

	Check Point - Factories	Office 1	Office 2	Office 3
1	In case a place for isolation is not present, creation of a temporary isolation area for the suspected cases using cardboard/pallets etc to create an enclosure.			
2a	IR thermometer for temperature scanning to be used at entry as well as exit of the employee			
2b	Recordal is available for all people, including visitors , govt people etc			
3a	Confirmation that food sharing is not being done by employees			
3b	Food Hall / Canteen - adequate measures adopted for distancing			
4	In case manual frisking is not being done to avoid contact, self-frisking(emptying pockets etc) to make sure that people are not carrying tobacco, gutka etc which can be spit in the premises causing potential infection spread			
5	Medical insurance(illness coverage) or ESIC is done for all employees			
6	Usage of PPEs:			
	a. Which type of masks are being used and what is the disposal mechanism?			
	b. Which type of gloves are being used and confirmation of disposal mechanism			
7	In case line setup does not allow minimum 6 ft distance between people, providing a physical partition made of fiber glass etc between people			
8	Availability of information of local contact centers in case of a COVID emergency and local hospitals as well			
9	Regular Tool Box Talk wrt COVID and the precautions which need to be taken to avoid the same to be held every shift			
10	Guidelines/Displays explaining measures to be taken to avoid the infection to be put up inside the factory for everyone to see			
11	Any illness of any person to be reported immediately to HO so that containment measures can be taken at all ends			