs and exiting the premise. Sufficient quantities of all the items should be available at the site.		 

	<p>Mandatory use of PPEs(facemask, hand gloves and other as applicable) by everyone entering the premise. Re-usable PPEs should be thoroughly cleaned and should not be shared with others.</p>
<p>There will be strict ban on Gutka, Tambaku, Paanetc. Onsite and spitting shall be strictly prohibited.</p>	
	<p>Food should be consumed at designated areas only ensuring social distancing. Common sitting arrangements should be removed. Post lunch, waste should be disposed by individual in designated bins and area should remain clean.</p>
<p>Areas with a probability of bigger gathering, fore.g. cleaning area, toilets etc. should be identified and all arrangements should be made to ensure social distancing.</p>	
	<p>Entire construction site including site office, labour camp, canteens, pathways, toilets, entry/exit gates will be disinfected on daily basis. Housekeeping team should be provided with necessary PPEs.</p>
<p>There will be total Ban on non-essential visitors at sites(including from Head office staff, consultants etc.).</p>	
	<p>Hospital/clinics in the near by area, which are authorized to treat COVID-19patients,should be identified and list should be available at Site all the time.</p>
<p>A doctor will be present periodically (at least once a week)at site on allotted time for any medical assistance.</p>	
	<p>Appropriate signage at construction site spelling out safety practices in the language which is under stood by all.</p>

For any confusion, clarification and update, everyone should approach designated authority or rely on authentic source. Do not believe on rumors and don't spread them.



Employee Mapping

1. Mapping of employees residing in Red Zone, Orange Zone, Green zones and staying in proximity to workplace or those requiring transport maybe done for each project. As far as possible, the workers and employees shall be from the same mandal (green zone) where work is in progress. In exceptional case where permission is given to draft the employees from containment zone, they shall stay in situ and movement to and fro from the containment zone is not allowed.
2. Undertaking may be taken from all employees on first day of resuming/ joining work that they were not in close contact with any of the family members having probable corona virus covid-19 symptoms. If they are aware, then this should be reported to Duty Supervisor and leave of absence may be applied for to the Duty Supervisor and the specific worker should be sent for isolation and health officials alerted.
3. For these Employees whose services are indispensable, employer must make provision for lodging facilities at the worksite duly following social distancing and safety norms.
4. Post certification from concerned PD/EE only, permission may be accorded
5. There shall be strict perimeter control in the area of the containment zones to ensure that there is no unchecked inward/ outward movement of population from these zones except for maintaining essential services.
6. Employer shall arrange for facilities (e.g isolation ward or dormitory) quarantining employees (for 7-14 days) belonging to red and orange zone who have signs and/or symptoms of COVID-19, and train other workers to implement them.

Mandatory Procedures to be adopted in every project:

❖ Security procedures at entry gates:

1. Compulsory screening all persons irrespective of cadre /status entering through gate with thermal scanner.
2. Stoppage of any person found fever and cough with breathing problem and inform concerned department /sub-contractors. Person shall be taken to nearest quarantine facility and later to govt hospital immediately.
3. No new workers (without induction card) shall be allowed inside.
4. Any new vehicle shall not be allowed without valid permission.
5. Any parcel/courier person should be stopped at gate. Parcels shall be collected from gate by concerned person.

6. All vehicles including two wheelers shall be parked outside gate.
7. All the person entering gate shall be permitted inside only if they are with nose mask.
8. All people who are entering the premises shall be sanitized using whole body sanitizers.
9. Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.

❖ During duty hours at project sites:

1. Workers shall always be instructed to maintain social distancing of 6 feet (toolbox meeting, teatime lunch time, gate entry time and drinking/service water area).
2. Daily Toolbox Meeting shall contain the awareness about COVID 19 and preventive measures to prevent spread.
- 3.No other group meeting shall be conducted.
4. Contractor shall keep their working area clean and hygiene.
- 5.Contractors shall apply disinfectant spray/powders daily at common places (eating place, drinking water area, service water area and transport vehicles)
6. Sub-contractor shall keep sanitizer/hand wash soap solutions in enough quantity at all common points.
7. Display precautions measures do's and don'ts at prominent places in all languages spoken by the workers.
8. All workers shall be instructed to keep separate water bottles and avoid common water Bottle/mug /glass.

