



LEGAL UPDATE

MAY 2020 - PART II

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I. MINISTRY OF CORPORATE AFFAIRS (MCA)**1. Amendment of Schedule VII of Companies Act, 2013 by inserting ‘PM CARES’ as CSR**

MCA vide [Notification dated May 26, 2020](#) has amended Schedule VII of the Companies Act, 2013 by inserting ‘Prime Minister’s Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund)’ as Corporate Social Responsibility (CSR). The Government of India has set up the Prime Minister’s Citizen Assistance and Relief in Emergency Situations Fund’ (PM CARES Fund) with the primary objective of dealing with any kind of emergency or distress situation such as that posed by COVID 19 pandemic. This notification shall be deemed to have come into force on March 28, 2020.

2. Further extension of timelines for names reserved and resubmission of forms

MCA vide [News and Important Updates dated May 22, 2020](#) extends the timelines further for names reserved and resubmission of different forms of Companies and Limited Liability Partnerships (LLPs) failing between the period from March 15, 2020 to May 31, 2020. The Extension provided are as follows:

1) Companies

- a) Filing of SPICe+ Part B after Name Reservation for new company incorporation – **additional 20 days beyond May 31, 2020**
- b) Filing of INC-24 after Name Reservation for change of name of any existing company - **additional 20 days beyond May 31, 2020**
- c) Resubmission of e-forms - **additional 20 days beyond May 31, 2020**. However, for SRNs already marked under Not to be taken on Record (NTRB), extension would be provided on case to case basis

2) LLPs

- a) Filing of FiLLiP/Form 5 to be filed within 90 days of Name Reservation – **additional 20 days beyond May 31, 2020**
- b) Resubmission of e-forms - **additional 20 days beyond May 31, 2020**. However, for SRNs already marked under NTRB, extension would be provided on case to case basis.
- c) Filing e-verification Report (for both Normal as well as Resubmission filing) in IEPF-5 falls within March 15, 2020 to May 31, 2020 – **till September 30, 2020**. However, for SRNs already marked under ‘Pending for Rejection u/s

7(3)' and 'Pending for Rejection u/s 7(7)' extension would be provided on case to case basis.

II. SECURITIES AND EXCHANGE BOARD OF INDIA (SEBI)

1. Relaxation from compliance of Minimum Public Shareholding (MPS) requirements

SEBI vide [Circular dated May 14, 2020](#) has relaxed listed entities from the compliance of its [Circular dated October 10, 2017](#) which mandates MPS requirements of at least 25% otherwise laid down the procedures to be followed by the stock exchanges with respect to non-compliant listed entities, their promoters and directors including levying of fines and freezing of promoters shareholdings. After receiving various requests from the listed entities & Industry Bodies and in view of the prevailing business and market conditions in the Country, SEBI provided relaxation for listed entities for whom the deadline to comply with MPS requirements falls between the period from March 1, 2020 to August 31, 2020 and also advised the Stock exchange not to take any penal action against such entities. SEBI also directed stock exchanges that penal action, if any initiated by stock exchanges, from March 01, 2020 till date of non-compliances of MPS requirements by such listed entities may be withdrawn.

2. Advisory on disclosure of material impact of COVID-19 pandemic on listed entities under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

SEBI vide [Circular dated May 20, 2020](#) has issued an advisory on disclosure of material impact of COVID-19 to listed entities under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR), encouraging them to evaluate the impact of the COVID-19 pandemic on their business, performance and financials, both qualitatively and quantitatively, to the extent possible and disseminate the same to the Stock Exchange, to ensure that all the investors have access to timely, adequate and updated information. The SEBI Circular provides guidance on the matters which can be covered under disclosure with respect to impact of COVID-19 Pandemic:

- 1) Impact of the CoVID-19 pandemic on the business;
- 2) Ability to maintain operations including the factories/units/office spaces functioning and closed down;
- 3) Schedule, if any, for restarting the operations;
- 4) Steps taken to ensure smooth functioning of operations;
- 5) Estimation of the future impact of CoVID-19 on its operations;

- 6) Details of impact of CoVID-19 on listed entity's –
 - a. capital and financial resources;
 - b. profitability;
 - c. liquidity position;
 - d. ability to service debt and other financing arrangements;
 - e. assets;
 - f. internal financial reporting and control;
 - g. supply chain;
 - h. demand for its products/services;
- 7) Existing contracts/agreements where non-fulfilment of the obligations by any party will have significant impact on the listed entity's business.

