

# ACE GROUP ARCHITECTS

DETAILED GUIDELINES  
FOR COVID-19 PREVENTION

PROTOCOLS & PRACTICES AT OUR OFFICE POST LOCKDOWN

DATE 04.05.2020  
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BASED ON THE DISCUSSIONS BETWEEN OUR OFFICE MANAGEMENT AND GOVERNMENT DIRECTIVES DATED 01.MAY.2020, THE LOCKDOWN IN BANGALORE URBAN WILL CONTINUE UNTIL 17. MAY.2020; HOWEVER, PRIVATE OFFICES WILL BE PERMITTED TO WORK AT 33% CAPACITY.

IN THIS REGARD, WE HAVE DIVIDED ALL OUR TEAM MEMBERS INTO THE FOLLOWING CATEGORIES;

<b>A</b>	TEAM MEMBERS WHO ARE NOT CURRENTLY IN BANGALORE
<b>B</b>	TEAM MEMBERS WHO RESIDE IN BANGALORE AND USE PUBLIC TRANSPORT TO REACH OUR OFFICE PREMISES
<b>C</b>	TEAM MEMBERS WHO RESIDE IN BANGALORE WITHIN 'CONTAINMENT ZONES' BASED ON THE BBMP-COVID19-WAR ROOM DATA
<b>D</b>	TEAM MEMBERS WHO ARE (OR LIVE WITH PERSONS WHO ARE) IMMUNITY COMPROMISED
<b>ALL TEAM MEMBERS BELONGING TO ANY OF THE ABOVE CATEGORIES ARE ADVISED TO CONTINUE WORKING FROM HOME.</b>	

FURTHER, FOR THOSE WHO DO NOT FALL UNDER ANY OF THE ABOVE CATEGORIES, WE PROPOSE TO RESUME 'WORK FROM OFFICE' FOLLOWING A STAGGARED TIME SCHEDULE, WITH ALL RELEVANT HYGIENE PROCEDURES IN PLACE AND ENSURING ADHERANCE TO ALL SOCIAL-DISTANCING MEASURES.

IN THIS REGARD, WE ARE PROPOSING THE FOLLOWING PROTOCOLS TO BE FOLLOWED FROM 04.MAY.2020

<b>01 : TRAVEL ADVICE</b>	GOVERNMENT DIRECTIVES STATE THAT NO MOVEMENT ON ROADS WILL BE PERMITTED BEFORE 7AM and AFTER 7PM. THEREFORE, ALL ARE REQUESTED TO LEAVE OFFICE BY 5:30 PM. MEMBERS USING SELF DRIVEN 4-WHEELERS TO COME TO OFFICE ARE TO NOTE THAT NO MORE THAT 2 PERSONS WILL BE PERMITTED IN THE VEHICLE. IN CASE OF 2-WHEELERS, PILLION RIDERS ARE NOT PERMITTED. IT HAS BEEN CONFIRMED THAT PASSES FOR PRIVATE VEHICLE MOVEMENT IS NOT NECESSARY FOR TRAVEL WITHIN CITY LIMITS BETWEEN 7AM AND 7PM. HOWEVER, ALL ARE MANDATED TO CARRY A VALID GOVT. PHOTO ID AND THEIR OFFICE VISITING CARDS WITH THEM AT ALL TIMES. OFFICE PHOTO ID CARDS WILL BE ISSUED TO ALL IN THE WEEK OF MAY 11 2020.
<b>02: PARKING, ENTRY AND MOVEMENT PROTOCOLS</b>	GUIDELINES FOR SAFE PARKING, ENTRY TO OFFICE PREMISES AND MOVEMENT HAS BEEN OUTLINED AS DISCUSSED WITH ALL DURING OUR MEETING ON 02.05.2020. REQUEST ALL TO PLEASE COMPLY RESPONSIBLY.
<b>03: HYGIENE PROTOCOLS</b>	IT WILL BE MANDATORY FOR ALL TO WEAR MASKS IN THE OFFICE. MASKS WILL BE MADE AVAILABLE FOR ALL STAFF INCLUDING VISITORS IF ANY. FURTHER, FREQUENT SANITISING OF HANDS IS ENCOURAGED. INDIVIDUAL RESPONSIBILITY TO WIPE DOWN DEVICES/ KEYBOARDS ETC IS ENCOURAGED. WIPES AND SANITIZERS WILL ALSO BE MADE AVAILABLE IN OFFICE. DETAILED HYGIENE GUIDELINES HAS BEEN OUTLINED AS DISCUSSED WITH ALL DURING OUR MEETING ON 02.05.2020. REQUEST ALL TO PLEASE COMPLY RESPONSIBLY.
<b>04: ENTRY, REGISTRATION AND SEATING ARRANGEMENTS</b>	DETAILED GUIDELINES FOR THE SAME HAVE BEEN PREPARED AND HAS BEEN DISCUSSED WITH ALL DURING OUR MEETING ON 02.05.2020.
<b>05: STAGGARED TIMINGS</b>	DETAILED GUIDELINES FOR THE SAME HAVE BEEN PREPARED AND HAS BEEN DISCUSSED WITH ALL DURING OUR MEETING ON 02.05.2020. FURTHER CLARITY ON SCHEDULE WILL BE WORKED OUT ON MAY 8/MAY 9 BASED ON TEAM DELIVERABLES.

