



**COMMISSIONER, BRUHAT BANGALORE MAHANAGARA PALIKE**

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No: COMM/CWR/ADVISORY-OFFICE/2020-21

Date: 10-06-2020

**Advisory for Offices/Workplaces  
In the Context of Unlock 1.0**

**To All the Concerned**

In exercise of powers conferred under Section 24 of the Disaster Management Act, 2005 to Commissioner, Bruhat Bengaluru Mahanagara Palike (BBMP) through Order No: RD158TNR 2020 dated 14.04.2020 of Government of Karnataka and as per National Directives issued by the Ministry of Home Affairs, Government of India, and SOP issued by Ministry of Health and Family Welfare, Government of India, the following advisory is issued for BBMP to contain the spread of COVID-19 pandemic at Offices / Workplaces in the city.

This advisory is issued for necessary implementation during the Phased Reopening (Unlock 1.0) to contain the spread of COVID-19 pandemic at Offices and other workplaces which are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms, and conference halls, etc. and are likely places for the spread of COVID-19 infection among officials, staffs, and visitors.

It is important to maintain Physical Distancing and follow the directions in this advisory for the Safety of our Citizens and the City in this Unlock 1.0 period.

**At the outset, the main directions to be followed at Offices / Workplaces are:**

- ✓ Offices / Workplaces in containment zones shall remain closed.
- ✓ Persons above 65 years of age, persons with comorbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Office Management to advise accordingly.
- ✓ Work from Home (WFH) shall be encouraged for the above persons and also, in general, to reduce the movement of persons.
- ✓ Usage of video-conferencing and Work from Home options to employees to be considered as much possible.

- ✓ Staggering of office hours, lunch hours/coffee breaks to be looked at for adoption in the office schedule, as far as possible.
- ✓ Large gatherings/congregation continue to remain prohibited.

Along with these National directives, the following directives shall be read and followed for containment of the spread of the COVID-19 Pandemic:

### **1. Physical Distancing:**

- ✓ Physical Distancing for a minimum of 6 feet, wearing of the mask at the premises is mandatory and respiratory etiquettes to be strictly followed.
- ✓ Staggering of working hours to be done, to the maximum extent possible.
- ✓ Adequate manpower shall be deployed by the Office Management for ensuring Physical Distancing norms.
- ✓ Specific markings in the seating arrangement inside the premises should adhere to Physical Distancing norms.
- ✓ Separate entry and exits for visitors, workers, and goods/supplies shall be organized.
- ✓ Seating arrangements, for limiting the number of people inside the offices/workplaces to ensure there is adequate Physical Distancing to be followed.
- ✓ There shall be restrictions on the number of people in the lift areas to ensure Physical Distancing norms. The demarcation of space shall be made inside the lifts.
- ✓ While using the escalators to ensure Physical Distancing norms, one person on alternate steps can be encouraged.

### **2. Sanitization:**

- ✓ Sanitizers for hand hygiene shall be provided and used at the entrances regularly and not just customarily. Frequent handwashing with soap shall be done.
- ✓ All offices should have hand hygiene and conduct thermal screening provisions at the entrance to all its employee and temporary visitors and only asymptomatic staff/visitors shall be allowed.
- ✓ Frequent cleaning and disinfection of floors, doorknobs, elevator buttons, handrails, benches, escalators, etc. are mandatory.
- ✓ Disinfection of the interior of the vehicle especially the steering, door handles, keys, etc. should be taken up using 1% sodium hypochlorite solution/spray regularly.