The Circular further suggests that the company may disclose further material updates on a regular basis and provide the impact of the COVID-19 on their financial statements along with the financial statements submitted with the Stock Exchange.

3. BSE extends due date for payment of Annual Listing Fees

The Bombay stock exchange (BSE) vide [Notice dated May 28, 2020](#) has extended due date for payment of Annual Listing Fees due to current pandemic situation and lockdown measures across the country. In order to reduce the burden of lockdown upon listed entities, the due date for payment of Annual Listing Fees for Financial Year 2020-21 has been extended to June 30,2020.

III. RESERVE BANK OF INDIA (RBI)

1. Extension of Resolution timelines on stressed assets under the prudential framework

RBI vide [Notification dated May 23, 2020](#) has extended the period for implementation of resolution plan by 90 days. In terms of the existing Prudential Framework, lenders are required to implement a resolution plan in respect of entities in default within 180 days from the end of Review Period of 30 days. However RBI has decided that in respect of accounts which were within the Review Period as on March 1, 2020, the period from March 1, 2020 to May 31, 2020 shall be excluded from the calculation of the 30-day timeline for the Review Period. In respect of all such accounts, the residual Review Period shall resume from June 1, 2020, upon expiry of which the lenders shall have the usual 180 days for resolution.

Further the lending institutions should make relevant disclosures in respect of accounts where the resolution period was extended in the 'Notes to Accounts' while preparing their financial statements for the half-year ending September 30, 2020 as well as for FY20 and FY21.

2. Extension of the loan moratorium for another three months

RBI vide [Notification dated May 23, 2020](#) has extended the EMI moratorium period by another 3 months i.e. from June 1, 2020, to August 31, 2020, on payment of all installments in respect of term loans (including agricultural term loans, retail and crop loans). Accordingly, the repayment schedule for such loans as the residual tenor will be shifted across the board. Interest shall continue to accrue on the outstanding portion of the term loans during the moratorium period.

Further the working capital facilities sanctioned in the form of cash credit/overdraft, lending institutions are permitted to allow a deferment of another three months, from June 1, 2020, to August 31, 2020, on the recovery of interest applied in respect of all such facilities. Lending institutions are permitted, at their discretion, to convert the accumulated interest for the deferment period up to August 31, 2020, into a funded interest term loan (FITL) which shall be repayable not later than March 31, 2021.

3. Increase in the maximum permissible period of pre-shipment and post-shipment export credit to 1 year

RBI vide [Notification dated May 23, 2020](#) has decided to increase the maximum permissible period of pre-shipment and post-shipment export credit sanctioned by banks from the existing 1 year to 15 months.

Due to the outbreak of Covid-19 pandemic, the exporters have been facing genuine difficulties such as delay/postponement of orders, delay in realization of bills, etc. In this regard, RBI has already permitted the period of realization and repatriation of the export proceeds to India to be increased from nine months to 15 months from the date of export in respect of exports made up to July 31, 2020. In line with this relaxation, it has been decided to increase the maximum permissible period of pre-shipment and post-shipment export credit sanctioned by banks from one year to 15 months, for disbursements made up to July 31, 2020.

