

To

20.3.2020

All IT and Biotech Companies in the State of Karnataka:

Sub: Corona virus disease (COVID 19) – Advisory to IT and Biotech companies.

As you all are aware, COVID 19/ Coronavirus has been declared a global pandemic by the World Health Organization (WHO). There have been casualties all around the globe due to novel corona virus (COVID 19) and people of various states in our Country are also infected from Corona virus. It has been confirmed that corona virus may spread when the infected person sneezes, coughs or touches the other person. Against this backdrop, Government of India has issued various circulars/advisories to prevent the spread of disease and to protect public from infected persons. The State Government has taken several timely measures to contain the spread of virus among the people. One of the steps announced by the Government relate to advisory to the IT & Biotech companies to encourage their employees to work from home in order to stop the spread of the contagious virus among the employees. Almost all the IT & Bt companies in Bengaluru have accordingly advised their employees to work from home.

Today at 11am a meeting was held under the chairmanship of Dr. C.N. Ashwath Narayana, Hon'ble Deputy Chief Minister and Minister in charge of Electronics, Information Technology, Biotechnology and Science & Technology with Chairperson of Vision group on IT, Bt & Startup. Also present were Industry association heads and notable Industry representatives. The meeting was conducted to review the situation and seek ideas for future action.

As resolved in the meeting and in view of the prevailing situation of COVID 19 across the world and in the State of Karnataka, IT and Biotech companies are advised to strictly adhere to the below mentioned guidelines:

1. Employees who are working on Mission Critical and Essential services only to operate from office. All others employees to Work from Home.
2. The Management of IT and Biotech should put in place a self regulatory mechanism for the same keeping mind employee safety is of paramount importance. Prudence is the call of the hour.
3. To facilitate work from home, the Government has written to BESCO and internet service providers to provide uninterrupted power supply and connectivity.
4. Minimize contact among employees by replacing face to face meetings with tele conversation or video conference.
5. Business and personal travels may be put on hold unless it is unavoidable and critical.

6. Social distancing is a public health measure that's implemented during highly contagious outbreaks and hence social distancing has to be followed.
7. Maintain proper hygiene of premises / workplace by following regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of work environment.
8. Promote frequent and thorough hand washing by providing employees/ visitors/ customers with soap / sanitizers and running water in the washrooms.
9. Encourage employees to follow respiratory etiquette including coughs and sneezes.
10. Employers should develop the policies and procedures for employees to report when they are sick or experiencing symptoms of COVID 19.
11. Encourage employees to call helpline no.104. Never travel directly or avail public transport facility to reach the hospital if suspected of possible exposure of COVID 19.
12. Identification and isolation of potential infectious individuals which is a critical step in protecting employees at workplace.
13. Maintain flexible leave policies that permit employees to self quarantine as a precautionary measure.
14. Advise all employees who are yet higher risk i.e older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.

All IT and Biotech companies are directed to adhere to the above mentioned guidelines and support in containing the COVID-19.