



## **Abstract**

Disaster Management Act, 2005 - COVID-19 - Infection prevention and control - Notification issued extending restrictions in the territorial jurisdictions of the State of Tamil Nadu up to 24:00 hrs of 30.09.2020 - New relaxations along with guidelines issued - Modification to certain Standard Operating Procedures - Suggested - Orders - Issued .

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### **Revenue and Disaster Management (D.M.IV) Department**

**G.O. (Ms) No. 474**

**Dated:09.09.2020**

சார்வாரி, ஆவணி 24  
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.193, Revenue and Disaster Management (D.M.II) Department, dated 15.04.2020.
5. G.O.(Ms)No.217, Revenue and Disaster Management (D.M.II) Department, dated 3.05.2020
6. G.O.(Ms)No.262 Revenue and Disaster Management (DM II), Department, dated:31.05.2020.
7. G.O.(Ms)No.280, Revenue and Disaster Management (D.M.II) Department, dated 6.06.2020
8. G.O.(Ms)No.281, Revenue and Disaster Management (D.M.II) Department, dated 6.06.2020
9. G.O.Ms.No.324, Revenue and Disaster Management (DM II), Department, Dated : 30.06.2020 and amendment issued thereon.
10. G.O.Ms.No.336, Revenue and Disaster Management (DM II), Department, Dated : 04.07.2020.

11. G.O.Ms.No.396, Revenue and Disaster Management (DM II), Department, Dated:31.07.2020 and amendment issued thereon.
12. G.O.(Ms)No.405, Revenue and Disaster Management (D.M.II) Department, dated 6.08.2020
13. G.O.(Ms)No.415, Revenue and Disaster Management (D.M.II) Department, dated 10.08.2020 and addendums issued thereon.
14. G.O.Ms.No.447, Revenue and Disaster Management (DM II), Department, Dated : 31.08.2020
15. G.O.(Ms)No.464, Revenue and Disaster Management (D.M.IV) Department, dated 5.09.2020
16. From the Principal Secretary and Commissioner of Revenue Administration Ir.No.OC-I/563/2020, dated 5.9.2020

**XXXX**

**ORDER:**

On 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 till 24:00 Hrs of 30.09.2020 under the Disaster Management Act, 2005 in G.O.Ms.No.447, Revenue and Disaster Management (D.M.II) Department, dated 31.8.2020 with certain restrictions and many relaxations along with guidelines.

2) The Principal Secretary and Commissioner of Revenue Administration has stated that the guidelines issued by the Government of India, Standard Operating Procedures were earlier issued for various activities. Now, based on the new relaxations along with guidelines issued G.O.Ms.No.447, Revenue and Disaster Management (D.M.II) Department, dated 31.8.2020 SOPs issued to related G.Os needs to be revised and modified and accordingly, the Principal Secretary and Commissioner of Revenue Administration has sent modifications to the SOPs issues for various activities.

3) The Government hereby accept the proposal of the Principal Secretary and Commissioner of Revenue Administration and amend the following Standard Operating Procedures (SOPs) based on the new relaxations along with guidelines and modification issues in the order 14th and 15th read above:-

I. **Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments**

<b>G.O.Ms.No.193, Revenue and Disaster Management Department, dated 15.4.2020</b>	
<b>Existing</b>	<b>Modification Suggested</b>
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.	2. Vehicles used for the transportation of staff should carry only 60% of the capacity.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.	7. Work places shall have an appropriate gap between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
12. There should be total ban on non-essential visitors at sites.	12. No. of visitors per day may be fixed and entry may be restricted accordingly.