4. Extension of the time limit for settlement of import payment

RBI vide [Notification dated May 22, 2020](#) has decided to extend the time period for completion of remittances against normal import (except in cases where amounts are withheld towards the guarantee of performance etc.) from six months to twelve months from the date of shipment for such imports, if made on or before July 31, 2020. The term normal import excludes the import of gold/diamonds and precious stones/jewelry

5. Statement on Developmental and Regulatory Policies

RBI vide [Press Release dated May 22, 2020](#), has issued a Statement on Developmental and Regulatory Policy to improve the functioning of markets and market participants; measures to support exports and imports; efforts to further ease financial stress caused by COVID-19 disruptions by providing relief on debt servicing and improving access to working capital; and steps to ease financial constraints faced by state governments. Following are the major measures:

- 1) Measures to Improve the Functioning of Markets including facilitating refinancing and foreign investments for Small Industries.
- 2) Measures to Support Exports and Imports including Extension of Time for Payment for Imports.
- 3) Measures to Ease Financial Stress including Moratorium on Term Loan Installments and Deferment of Interest on Working Capital Facilities.

IV. INSURANCE

1. Undertaking related to foreign investment in Insurance intermediaries

Insurance Regulatory and Development Authority of India (IRDAI) vide [Circular dated May 18, 2020](#) has directed the insurance intermediaries to submit with the Authority an undertaking duly signed by the Principal Officer and Compliance Officer, as applicable, confirming compliance with

- 1) The [Press Note No. 3 dated April 17, 2020](#) issued by FDI Policy Section, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, GOI and
- 2) Notification of the [Foreign Exchange Management \(Non-Debt Instruments\) \(Second Amendment\) Rules, 2020](#)

The undertaking should be accompanied by:

- a) A certified copy of resolution passed by the Board of Directors of the insurance intermediary confirming the compliances as mentioned above

- b) Necessary Government of India's approval with respect to compliance of Press Note 3, wherever applicable.

V. LABOUR

1. Special guidelines during lockdown extension for West Bengal

The Government of West Bengal vide [Order dated May, 18, 2020](#) has issued directives to be applicable in West Bengal along with the Central guidelines issued by Ministry of Home Affairs [vide Notification dated May 17, 2020](#). The guideline includes the restrictions/intervention in the affected area and the relaxations provided in buffer and clean areas.

2. Bihar State Migrant Labour Accident Grants Scheme (Amendment) Rules, 2020

The State Government of Bihar on vide [Notification dated May 22, 2020](#) has amended the Bihar State Migrant Labour Accident Grants Scheme Rules, 2008, to provide grant to the domicile migrant labourers of the State working in other state and abroad in the event of their death on account of epidemic. It will extend to the whole of the State of Bihar. It will come into force from date of notification.

3. Relief to establishments covered under EPF and MP Act, 1952 from levy of penalty for delayed deposit of dues during lockdown

Due to prolonged lockdown in the current pandemic situation, establishments are facing difficulty or are unable to pay the statutory contributions in time. Considering the difficulty faced by the establishments in timely deposit of contributions or administrative charges, EPFO [vide press release dated May 15, 2020](#) states that delays due to operational or economic reasons shall not be treated as default and penal damages should not be levied for such delay.

4. Relaxation of time limit for filing and depositing ESI Contribution

The Employees State Insurance Corporation (ESIC) [vide Circular No.P-11/12/Misc/1/2019\(M\)-Rev. II dated May 18, 2020](#) has extended time of filing return of contribution for the contribution period October 2019 to March 2020 under Employees State Insurance (General) Regulations, 1950 to June 11, 2020.

5. Annual Unified Return to be filled by factories in Madhya Pradesh

Labour Department, Government of Madhya Pradesh [vide notification No. 275/1143/2019/A-16 dated May 13, 2020](#) has amended the Madhya Pradesh Factories Rules, 1962. As per the notification, the due date to file an annual return has been amended from 15th January to 1st of February every year to be filed online as prescribed. Provided that it shall not be necessary for occupier or owner to furnish the return under this rule if he has already furnished an annual return for that year on the said web portal under the Labour Laws (Exemption from Furnishing Returns and maintaining Registers by certain establishments) Amendment Act, 2014.

