

**CIRCULAR No #114/COVID**

**Date: 26/05/2020**

**To,**

**All the Member Industries of DCCIA Pune.**

**Subject: Template of the “Standard operating Procedures” for “Prevention of Covid at workplace”**

Dear members,

As you are aware that Government has issued various directives for prevention of Covid at workplace while restarting the factory operations.

While many large and medium scale Industries have designed their “Standard Operating Procedure” (“SOP”) complying with various directives of the Government as well as considering the well-being other Stake holders,

It is felt that it may not be feasible for many “Micro” and “Small” industries to design a standard operating procedure as per their requirement, due to resource crunch. Considering such difficulties of Micro & Small scale Industries, the Chamber has designed a SOP catering to the need of Micro and Small industries. Care has been taken that while all necessary points are covered, the document doesn't become too bulky and elaborate posing difficulties in its implementation.

The template of SOP is enclosed herewith. Members may use the same at their workplace.

The Chamber will like to place its sincere appreciation for **Mr. Nitin Agarwal** and **Mr. Abhijeet Parlikar** of **M/S John Deere India Pvt Ltd.** who have been instrumental in getting the SOP designed by their internal team.

**Thank you.**

**FOR DECCAN CHAMBER OF COMMERCE INDUSTRIES & AGRICULTURE PUNE**

**H P SRIVASTAVA  
VICE CHAIRMAN**