REQUEST ALL TO REFER AND FAMILIARISE YOURSELF WITH ALL POINTS ELABORATED IN THE GUIDELINE PRIOR TO RESUMING OFFICE.

OUR MOST IMPORTANT PRIORITY IN THE OFFICE IS TO KEEP THE WORKPLACE, YOURSELVES AND YOUR FAMILIES SAFE!

## LEADERSHIP & ADMINISTRATION

NAME	PHONE	PRESENTLY RESIDING AT	BBMP WARD	MODE OF TRANSPORT	PROPOSED WORK SCHEDULE	Email	TECH ASSISTANCE / ASSIGNED CPU / WFH SUPPORT NEEDED
Dinesh Verma	9845010727	Bangalore Urban		KA 1001 / 8008		verma@acegrouparchitects.com	Personal Laptop
Akshara Verma	9886229111	Bangalore Urban	111	KA 03 NA 0891 / CYCLE		akshara@acegrouparchitects.com	CPU 116 / Personal Laptop
Geetha Bhatta	9972204662	Bangalore Urban	89	PUBLIC TRANSPORT		info@acegrouparchitects.com	CPU 101 / NONE
Thankam Thomas	9611123849	Bangalore Urban	47	KA 04 MK 1624		thomas@acegrouparchitects.com	CPU 114 / NONE
Martin Panikulam	9945451086	Bangalore Urban	26	PUBLIC TRANSPORT		marlin@acegrouparchitects.com	CPU 122 / Personal Laptop - Poor Storage
Harish	9738994410	Bangalore Urban		PUBLIC TRANSPORT			
Srinivas	9886172744	Bangalore Urban	117	WALK			

## PROJECT TEAM

NAME	PHONE	PRESENTLY RESIDING AT	BBMP WARD	MODE OF TRANSPORT		Email	TECH ASSISTANCE / ASSIGNED CPU / WFH SUPPORT NEEDED
Vinay Chandra	9845173642	Bangalore Urban	143	KA 02 HL 1506		vinay@acegrouparchitects.com	CPU 104 / Personal Laptop
Santhosh R	9611988667	Bangalore Urban	164	KA 05 KC 2019		santhosh@acegrouparchitects.com	CPU 105 / Home System needs AutoCAD

## DESIGN TEAM

NAME	PHONE	PRESENTLY RESIDING AT	BBMP WARD	MODE OF TRANSPORT		Email	TECH ASSISTANCE / ASSIGNED CPU / WFH SUPPORT NEEDED
Aswini Bagal	9845344880	Bangalore Urban	161	KA 05 MD 3642 / KA 05 MQ 8932		aswini@acegrouparchitects.com	CPU 108
Rajesh Narang	9845208411	Bangalore Urban	64	KA 04 EQ 1321		rajesh@acegrouparchitects.com	CPU 123
Pranitha Sunku	9632280822	Bangalore Urban	195	KA 51 Q 9120 / KA05 MF 9376		pranitha@acegrouparchitects.com	CPU 107
Chethan L	9739172387	Bangalore Urban	163	KA 02 MU 1338		chethan@acegrouparchitects.com	CPU 119 / WFH Setup needs assistance
Aneesurahman CA	9446986150	KL	-			anees@acegrouparchitects.com	117
Anjali Srikanth	9611193630	Bangalore Urban	35	KA 02 JM 0100		anjali@acegrouparchitects.com	
Sudhakar Venkatesh	9448848859	Bangalore Urban	151	KA 53 EN 7282		sudhakar@acegrouparchitects.com	106
Hemanth Prabhu	9743794448	Bangalore Urban	107	KA 02 HS 2501 / CYCLE		hemanth@acegrouparchitects.com	CPU 110 / WFH Setup needs assistance
Shanmuga Priya	9035930049	TN	-			priya@acegrouparchitects.com	CPU 109
Vinodh S	9886204540	Bangalore Urban	65	KA 04 EY 2788		vinod@acegrouparchitects.com	CPU 121
Vimal Raj	7829437363	TN	176	CYCLE		vimal@acegrouparchitects.com	CPU 111
Martin Sony	9538591856	Bangalore Urban	117	MH 04 JP 5741		martin@acegrouparchitects.com	
Vijaykumar S	7200177608	TN	-			vijaykumar@acegrouparchitects.com	CPU 124
Nishant Hegde	7892678831	KA	-			nishant@acegrouparchitects.com	
Abiseth Haridoss	8939265025	TN	-			abiseth@acegrouparchitects.com	
Amrutha Shastry	8050003413	KA	-			amrutha@acegrouparchitects.com	
Akshay Maniyar	9665541096/8 208067552	MH	-			akshay@acegrouparchitects.com	