❖ Sanitization and Upkeep of common places / utilities:

- 1.To ensure that all doors / windows are in open condition always during office hours.
2. As far as possible, air-conditioning shall be avoided, and natural ventilation shall be used.
3. To ensure that sanitization of all areas is done before start and after end of duty hours.
4. Special attention be given to washrooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
5. Walls / Doors / Windows and all fittings in washrooms shall also be disinfected and cleaned thoroughly.
6. Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.

❖ Common access places at site offices:

1. Lifts (if available) shall be cleaned and sanitized frequently.
2. To ensure that Lifts are not crowded and ensure social distancing inside lift.
3. Hand sanitizers shall be kept in the lift always.
4. To ensure that office vehicles are not crowded and ensure social distancing inside Vehicles also.

5. Common cooking and serving of food, tea / coffee & snacks shall be avoided.
6. Avoid gathering of people in veranda, balcony, parking and other common places.

Labour camps of project sites (In-house):

1. All areas outside camps, utility areas, drainages, waste bins, etc are to be cleaned and sanitized on daily basis.
2. To ensure that all doors / windows/ fittings are sanitized frequently
3. Special attention be given to washrooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
4. Walls / Doors / Windows and all fittings in washrooms shall also be disinfected and cleaned thoroughly.
5. Soap solutions / hand sanitizers shall be placed in all camps / washroom's places wherever required and replenished periodically.
6. To ensure that all the workers who are coming for work are healthy and not having any symptoms of COVID-19 (Fever, Dry cough, Breathing problem).
7. Arrangements to be made to supply all essential items like rice, wheat, groceries, water, etc to camp itself to restrict movements of labourers.
8. Appropriate (Washable) masks shall be distributed to all labourers.
9. All shall be advised to wear mask always while at camps, movement outside and during duty timings
10. Tie up shall be made for getting medically examination of all people for any Covid-19 symptoms.
11. Isolation room shall be established in labour colony for the said purpose.
12. Sub-contractor shall display precautions measures - do's and don'ts at camp premises in all languages spoken by the workers.
13. Vehicle shall be kept ready or tip up for vehicle shall be made for emergency purpose.
14. Minimum social distancing shall be ensured in keeping occupants in a single room.
15. Disinfecting spray done at all the areas of camps after workers are left for work daily.
16. Labour camps shall be visited daily to ensure availability of essential things and regarding no off occupants, cleanliness, sanitization status, etc. and submit a report to head of site.

Hiring of daily wage labourers from Market (Within Green Mandals):

As far as possible hiring of labourer from outside market is to be avoided by the contractor, however, in case of exigency, not more than 10-15% of total required can be hired from the same mandal with the following precautions:

1. Labour shall be screened (Thermal scanning) before selection and shall be transported to the work site (duly following distancing norms) in contractors' own vehicles and dropped.
2. In any case, no labour shall be brought from red/containment zones.
3. The vehicles arranged for such transportation shall not be filled more than 50% of its capacity.

Personal Protective Equipment

Masks:

Masks are of different types. The type of mask to be used is related to particular risk profile of the category of personnel and his/her work. There are two types of masks which are recommended for various categories of personnel working in hospital or community settings, depending upon the work environment:

- ✓ Triple layered surgical mask
- ✓ N-95 Respirator mask

Disposal of mask:

1. Collection of Waste Masks.
2. Disinfect the mask in bleaching powder (5%) OR 1% Sodium Phosphoryl chloride (POCL₃)
3. After disinfection burn the mask or bury it in the ground.

