



# KARNATAKA EMPLOYERS' ASSOCIATION

NO.74, 2<sup>nd</sup> FLOOR, SHANKARA ARCADE, VANIVILAS ROAD, BASAVANAGUDI

BENGALURU - 560 004

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To  
All Members of the Association

## Preventive measures to be taken by Corporates / Employers to contain the spread of COVID-19

As employers, there is a greater responsibility bestowed on them in ensuring the health and safety of the community in general and employees in particular. Companies have twin tasks of keeping the business going as well as taking every preventive measure to keep the employees productive without compromising on their well-being.

Employers are expected to find new meaning in the phrase "Corporate Social Responsibility".

Employers have two clear responsibilities:

- a) **Corporate** Responsibility to keep the company going and
- b) **Social** Responsibility to ensure health, safety and well-being of the employees and their families.

Listed below are a few proactive and preventive measures that Employers are advised to take in order to tide over this critical period:

### **For employees working from home:**

- 1) Employer to provide lap-top / device to each employee working from home
- 2) Ensure connectivity and access to company's server / data base
- 3) Clearly mention reporting hierarchy / video conferencing protocols if necessary
- 4) Employees are expected to be connected during office hours through company provided VPN network and be available for video / audio calls, mails and tele-conference.

- 5) Ensure that employee remains healthy even at home. Advise employees working from home to strictly follow safety protocols such as frequent hand washing, social distancing etc.
- 6) Employee is expected to meet performance target, project deadlines and respond to calls / emails, attend zoom / telecom meetings.

**For employees who have to come for work:**

- 1) Install thermal scanners at the entry to the factory premises
- 2) Mandatory placing of hand sanitizers at the entry as well as other locations such as the wash room, canteen entrance etc.
- 3) Receive courier and other postal mails at the entry point itself
- 4) Discourage entry of visitors except those absolutely essential with prior written permission
- 5) Ensure proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces
- 6) Ensure regular supply of hand sanitizers, soap and running water in the wash rooms
- 7) All employees may be advised to take care of their own health and look out for respiratory symptoms / fever and if feeling unwell, should leave the workplace immediately after informing the higher ups.
- 8) Take special care of employees who are at higher risk such as older employees, pregnant employees and employees who have underlying medical conditions.
- 9) Always keep safe transport ready to evacuate any employee should the need arise
- 10) Display in big and bold letters the Do's and Don'ts at all prominent locations in the work place
- 11) Rearrange work spaces and canteen seating to comply with social distancing norms
- 12) Staggered timings may be considered to avoid crowding
- 13) Avoid all in-person meetings to the maximum extent. In case where such meetings are inevitable, ensure social distancing and other precautionary measures. Keep meetings to the point and close meetings quickly. No meeting should last for more than 20 - 30 minutes.
- 14) Meeting etiquette: Meeting of internal employees should not exceed six people per room at a distance of 1 Meter. If the number exceeds, please connect through Zoom / Telecon.

- 15) All machinery, office equipment, stationery and other daily use items may be cleaned frequently with disinfectant.

**For employees requesting leave:**

- 1) Leave should be sanctioned whenever any request is made for self-quarantine as a precautionary measure
- 2) Give wide publicity on the employee's entitlement for leave if affected by Corona Virus
- 3) Give clear and unequivocal assurance that no employee would be denied leave (with pay) for any illness connected with corona virus disease.

**Travel Restrictions:**

- 1) Issue immediate travel advisory cancelling / putting off all work related travel both within India and abroad
- 2) International visitors if any present at any location of the company to be provided with appropriate measures including testing facility, isolation, work from their place of residence etc as applicable to Indian employees.

**Other general guidelines:**

- 1) Cancel / put off all events of mass gathering / social events
- 2) Physical meetings, if inevitable must follow the social distancing protocol during traveling to the meeting, at the meeting and return back from the meeting
- 3) Government mandated guidelines for getting tested for Corona Virus to be circulated to all employees
- 4) Maintain continuous and ongoing communication that is informative and transparent with regard to the current situation on health and safety of the company employees
- 5) Encourage employees to raise / post their queries at a designated platform and arrange for advice from experts available within a reasonable period
- 6) Identify key personnel crucial for ensuring business continuity and prepare a contingency plan for facing any eventuality arising out of inability or disability by any of the key personnel in discharging their duties
- 7) Build sufficient redundancy in execution of critical projects keeping the client requirement in mind

- 8) For employees who need to attend office due to the nature of their work, detailed guidelines to be prepared and implemented to ensure their safety right from the time they leave their homes, during their work and returning back to their home.
- 9) Adequate quantity of PPE such as masks, sanitizers, soap etc. to be made available to employees coming to work
- 10) Assistance in the form of test kits, trained staff to guide employees in need of assistance to be available
- 11) Review situation periodically to add / modify procedures and processes to ensure safety and well-being of the employees
- 12) Proper record keeping of every employee's health condition on a daily basis to be maintained
- 13) Establish a clear reporting protocol which alerts the management to take immediate steps in case of any emergency.

**for KARNATAKA EMPLOYERS' ASSOCIATION**

**sd/-  
(B.C. PRABHAKAR)  
PRESIDENT**