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- ✓ Supply of hand sanitizers, soap, and running water in the washrooms to be ensured uninterrupted.
  - ✓ Effective sanitization within the premises shall be maintained with particular focus on lavatories, drinking, and handwashing stations/areas at all times. Deep cleaning of all washrooms shall be ensured at regular intervals.
  - ✓ Proper disposal of face covers/masks/gloves leftover by visitors and/or employees should be ensured.
- 3. In the cafeteria/canteen/dining halls:**
- ✓ Adequate crowd and queue management to be ensured to have physical distancing norms.
  - ✓ Staff/waiters should wear masks and hand gloves and take other required precautionary measures.
  - ✓ The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
  - ✓ In the kitchen, the staff to follow physical distancing norms.
  - ✓ In the canteen/cafeteria/dining hall, not more than 50% of the seating capacity to be permitted.
- 4. Masks / Face Coverings:**
- ✓ All workers/customers/visitors to be allowed entry only if using face covers/masks. The face covers/masks have to be worn at all times inside the offices/workplaces.
  - ✓ Also, it is important to wear a face mask correctly. The FAQs about how to wear a mask are available for access on the link here <http://covid19.bbmpgov.in/pages/faqs>.
- 5. Other Important Directives:**
- ✓ Self-monitoring of health and reporting any illness at the earliest to BBMP helpline.
  - ✓ Spitting should be strictly prohibited.
  - ✓ Prominently displaying of the IEC materials and Audio / Video clips to spread awareness on preventive measures for COVID-19 should be regularly taken up.
- 6. To Staff and Employees:**
- ✓ All employees who are at higher risk i.e. older employees, pregnant employees, and employees who have underlying medical conditions, to take extra precautions. They

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should preferably not be exposed to any front-line work requiring direct contact with the public.

- ✓ Valet parking, if available, shall be operational with operating staff wearing face covers/masks and gloves as appropriate. Proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up during the process.
- ✓ For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24<sup>o</sup>C - 30<sup>o</sup> C, relative humidity should be in the range of 40 % - 70 %, in-take of fresh air should be as much as possible and cross ventilation should be adequate.

**7. In case of a suspect or confirmed case in the premises:**

- ✓ If one or a few people are found to be suffering from symptoms suggestive of COVID-19 at the office following measure to be followed:
  - ✓ Isolate the person from others at the workplace.
  - ✓ Immediately inform the nearest medical facility (hospital/clinic) or call the state or BBMP helpline.
  - ✓ A risk assessment will be undertaken by the designated public health authority and the need for disinfection. The rapid response team will undertake the listing of contacts.
  - ✓ Based on the symptoms on the assessment by health authorities, the person(s) will be either home isolated, moved to a health facility as necessary.
  - ✓ The necessary actions for contact tracing and disinfection of the workplace will start once the report of the patient is received as positive. The report will be expedited for this purpose.
  - ✓ If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in a workplace setting. Due to the close environment in workplace settings, this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referrals, and management will remain the same. However, the scale of the arrangements will be higher.



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- ✓ Closure of the workplace as below based on the intensity of the positive cases to be identified.
  - If one or two cases are reported, the disinfection procedure will be limited to places/areas visited by the patient in the past 48 hours. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
  - However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. In this case, all the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.
- ✓ Disinfection of the premises to be taken up if the person is found COVID-19 Positive. Disinfection Procedures in Offices should be followed as per the guidelines issued by the Ministry of Health & Family Welfare as available on their website.

For information of Bengaluru Citizens, the FAQs in connection with this advisory and other advisories issued by the undersigned in the context of Unlock 1.0 can be accessed at the link here: <http://covid19.bbmpgov.in/pages/faqs>. This advisory can be accessed on the BBMP COVID-19 Dashboard. The link to access is <http://covid19.bbmpgov.in>.

The National Directives about Face Coverings / Physical Distancing / No spitting / No urinating in Public Places shall be followed as a matter of Social Responsibility and for Personal Safety. Your Health and Safety is our prime concern. Let us adapt to the New Norm to Stay Safe and strive sincerely to keep Namma Bengaluru Safe in this fight against the COVID-19 pandemic.

This is issued on 10<sup>th</sup> June 2020 for information of all offices/workplaces and all citizens in the jurisdiction of Bruhat Bengaluru Mahanagara Palike.

BBMP Bulletin	<a href="http://bbmp.gov.in/covid19bulletins">http://bbmp.gov.in/covid19bulletins</a>
FAQs	<a href="https://covid19.bbmpgov.in/pages/faqs">https://covid19.bbmpgov.in/pages/faqs</a>
Helplines	080 2266 0000 / 94806 85888
	<a href="https://www.facebook.com/bbmp.comml/">https://www.facebook.com/bbmp.comml/</a>
	<a href="https://twitter.com/BBMPCOMM">https://twitter.com/BBMPCOMM</a>

  
B H Anil Kumar IAS 10/6/2020  
Commissioner,  
Bruhat Bengaluru Mahanagara Palike.