6. Amendment of Maternity Benefit Forms Under Employees State Insurance (General) Regulations, 1950

ESIC vide [Notification No. N-12/13/1/2016-P&D dated March 20, 2020](#) has amended The Employees' State Insurance (General) Regulations, 1950 to bring following changes as mentioned-

- Revised Form 17 (Certification/Notice of Pregnancy) and Form 19 (claim for Maternity Benefit and Notice of work)
- Under Regulation 87, newly inserted Regulation 87A provides for Notice of Commissioning Mother to be submitted in the amended Form 17 to the appropriate branch office.
- Under Regulation 88, newly inserted Regulation 88A requires submission of a declaration by an insured woman of her surviving child or children.
- Under Regulation 89, newly inserted Regulation 89C requires submission of a claim for Maternity Benefit by Commissioning Mother in the amended Form 19. Provided further if commissioning mother and another woman both are insured, the claim will be provided only to the commissioning mother.
- Newly inserted regulation 89 D shall require submission of a claim for Maternity Benefit by Adoptive mother in the amended Form 19 as well.

7. Reduction of Contribution rate to Ten Per Cent from existing rate of Twelve Per Cent

Ministry of Labour and Welfare (MoLW) [vide Notification S.No.1513\(E\) dated May 18, 2020](#) adds new Clause which states that for the establishments registered under the Act, the contribution which shall be paid by the employer to the EPF shall be Ten per cent and the employee's contributions shall be equal to the contribution payable by the employer in respect of wages payable to

employees for the months of May, June, July 2020. The following establishment is not applicable to the following:

- 1) The establishments eligible for relief under the Pradhan Mantri Garib Kalyan Yojna guidelines issued by the Employees Provident Fund Organisation (EPFO).
- 2) Central Public Sector Enterprises and State Public Sector Enterprises and other establishments owned by, or under the control of the Central Government.

8. Rates of accommodation in hotels for quarantine of inter-state passengers

BBMP Karnataka has vide [Notification No. SC \(H\)/PR/116/2020-2021 dated May 12, 2020](#) fixed rates for hotels to be charged from inter-state passengers to be quarantined. Following are the rates fixed:

- 1) Budget Hotels:
 - a. Rs. 1200 per person/day inclusive of all taxes and breakfast, lunch and dinner
 - b. Rs. 1400 for twin occupancy/day inclusive of all taxes and breakfast, lunch and dinner
- 2) Low Budget Hotels:
 - a. Rs. 750 per person/day inclusive of all taxes and breakfast, lunch and dinner
 - b. Rs. 900 for twin occupancy/day inclusive of all taxes and breakfast, lunch and dinner

Property owner/hotelier must inform DC, Bengaluru Urban on the Location of the property, number of rooms available and category among the two options (Budget/Low Budget) in which he wishes to get registered.

9. Special guidelines during lockdown extension for Chandigarh

The Government of Punjab has [vide Notification No. 13180/HIII\(5\)/2020/5087 dated May 18, 2020](#) issued directives to be applicable in Chandigarh along with the Central guidelines issued by Ministry of Home Affairs [vide notification dated May 17, 2020](#). Following are the key points to be followed:

- The private offices are advised to operate with 50% of their staff and encourage their employees to work from home.
- All shops in the internal sector markets will be allowed to open from 10 AM to 6 PM.
- Employers should ensure that Aarogya Setu is installed by all the employees.
- Staggering of work/business hours to be followed.
- Provision for thermal scanning, hand wash and sanitizer should be made available at all entry and exit points.

10. Revised restrictions on industrial and commercial establishments during the lockdown extension period

The District administration, Gurgaon [vide notification dated May 20, 2020](#) provides the restrictions to be imposed on industrial and commercial establishments up to May 31, 2020. The revised guidelines states that during the period May 20, 2020 to May 31, 2020, the industrial establishments as mentioned below, outside containment zone, shall be permitted to function with 100% staff:

- Industrial areas with access control viz. IMT/IA/IDC/SEZ etc.
- Industrial in rural areas
- E-Commerce
- Other industry in municipality/urban area

11. Partial withdrawal from PF Balance for the purpose “Outbreak of pandemic (COVID-19)”

EPFO has provided instructions for filing online claim for the purpose “Outbreak of pandemic (COVID-19)”. Following are the key points:

- 1) Eligibility to file online claim:
 - a. UAN should be activated.
 - b. Verified Aadhaar should be linked with UAN
 - c. Bank Account with IFSC code should be seeded with UAN
- 2) Eligible Amount:

Upto 75% of PF balance (Employee share and Employer Share) or 3 months PF wages or the claimed amount by the member whichever is the least.