Gloves:

When a person touches an object/surface contaminated by COVID-19 infected person, and then touches his own eyes, nose, or mouth, he may get exposed to the virus. Although this is not thought to be a predominant mode of transmission, care should be exercised while handling objects/surface potentially contaminated. Nitrile gloves are preferred over latex gloves because they resist chemicals, including certain disinfectants such as chlorine. There is a high rate of allergies to latex and contact allergic dermatitis among health workers. However, if nitrile gloves are not available, latex gloves can be used. Non-powdered gloves are preferred to powdered gloves.

Emergency Response:

1. Isolation rooms shall be prepared at every 15 km from the camp.
2. Emergency Contact Numbers Corona Combat Committee shall be displayed at site and facility areas.
3. Ambulance shall be available at specific locations.
4. Specific numbers of First Aider and Doctor should be available at site.
5. There should always maintain 20% extra Nose Mask, Hand Sanitizer stock at site with respect to number of workers.

Monitoring of Adherence to guidelines:

1. A team shall be comprised by respective HODs to conduct surprise checks on enforcement of Adherence of the prescribed guidelines as undertaken by the employer to implement under self-certification based on which work permission is accorded.
2. Any Agency/firm/person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster

Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable.



-----*Concluded*-----

Requisition/Registration form for availing e-Pass	
Agency/Firm Name:	
Unique Identification for the firm(GST/ PAN /TIN/CIN)	
Name of the work with Agreement details	
Location of the project/camp/work	
Employment Size(To be verified with Records if available)	
No of days required for project	
Type of Manpower a.Within the Mandal b.In house	
<u>Agree to terms and conditions</u> <ul style="list-style-type: none">- No employees from containment zones- Labour must be employed only in house or within the Mandals where the work is in progress.- This authorization shall not be misused- Social distancing and Temperature check to be followed- Daily reporting of compliance to norms	

Annexure

Signature of Authorized Representative

Check List

Start of work Safety precautionary measures check sheet against precaution and prevention of COVID-19					
Sr.No	Safety Points to be checked	Status			Remarks
		Yes	No	NA	
Emergency Arrangements:					
1	Suitable Emergency arrangement including Evacuation system, Ambulance/Emergency vehicle with driver & first aider, is available and kept standby in case of emergency.				
2	Proper facilities available with tied up hospitals and informed in advance in case of emergency to tackle the situation and ensure proper medication to affected person if not then arrangements with other hospitals made available.				
3	Name of the Designated Govt. hospitals for further check-up in case of symptoms become severe.				
4	Is there person nominated to coordinate with local authority to avail the government facilities smoothly if any person found affected.				
5	Each person can download Arogyasetu App for control the COVID19 (https://mygov.in/aarogya-setu-app/)				
6	Is there record of any the workers or staffs quarantine previously?				
7	Is any of the workers and staffs tested COVID-19 positive previously?				
8	Is any of the workers and staffs with close contact of person who tested positive?				
General					
9	Are all workers and staffs body temperature measured on daily basis?				
10	Are workers and staffs have any of the symptoms for last 24hrs A. Coughing B. Fever (Body Temp > 100.3 Degree F) C. Shortness of the breath.				
11	STOP the usage of Biometric reader for sometime track the attendance through online mode (RFID Card, Face Reader)				
12	Is wearing of noses mask made mandatory to everyone and sufficient quantity of noses mask maintained and distributed to all?				
13	Are all workers equipped with suitable handgloves and googles?				
14	Is there sufficient quantity of hand sanitizers (contents-60% ethanol or 70% isopropanol) provided to A. Workers rest shelter B. Washrooms. C. Offices D. Reception. E. Security cabin F. Guest houses etc.				
15	Are all high contact surfaces cleaning a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops, doors handle and vehicles etc.?				
16	Are enough quantity of hand wash and sanitizers maintained at site?				
17	Is there social distancing of minimum 06 feet maintained?				
18	Are large gathering (more than 05 persons) avoided?				
Labour Camp/Guest Houses/Offices					

