



**COVID 19**

**HANDBOOK ON  
WORKPLACE MEASURES**

**A . John Moris & Co.**  
CHARTERED ACCOUNTANTS

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# COVID 19 BASIC UNDERSTANDING

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus.

Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

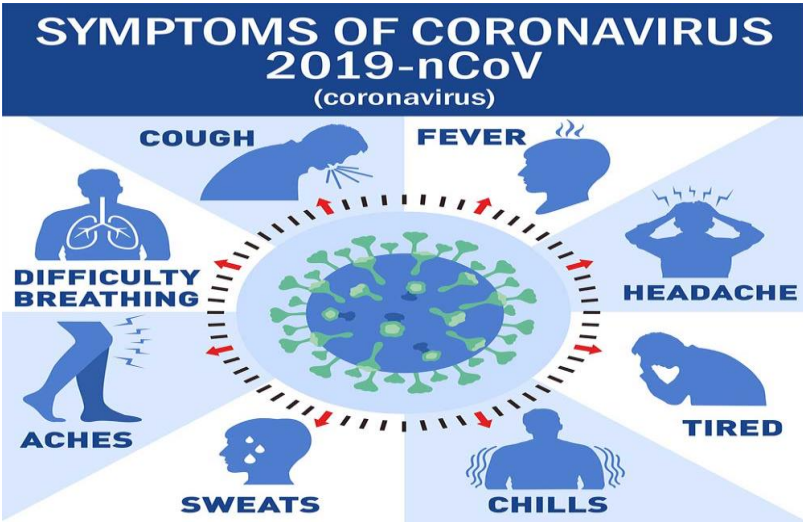
To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19.

This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement.

Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.



# COVID 19 SYMPTOMS



About COVID-19 Symptoms of COVID-19 Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms.

Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

Symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure

# COVID 19

## HOW IT SPREADS

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.



Mainly spreads from close contact with an infected person when they cough, sneeze, or talk.

**ACTION:** Keep a distance of 6 feet (2 metres) from others.



The virus can land on surfaces and survive for hours, but does not spread easily this way.

**ACTION:** Clean surfaces and wash hands often.



People are most contagious when they are sick and 48 hours before they show symptoms.

**ACTION:** Stay home and self-isolate if you are sick.



The virus does not spread through the air, so building residents are not at greater risk from shared vents.

**ACTION:** Keep distance, especially in common areas.

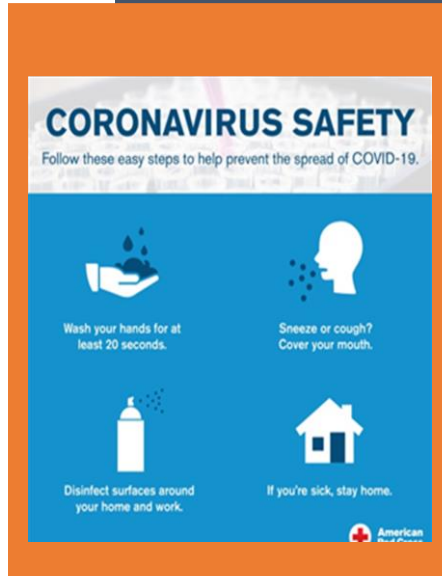
## COVID 19 OFFICE SPACE MEASURES

1. Reorganize seating space to maintain at least 3 ft (preferably 5 ft) distance between each staff. Block them with neat labels.

2. "Make sure workplaces are clean and hygienic.

Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly."

3. Clean every inch of space of the office, including switch boards, door knobs, electrical switch points, air conditioners, fans, lights, etc.



4. Hand sanitizers at entrance positively and at other appropriate locations.

5. Wash rooms to have liquid soap and hand dryers / tissue paper and are regularly refilled.

6. "Waiting space for visitors - ensure safe distance seating. Arrange seats so that participants are at least 1 meter apart."
7. Posters in office on safety practices to be followed.
8. Efficient screening practices - example thermal guns (to read the temperatures).
9. Posters for medical facility access.
10. Drinking water facilities with disposable cups.
11. Dustbins should be closed/ covered ones only in wash room and other places in office.
12. Adequate stock of disinfectants, liquid soap, tissue paper, thermal scanner, mask and gloves
13. Doormats; preferably washable.
14. Keep internal doors open, to avoid touching doors.
15. Have closed circuit cameras inside office and monitor to ensure people are maintaining distance, any staff having symptoms, etc
16. Space for footwear to be kept outside the work station.
17. Vehicle parking space to be clean/ kept at distance; also staff to be advised to ensure vehicles are clean.



**KEEP THE  
WORKPLACE  
SAFE AND  
CLEAN**

## HUMAN RESOURCES

1. Orientation program to staff on Safety Procedures before they come back to office, preferably on line.
2. Obtain declaration from staff and service providers (daily next 3 months through online mechanism/ Google form) on:
  - Do you have fever, cough, cold, body pains etc?
  - Did you travel anywhere in the last few weeks?
  - Do any of their family members have any of the above symptoms or travelled abroad/ anywhere?
  - Were you in-person contact with suspected or confirmed case of CoVid-19?
  - Did you/ close family member participate in any mass meeting/ gathering in the recent 2 weeks?
- 3 "Staff to use mask and gloves - mandatorily. Strict disciplinary action for non compliance."
4. Plan different working hours (say 8am to 5pm, 9am to 5pm 10pm to 6pm) and different lunch break timing.

**Training  
programs**

**Client Visit**

**Seating  
arrangement**

**Sanitizing**

**Travel  
advisory**



5. "Staff to avoid physical contact while greeting. Safe-way of greeting: Namaste."