II. **Standard Operating Procedure for restarting Industries**  
**Annexure -I**

<b>G. O.Ms.No.217, Revenue and Disaster Management Dept., dated 3.5.2020</b>	
<b>Existing</b>	<b>Modification Suggested</b>
<b>3. During Transportation:</b>	
i. For workers coming from outside, special transportation facility must be arranged by company without any dependency on the public transport system.	May be deleted.
ii. These vehicles should only carry passengers at 50% capacity.	ii. Vehicles used for the transportation of staff should carry only 60% of the capacity.

iii. For those commuting in Cars/Jeeps, 2 persons are permitted to travel in the vehicle, in addition to the driver of the vehicle.	iii. For those commuting in Cars/Jeeps, 3 persons are permitted to travel in the vehicle, in addition to the driver of the vehicle.
5. At work places:	
xi. There should be total ban on non-essential visitors at sites.	xi. No. of visitors per day may be fixed and entry may be restricted accordingly.

**III. Standard Operating Procedure for Construction Industry**  
**Annexure -II**

<b>G.O.Ms.No.217, Revenue and Disaster Management Dept., dated 3.5.2020</b>	
<b>Existing</b>	<b>Modification Suggested</b>
xv. For workers coming from outside, special transportation facility will be arranged using vehicle pass without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.	xv. Vehicles used for the transportation of staff should carry only 60% of the capacity.

**IV. Standard Operating Procedure for Restaurants**

<b>G.O.Ms.No.280, Revenue and Disaster Management Dept., dated 06.06.2020</b>	
<b>Facilities at Restaurants</b>	
<b>Existing</b>	<b>Modification Suggested</b>
Air conditioner (AC) or Air cooler should not be used.	Cross ventilation shall be encouraged in all places. For air-conditioning/ ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii)

	relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible and (v) cross ventilation should be adequate. Air circulation system should allow fresh / treated fresh air with fresh air level more than 50%.
<b>I. Transport Vehicles for ferrying staff</b>	
Transport facility may be arranged	May be deleted.

**V. Standard Operating Procedure for Shops and other establishments**

<b>G.O.Ms.No. 281, Revenue and Disaster Management Dept., Dated: 06.06.2020</b>	
<b>I. Instruction to the shop owners/workers</b>	
<b>Existing</b>	<b>Modification Suggested</b>
Shops should be well ventilated and to maintain the cross ventilation all window should be opened.	Cross ventilation shall be encouraged in all places. For air-conditioning/ ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible and (v) cross ventilation should be adequate. Air circulation system should allow fresh / treated fresh air with fresh air level more than 50%.

VI. Standard Operating Procedure for Gymnasium -

Annexure I

<b>G.O.Ms.No.405, Revenue and Disaster Management Dept., dated 6.8.2020</b>	
<b>Existing</b>	<b>Modification Suggested</b>
4 (a) (vii) For air-conditioning/ventilation, the guidelines of PWD 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.	4 (a) (vii) Cross ventilation shall be encouraged in all places. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible and (v) cross ventilation should be adequate. Air circulation system should allow fresh / treated fresh air with fresh air level more than 50%.

VII. Standard Operating Procedure for Driving Schools

<b>(G.O.Ms.No.415 Revenue and Disaster Management Dept., dated 10.8.2020)</b>	
<b>Existing</b>	<b>Modification Suggested</b>
<b>General Guidelines</b>	
xx. Sufficient ventilation should be ensured in the lecture halls/classrooms and Air conditioners should be avoided.	xx. Cross ventilation shall be encouraged in all places. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the (i) temperature setting of all air

conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible and (v) cross ventilation should be adequate. Air circulation system should allow fresh / treated fresh air with fresh air level more than 50%.

(By Order of the Governor)

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

To

All Additional Chief Secretaries, Principal Secretaries and Secretaries to Government, Secretariat, Chennai - 9.  
The Principal Secretary/Commissioner of Revenue Administration, Disaster Management, Chepauk, Chennai-05.  
The Commissioner, Greater Chennai Corporation, Chennai - 03.  
All District Collectors  
The Commissioner of Treasuries and Accounts, Chennai-35.  
All Pay and Accounts Officers /District Treasury Officers.

**Copy to:**

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

/True copy/

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*9/10/2022*  
**SECTION OFFICER**