19	Are offices, workers and staffs guest houses cleaned and sanitized on daily basis?				
20	Are all common areas, workers rest shelter and meeting areas regularly cleaned and disinfected at least once a day but preferably twice a day?				
21	Are waste being disposed of on regular basis?				
22	Are Quarantine room available?				
23	Whether proper ventilation available for quarantine room? Ventilation is important as per reports from Japan, so 5 min ventilation in every 1hours is also required.				
24	Whether attached/segregated washrooms available which must be used exclusively by the Quarantined person.				
25	Are new workmen Medically checked by Doctor & send to Quarantine room for minimum 3days?				
26	Sanitization & fumigation of all lifts /elevators ensured				
27	All worker shall be instructed to keep separate water bottle and avoid common water bottle/mug/glass system				
28	Ensure that all Doors/windows are in open conditions always in office hours, as far as possible Air conditions shall be avoided, and natural ventilation shall be used.				
29	Separate worker encouragement program arranged to motivate workers				
30	Is travel history register for worker maintained by HR/Admin?				
31	Are garbage barrels placed next to the hand wash station for disposal of tissues/towels?				
32	Are surfaces regularly cleaned, including surfaces, door handles, laptops, etc.?				
33	Are sufficient quantity of hand wash provided in all washrooms.				
34	Are guidelines of hand washing and precaution against COVID 19 laminated and pastes at strategic location?				
35	Are workers briefed on daily basis about dos and don'ts of COVID-19?				
36	Are outsides food discouraged and home made food preferred?				
Transportation of Staff/workers:					
37	Are workmen checked with IR Thermometer for COVID Symptoms before boarding in vehicle				
38	Are all the transporting vehicle disinfected with appropriate chemicals by drivers /helper prior to use for staff &workers				
39	Is social distancing principle followed during transporting?				
40	Are all personnel wearing Nose mask during transportation?				
41	Ensure sanitizeris available in every vehicle.				
42	Company provided cabs should not allow more than 2employees in cab(sedan)/not more than 4 employees in cab(SUV/Innova)				
43	Make sure that you wipe down the interior and door handle with disinfectant prior to entry.				
Disinfection at Entry Point					
44	Is single entry point available for all workmen/staff(health monitoring and personals disinfecting)				
45	Are arrangements available for inspection of COVID workmen Checking of symptoms of COVID				
46	Are personnel wearing Face Mask are only allowed to enter site?				

47	Common disinfecting shower shall be made available in single entry point for disinfecting the workers /staffs prior to enter the site.				
48	Are Office premises including store, canteen, and first aid rooms Being disinfected regularly prior to working hours				
Dining area/Cafeteria					
49	Cafeteria/dining area timing to be staggered and seats reduced For social distancing norms				
50	CafeVendor to bring packed food only for sometime until normalcy return and have digital transaction. Increase lunch hours by additional 1-hourtime.				
51	Always ensure pantry staff is wearing all PPEs without any compromise				
BEFORE START OF WORK					
52	Are all worker given Refresher Training on COVID 19?				
53	Is PA system available for giving TBT?				
54	Is Social distance being practiced while conducting the TBT/HIRA talk				
55	Is adequate Quantity of required PPE available & buffer stock maintained?				
56	Is Good House keeping maintained at site?				
Miscellaneous					
57	Greet people on our traditional way rather shaking your hands together.				
58	Any parcel/courier person should be stopped at gate, parcels all be collected at gate only				
59	Are government guidelines followed and implemented for prevention of COVID while returning on job?				
60	Is privacy maintained If any one found with symptoms of COVID-19?				

I am giving undertaking that I will obey the instructions issued by State and Central Government from time to time in respect of opening and operating the work site/Establishment during the lockdown period.

Signature of Authorized Representative

**M.T.KRISHNA BABU
PRINCIPAL SECRETARY TO GOVERNMENT**