



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

Ref. No.: G/128/02/2021

February 15, 2021

OFFICE ORDER NO. 60/2020-21

**Preventive measures to control the spread of Novel Coronavirus (COVID-19) –
Attendance in the offices of the Institute**

Further to office orders issued in this connection and in line with the Office Memorandum dated February 13, 2021 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India (enclosed), all officers/employees/outsourced/contractual personnel of the Institute working at Headquarters, Delhi Office, Centres of Excellence, Regional Councils, Chapters, Extension Centres, CMA Support Centres, ROCCs, offices of the IPA, RVO, AAT & MARF are hereby advised to strictly follow the guidelines appended hereunder while attending the office in order to regulate the attendance in the offices of the Institute:

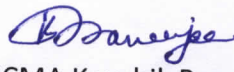
1. All officers and staff of all levels will attend the office regularly on all working days without any exemption to any category of employees.
2. All attending officers and staff shall follow the staggered timings to avoid overcrowding in the office as decided by the Heads of the Departments.
3. All officers and staff residing in the containment zone shall be exempted from coming to the office till the containment zone is de-notified.
4. All such officers and staff who are exempted from coming to the office shall continue to work from home and should be available on telephone and other electronic means of communications.
5. Meetings as far as possible shall be conducted on video conferencing and personal meetings with visitors, unless absolutely necessary in the public interest, are to be avoided.
6. Bio-metric attendance shall continue to be suspended until further orders.
7. SOP on preventive measures to contain spread of COVID-19 in offices as issued by the MOHFW on February 13, 2021 is enclosed herewith. All officers and staff shall ensure strict compliance of instructions issued by the MHA, MOHFW and DoP&T from time to time on regular sanitization/cleaning of work place, maintenance of social distancing norms, wearing of masks and health & hygiene practices.



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

8. The above shall be in force with immediate effect until further orders.
9. The above will be subject to the guidelines issued by the concerned State Government / Local Authority.


(CMA Kaushik Banerjee)
Secretary

Distribution:

1. President's Office.
2. Vice-President's Office.
3. Secretary's Office at the Headquarters & Delhi Office.
4. All Heads of Directorates/Departments at the Headquarters and Delhi Office.
5. All Regional Councils and the Chapters of the Institute of Cost Accountants of India.
6. All the Centres of Excellence, Extension Centres, CMA Support Centres & ROCCs of the Institute of Cost Accountants of India.
7. Offices of the IPA, RVO, AAT & MARF.
8. IT Department for uploading on the website of the Institute.
9. Office Order File.

Copy to:

1. President, The Institute of Cost Accountants of India.
2. Vice-President, The Institute of Cost Accountants of India.
3. All Council Members, The Institute of Cost Accountants of India.

F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 13th February, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

The undersigned is directed to refer to OM of even number dated the 7th October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

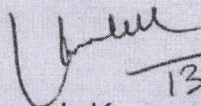
2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27th January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (e) Biometric attendance shall continue to be suspended until further orders.

(f) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>. All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4 The above instructions shall be in force with immediate effect until further orders.


13/2/2021
(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
 2. PMO/Cabinet Secretariat
 3. PS to Hon'ble MOS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

13th February, 2021

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like workstations, corridors, elevators & stairs, parking places, cafeteria/canteens, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- i. Generic preventive measures to be followed at all times
- ii. Measures specific to offices
- iii. Measures to be taken on occurrence of case(s)
- iv. Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (*2 gaj ki doori*) in common places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.

- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by all employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed entry.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home.
- iv. Drivers shall maintain physical distancing at all times particularly within rooms/ spaces designated for drivers. They shall follow required do's and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection at-least twice a day of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of frequently touched surfaces i.e. steering, door handles, keys, etc. should be taken up.
- vi. Advise 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 should preferably not be exposed to any front-line work requiring direct contact with the public.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xi. Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms be ensured.
- xii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiii. Any shops, stalls, cafeteria/canteen etc., outside and within the office premises shall follow physical distancing norms at all times.

- xiv. Specific markings may be made with sufficient distance to manage the queue and ensure physical distancing in the premises.
- xv. Proper cleaning and frequent sanitization (at-least twice a day) of the workplace, particularly of the frequently touched surfaces must be ensured.
- xvi. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xvii. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms for which purpose proper marking be made on the floor of the elevators.
- xviii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xix. Large physical gatherings continue to remain prohibited.
- xx. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas at-least twice a day.
- xxii. Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins, shall be ensured.
- xxiii. In the cafeteria/canteen/dining halls:
 - a. Mandatory placement of hand sanitizers at the entrance to ensure personal hygiene.
 - b. Staff to take their temperature regularly and check for respiratory symptoms. They must see a doctor if feeling unwell or having flu-like symptoms.
 - c. Adequate crowd and queue management to be done to ensure physical distancing norms for which purpose markings be made on the floor of cafeteria/canteen/dining halls.
 - d. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - e. The seating arrangement to ensure a distance of at least 6 feet between patrons as far as feasible.
 - f. In the kitchen, the staff to follow physical distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances, when one or few people(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.

- b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- d. The management of cases and contacts will be done as per the existing protocol (<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf> and <https://ncdc.gov.in/showfile.php?lid=570>).

6. Management of premises

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas occupied and visited by the patient in past 48 hours and work can be resumed after disinfection as per laid down protocol.
- ii. In case of larger number of cases are being reported at the workplace, the whole block or building, as the case may be, should be disinfected.