## INTERNS

First name	PHONE	PRESENTLY RESIDING AT	BBMP WARD	MODE OF TRANSPORT		Email	TECH ASSISTANCE / ASSIGNED CPU / WFH SUPPORT NEEDED
Akshatha S. Rao	8277332573	Bangalore Urban	166	PUBLIC TRANSPORT		interns@acegrouparchitects.com	Personal Laptop
Yashas Vishwanath	8105107285	Bangalore Urban	35	KA 53 M 8102 / CYCLE		interns@acegrouparchitects.com	Personal Laptop
Sulekha Jain	8867106769	Bangalore Urban	108	PUBLIC TRANSPORT		interns@acegrouparchitects.com	Personal Laptop

30.04.2020

BBMP CONTAINMENT WARDS 189, 25, 84, 18, 59, 62, 78, 93, 118, 124, 133, 158, 166, 169, 171, 177, 179, 135, 136, 138, 139, 37, 160

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SR NO.	TASKS AND ACTIVITIES	ACTION
<b>A</b>	<b>PARKING OF VEHICLES</b>	
A.01	VEHICLE PARKING	<b>GENERAL GUIDELINES</b> It has been discussed that the parking lot located opposite the office is comparatively safer to the Namdhari parking space as fewer people will possibly touch the vehicles there. Further, the use of hand sanitizer is the safest solution to get rid of any possible contamination after parking the vehicle Users are requested to wipe down the handles, seats and other vehicle parts as required with disinfectant solution before taking their vehicle back.
		<b>TWO WHEELER</b> We recommend the parking of the two wheelers of all office attendees at one designated location - that can be monitored/seen by security or other team members.
		<b>FOUR WHEELER</b> We recommend the parking of Four wheelers in the parking lot located in front of the office building

SR NO.	TASKS AND ACTIVITIES	ACTION		
<b>B</b>	<b>OFFICE ENTRY AND CONTROL POINTS</b>			
<b>B.01</b>	<b>CONTROL POINT 01 : GROUND FLOOR</b>	<b>SECURITY DESK PROTOCOL</b>	B.01.A.1	After the rolling shutter is lifted up, the glass door to remain open to avoid regular contact to the handle by incomers
			B.01.A.2	Entry to be denied to any and every single incomer who is not wearing a mask. Further, use of gloves is encouraged.
			B.01.A.3	Security to take the temperature reading of any and every single incomer through a non-contact infrared thermometre
			B.01.A.4	Security to note the temperature reading of all staff against the date in a team-sheet provided.
			B.01.A.5	Security to note the temperature reading along with the following details for all visitors in the visitor-log sheet provided. Temperature, Name, Address, Contact Number and the office to visit.
			B.01.A.6	Entry to be denied to any and every single incomer whose temperature is above 98.6°F (37°C)
		<b>STAFF PROTOCOL</b>	B.01.B.1	All staff to adhere to social distancing norms by following a demarcated queue system on entry to the office
			B.01.B.2	All staff to cooperate with Security and follow the protocols enlisted in Points B.01.A.2,3,4,6
			B.01.B.3	All staff to sanitize their hands at the security desk before proceeding to their desks.
		<b>VISITOR PROTOCOL</b>	B.01.C.1	All visitors to adhere to social distancing norms by following a demarcated queue system on entry to the office
			B.01.C.2	All visitors to cooperate with Security and follow the protocols enlisted in Points B.01.A,2,5,6
			B.01.C.3	All visitors to sanitize their hands at the security desk before to the office floors.
		<b>B.02</b>	<b>CONTROL POINT 02 : FIRST FLOOR</b>	B.02.A
<b>B.03</b>	<b>CONTROL POINT 03 : SECOND FLOOR</b>	B.03.A	All same as above except temperature reading and noting down the details. Here YOS Technologies Representative will replace Srinivas. Sanitizer to be kept at strategic location.	
<b>B.04</b>	<b>CONTROL POINT 04 : THIRD FLOOR</b>	B.04.A	All same as above except temperature reading and noting down the details. Here third floor members will do this on their own with complete responsibility. Sanitizer to be kept at strategic location	
<b>B.05</b>	<b>CONTROL POINT 05 : TERRACE FLOOR</b>	B.05.A	Entry allowed only during lunch by maintaining proper social distancing during third floor crossover	
<b>B.06</b>	<b>GENERAL GUIDELINES</b>	B.06.A	Adequate signages to be displayed throughout staircase cores and common areas to encourage controlled hand movements on all the surfaces, railing, etc.	