12. Operation of Industries - Partial Modifications in the State of Andhra Pradesh

Government of Andhra Pradesh, Industries and Commerce Department vide [Order G.O.Rt.No.102 dated May 13, 2020](#) has in partial modification of [Order G.O.Rt.No.98, I& C \(P&I\) Department dated May 03,2020](#) has directed Hazardous Industries, which manufacture or handle Hazardous materials/chemicals to follow the below procedure

- a. To apply for permission in <https://www.apindustries.gov.in/Covid19>
- b. All such applications will be refereed to Joint Inspection committee at District Level consisting of Officials from Factories department, Boilers department, APPCB and Industries Department.

- c. The Committee shall give its report in a week's time, duly Certifying whether the industry is fit and safe to restart their operations.
- d. Based on the safety certification of the Committee, the District Collector will accord permission within 2 days to do the test run and trial run for one week and after successful completion of the trial run, to restart the Operations, subject to social distancing and other norms.

13. Guidelines for Running of Air Circulation, Air Cooling and Air Conditioning Equipment's during Covid-19

The Central Public Works Department [vide Notification No- CE CSQ \(E\)/COVID-19/2020/028 on May 13,2020](#) has issued Guidelines for running of air circulation, air cooling and air conditioning equipment's during Covid-19 in enclosed spaces like offices, assembly places, meeting places, workspaces, malls, hospitals, isolation facilities, wards etc.

- **Here are a few guidelines for operating Air Cooling /Conditioning devices-**
 - 1) **Controlled environment and mild exposure such as Residences, Standalone workspaces/offices-**
 - a. Window fitted desert coolers/room ACs, fans aided by maximum Fresh Air intake by opening of doors or windows and supported by Air replacement through exhaust fan facility in the nearby areas
 - b. Temperature and humidity range should be maintained as per general guidelines wherever applicable
 - 2) **Moderate risk of exposure and concentration such as meeting rooms, dispensaries etc.-**
 - a. Window fitted desert coolers/ room ACs, VRV/VRF system (indoor units / Fans) aided by maximum Fresh Air intake by opening of doors or windows and supported by Air replacement through exhaust fan facility in the nearby areas
 - b. Temperature and humidity range should be maintained as per general guidelines wherever applicable
 - 1) **Ceiling Fans-** Air conditioners - Should run at a low-medium speed with intake of fresh air as much as possible by keeping window and doors opening
 - 2) **Room AC (Window/Split) -** Set room temperature between 24°C and 30°C
 - 3) **VRV/VRF System (High wall, Cassette type Units etc)-** Should run with temperature range of 24°C and 30°C with maximum fresh air supplemented by adequate exhaust

14. Exemption from the provisions of Section 51 (weekly hours) and Section 54 (daily hours) of Factories Act, 1948 in Karnataka

Government of Karnataka vide [Notification No. KAE 33 KABANI 2020 dated May 22, 2020](#) and in exercise of powers conferred under Section 5 of Factories Act, 1948 (Act No. 63 of 1948) has ordered that all the factories registered under Factories Act, 1948 shall be exempted from the provisions of Section 51 (weekly hours) and Section 54 (daily hours), and with effect from May 22, 2020 to August 21, 2020 subject to the following conditions: -

- a. No adult worker shall be allowed or required to work in a factory for more than ten (10) hours in any day and sixty (60) hours in any week.
- b. Provisions of Section 59 regarding overtime wages shall continue to be applicable without any change.