6. A senior officer who can be approached by staff for counseling.

7. Work From Home guidelines including monitoring and support process.

8. Avoid meetings even inside office; preferably do on tools like Microsoft Teams/  
collaboration tools.

9. Every staff member to download Arogya Setu App on his/her phone and to stay updated daily.



10. Staff to leave to home when there is day light.

11. Work location: Preferably operate 3 months with 25% staff and scale to max 50% (most likely permanent feature for future for productivity & cost effectiveness to avoid travel time and tiredness).

12. Visitors/ vendors- allow only with senior person/ partner prior approval else engage on video.

13. Staff to carry hand sanitizers / their own water bottles, tea/coffee mugs. They should clean it themselves else they should use disposable ones.

## Leave Policy

## No sharing of food

## WFH Guidelines

## Online meetings

## Flexible working hours

14. Staff not to share food/ snacks, etc.

15. Staff to have Identity cards and carry them always including ID card like Aadhar with them always.

16. Staff living away from family in hostels, shared accommodation/ paying guest or staying alone to be given additional support, in particular emotional support.

17. Define seats for the staff and each staff to clean his/her chair and use.

18. Every person has to sanitize the hands on entering the office with the hand sanitizer kept on the entry/reception Table.

19. The staff/CA has to sit in the designated workstations on entry and will restrict themselves to the workstations and restrict interactions with any other members.

## OPERATIONS

1 Start the Business operations by conveying tribute to front line warrior's entire facility team, security, housekeeping and other essential service providers, who worked selflessly, tirelessly during emergency and critical hours.

2. Avoid travel:

- Inter-city and inter-state: Avoid in full.

Intra-city:

Advise employeean d contractor to consult Senior Mgmt before going on business trips. Keep to minimum.

- Avoid visitin g

client offices have stringent controls to permit visiting client offices.

- Report on family members intercity/ interstate travel

3. Receipt of courier/ post to be carefully done and surfaces cleaned.



4. Staff training, client meeting only on Collaboration platform (like Microsoft Teams).
5. Avoid face-to-face meeting or event. If required, have fewer people to attend.
6. Avoid paper/ file/books movement physically so that multiple people don't touch these.
7. Observe client procedures on video as alternate procedures, where required, with due controls.

## INFORMATION TECHNOLOGY

1. Ensure laptop for every staff member, with camera to do video calls / meetings.

2. Have licensed version of tools like MS office, including collaboration tools like MS teams.



3. Ensure all laptops have security controls (example crowd strike), firewalls and also anti-virus software installed.

4. Data cards for all staff and fiber connectivity at home for senior staff/ partners.

5. VPN connection for every staff member with adequate controls for accessing customer / confidential data.

6. Office to have High-Speed Internet (preferably fiber

based internet connection) and a back up link as well.

7. Tools for scanning documents.

8. Office ERP - to capture attendance, workflow, billing, UDIN filing control, updating regulatory filing like ICAI records, etc

9. Cloud storage space; common drive for all staff to store and access files.

10. Data Analytic tools,

11. Audit Software Tools





## GENERAL

1. All the members are requested to bring food from home. No other outside food is allowed into the office. Any member has any difficulty in getting food from home need to inform the Senior Staff.

2. Coffee/Tea or any beverages from outside is not allowed into the office.

3. No member should invite any client to visit the office unless with the permission of the Partner



4. Even if any client comes on his own he should be restricted only to the Reception or Meeting Room and not inside.

5. Any of the members having any health issues should inform the Partner immediately

6. Every member should also take adequate care when he/she is out of office.

7. Each member to use a particular Chair and not to change every day

8. Please do not share food or snack with others

10. Utmost care to be taken in using the common facilities such as washroom, dining place etc.,

11. Frequent use of Hand sanitizer and washing hands with liquid soap



12. Care to be taken to avoid touching Mouth, Ears and Nose

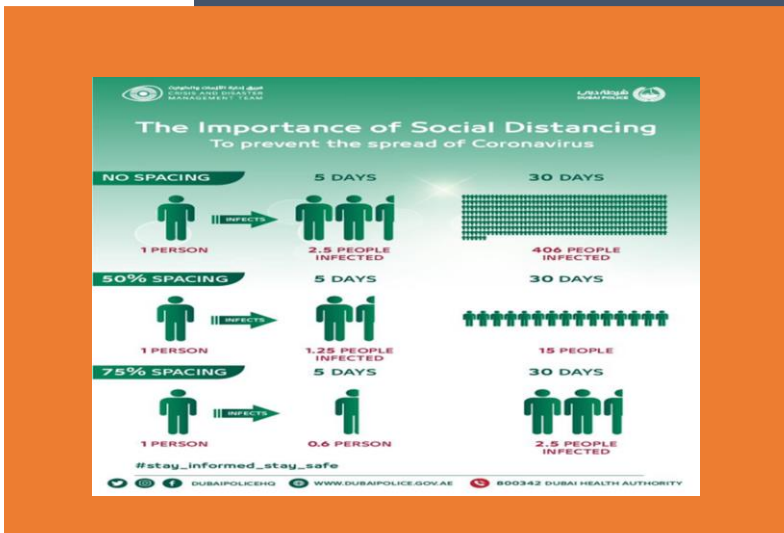
13. If any beverages to be consumed, only paper cups to be used

14. Clean spectacles and mobile phones, vehicle steering or two - wheeler handles strictly.

15. Compulsory using of Masks in public places and inside the office.



16. Change of Hand-kerchief should be done every day.
17. Members using the public transport are advised to sanitize their hands and not to touch anything.
18. Every day attend office wearing fresh clothes.
19. Install Aarogya Setu app compulsorily in your mobile phone
20. Zone of your locality is to be informed to the office



**For State / Zone / Sector specific COVID 19  
queries/ clarifications/ Guidelines**

**Pls contact**

#IndiaFightsCorona 011-23978046 or 1075, 112,  
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