15. Guidelines to be followed by the managements before restarting of factories in Tamil Nadu

Government of Tamil Nadu, Directorate of Industrial Safety and Health has issued [guidelines](#) to be followed by the managements before restarting the factories involving hazardous process / dangerous operations

VI. FOOD SAFETY

1. Implementation of Revised Food Safety Inspection checklist.

Food Safety and Standards Authority of India (FSSAI) vide [Notification File no. 14\(1\)2016/Info/Enf/FSSAI dated May 14 2020](#) has revised the Food Safety Inspection checklists.

2. Directions regarding display of “Date of Manufacturing” and “Best before Date” in case of sweets – reg

FSSAI vide [Order File No.13\(29\)2019/Milk /RCD/FSSAI](#) has been decided to extend the date of enforcement for display of “Date of Manufacturing” and “Best before Date” of non-packaged/loose sweets on their container/tray at the outlet for sale from June 01, 2020 to August 01, 2020.

VII. TAX

1. Validity of TP safe harbour rules extended till AY 2020-21

Central Board of Direct Taxes (CBDT) vide [Notification No. 25/2020 dated May 20, 2020](#) has extended the validity of provisions of Rule 10TD(1) and Rule 10(2A) of Income Tax Rules, 1962 ('the Rules') till Assessment Year ('AY') 2020-21. Rule 10TD of the Rules prescribes list of eligible international transactions where transfer price declared by the assessee shall be required to be accepted by the income-tax authorities.

2. Notify final norms for calculating remuneration payable to eligible fund manager

CBDT has vide [Notification No. 29/2020 dated May 27, 2020](#) amended Rule 10VA of the Rules to prescribe for calculation of remuneration of eligible fund manager.

It has been also provided that if the amount of remuneration is lower than the amount calculated as per this notification, then the fund may apply before the CBDT to seek approval that such lower remuneration amount shall be treated as remuneration for the purpose of section 9A of the Income Tax Act, 1961 ('the Act').

Further, the fund manager shall also obtain a report from an accountant in respect of activity undertaken for the fund and furnish such report in the Form No. 3CEJA. This report shall be in addition to any report required to be furnished by the fund manager u/s 92E of the Act.

3. Clarifications in respect of prescribed electronic modes u/s 269SU of the Act

CBDT has vide [Circular No. 12/2020 dated May 20, 2020](#) clarified that provisions of Section 269SU shall not be applicable in case of persons having only B2B transactions (i.e. no transaction with retail customer/consumer) and at least 95% of business receipts (including sales, turnover or gross receipts) shall be in any mode other than cash.

4. New Form 26AS containing details beyond TDS /TCS pursuant to Budget 2020 amendment

CBDT has vide [Notification No. 30/2020 dated May 28, 2020](#) notified new Form 26AS [Annual Information Statement] pursuant to Finance Act, 2020 amendment, inserted new Rule 114-I to be effective from June 1, 2020 and omitted Rule 31AB.

Apart from the TDS / TCS details, revised Form 26AS shall now contain information relating to assessee's specified financial transaction, payment of taxes, demand/ refund and pending/ completed proceedings.

5. FM launches facility of Instant PAN through Aadhaar based e-KYC

CBDT has vide [Press Release dated May 28, 2020](#) announced that facility for instant allotment of PAN (on near to real time basis), in line with the announcement made in the Union Budget 2020 has been launched. The facility is made available for those PAN applicants who possess a valid Aadhaar number and have a mobile number registered with Aadhaar.

VIII. HEALTHCARE

1. New guidelines on lockdown measures to be effective from May 4, 2020 for a period of two weeks

The Ministry of Home Affairs has [vide notification dated May 17, 2020](#), issued new guidelines to be followed during the extended period of national lockdown. The key points of the new guidelines are as follows:

- Lockdown shall continue to remain in force up to May 31, 2020.
- Employers should ensure that the Aarogya Setu app is downloaded by all the employees.
- As far as possible, the practice of work from home should be followed.
- Staggering of work/business hours shall be followed in offices, workplaces, shops, markets and industrial & commercial establishments.
- Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas
- Wearing of face cover is compulsory in all workplaces and adequate stock of such face covers shall be made available.

2. Advisory for managing Health care workers working in COVID and Non-COVID areas of the hospital

The Ministry of Health & Family Welfare(MoHFW) had [vide notification dated May 15, 2020](#), provided advisory to provide guidance on preventive measures, isolation and quarantine of health care functionaries along with managing Health care workers working. Following are the key points of the advisory:

- Hospitals shall activate its Hospital Infection Control Committee (HICC). The HICC in the health facility is responsible for implementing the Infection

Prevention and Control (IPC) activities and organizing regular training on IPC for Health care workers.

- A Nodal Officer (Infection Control Officer) shall be identified by each hospital
- All healthcare workers managing COVID-19 cases must be provided with chemo-prophylaxis under medical supervision.
- Health care workers must always use appropriate PPE while on duty.

3. MoHFW issues guidelines for prevention of transmission and disinfection of hotels and lodging facility with COVID-19 suspects

MoHFW has [issued guidelines for prevention of transmission and disinfection of hotels and lodging](#) facilities where COVID-19 cases were held in suspected and confirmed circumstances. The objective of these guidelines is to provide interim guidance about the environmental cleaning and decontamination in hotels and loading facilities.

The guidelines are as follows: -

- 1) Hotel Reception staff should be well versed in hand hygiene, respiratory hygiene, and protocols to be followed if a guest develops symptoms.
- 2) All data is to be collected if guests have resided in or history of travel to an affected area or contact with a known case in the past 14 days.
- 3) For guests with a history of travel to or residing in the affected areas, the guests are suggested to stay in the room if they feel unwell, wear a surgical mask and call the hotel operator at once for assistance.
- 4) Handling sick guest with history of travel to resided in the affected areas:
 - a) If the guest is sick and develops any symptoms of COVID-19, then call the control room/identified hospital and inform them about the condition of the sick guest. Also arrange for ambulance and consultation in the Emergency Department.
 - b) To take all the safety precautions before seeking medical care.
- 5) The premises and potentially contaminated areas should be cleaned before their reuse and using products containing antimicrobial agents.
- 6) While carrying out cleaning and disinfection work, staff must wear appropriate Personal Protective Equipment (PPE) and that the equipment must be sent to the nearest health facility for discarding as an infectious waste.

4. MoHFW issues guideline on preventive measures to contain spread of COVID-19 in workplace.

MoHFW on [May 18, 2020](#) has issued [guidelines on preventive measures to contain spread of COVID-19 in workplace settings](#). These following measures need to be observed by all employees and visitors.

- 1) Basic Preventive measure
 - a. Physical distancing of at least one meter to be always followed.
 - b. Use of face covers/masks to be mandatory.
 - c. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol-based hand sanitizers (for at least 20 seconds).
 - d. 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 proper
 - e. Self-monitoring of health by all and reporting any illness at the earliest,
- 2) Preventive measures for offices: Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities
- 3) Measures to be taken on occurrence of case(s):
 - a. The occurrence of any COVID-19 cases among the employees working in the office cannot be ruled out.
 - b. When there are large numbers of contacts from a pre-symptomatic and asymptomatic case, there could be a possibility of a cluster emerging in the workplace setting. The scale of arrangements will be higher.
*The contacts will be categorised into high and low risk contacts by the District RRT. The high-risk exposure contacts shall be quarantined for 14 days. They will follow the guidelines on home quarantine available on: <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf> These persons shall undergo testing as per ICMR protocol available at: <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>) and the low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- 4) Closure of workplace –
 - a. If there are one or two cases reported, the disinfection procedure will be limited to places or areas visited by the patient in past 48 hrs. There is no need to close the entire office building or halt work in other areas of the office and work can be resumed after disinfection.



- b. In case of a larger outbreak, the entire building will have to be closed for 48 hours, the staff will work from home till the building is adequately disinfected.

**Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available*

on: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

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