SR NO.	TASKS AND ACTIVITIES	ACTION		
<b>HYGIENE GUIDELINES</b>				
<b>C</b>	<b>BASIC ADHERANCE</b>	Considering the health risk for ALL in the surrounding work environment, we require ALL to FOLLOW THE PARAMETRES listed below and SPREAD THE AWARENESS to visitors and others coming to the office.		
	<b>HIGHLY RECOMMENDED</b>	We highly recommend that all staff and visitors entering our office premises INSTALLS AND USES The Government of Indias AROGYA SETU Mobile Application.		
<b>C.01</b>	<b>HYGIENE GUIDELINES</b>	<b>MANDATORY PRACTICES</b>	C.01.A.1	ALL Staff and Visiors to WEAR A CLEAN FACE MASK as a minimum protection gear.
			C.01.A.2	USE OF SANITIZER TO BE MANDATORY TO ALL AT THE ENTRY POINTS OF DIFFERENT LEVELS
			C.01.A.3	BIOMETRIC ATTENDANCE AND SIGNING OF THE COMMON REGISTER IS PROHIBITED
			C.01.A.4	MAINTAIN SOCIAL DISTANCING DURING INTERNAL TEAM INTERACTIONS TO THE BEST POSSIBLE EXTENT
				EXTERNAL MEETINGS AND PRESENTATIONS TO BE ON VIRTUAL MEDIA TO THE BEST POSSIBLE EXTENT
		C.01.A.5	USE OF AIR CONDITIONERS IS PROHIBITED. USE OF FANS AND NATURAL/ CROSS VENTILATION IS ENCOURAGED TO REDUCE THE HEALTH RISK FACTOR	
		<b>CRITICAL PERSONAL PRACTICES</b>	C.01.B.1	<b>WHILE COUGHING OR SNEEZING, PLEASE AVOID COVERING YOUR FACE WITH YOUR HANDS BUT USE THE SIDE OF YOUR ARM/ ELBOW REGION INSTEAD. ALTERNATIVELY COVER YOUR FACE WITH A TISSUE AND DISPOSE THE USED TISSUE IN DUSTBINS WITH LIDS IMMEDIATELY.</b>
			C.01.B.2	<b>TOUCHING PERSONAL BODY PARTS INCLUDING FACE, NOSE, EYES, BACK, HAIR, HEAD, FEET, ETC. TO BE AVOIDED. ALL TO PRACTICE SANISATION OF HANDS MANDATORILY IN CASE THERE HAS BEEN ANY CONTACT.</b>
			C.01.B.3	<b>DISPLAY BETTER CULTURAL PRACTICES BY NOT SPITTING INTO THE WASH BASINS OR WCS. IF UNAVOIDABLE, DISINFECTANT SPRAY TO BE USED TO CLEAN THE SURFACE AFTER USE THOROUGHLY.</b>
			C.01.B.4	<b>DO NOT USE FRIENDLY CONTACT GREETINGS/GESTURES LIKE HANDSHAKES, PATTING THE BACK OF A COLLEAGUE, HIGH FIVES, ETC., TILL THIS PANDEMIC ENDS!</b>
		<b>RECOMMENDED PERSONAL PRACTICES</b>	C.01.C.1	FREQUENT WASHING OF HANDS / USE OF HAND SANITIZER TO BE ENCOURAGED
			C.01.C.2	USE OF WASHABLE HANDGLOVES IS ENCOURAGED AS AN ADDITIONAL PROTECTION GEAR
			C.01.C.3	IT IS RECOMMENDED TO WEAR COMFORTABLE FULL SLEEVED CLOTHING IN THE OFFICE PREMISES
		<b>RECOMMENDED OFFICE PRACTICES</b>	C.01.D.1	CONSTANT USE OF DISINFECTANT + TISSUE PAPER TO WIPE DOWN ALL DOOR HANDLES, LOCKS AND CONTACT SURFACES TO BE MADE MANDATORY
			C.01.D.2	THE USE OF SMART SCREENS IN CONFERENCE ROOMS TO BE AVOIDED SINCE IT ENDS UP IN THE CONTACT OF MULTIPLE USERS. IN CASE OF USE, PRACTICE TO WIPE DOWN THE SCREEN BEFORE AND AFTER A MEETING IS MANDATED.
			C.01.D.3	RECOMMENDED TO KEEP THE DOORS OF ALL MEETING ROOMS AND PERSONAL CABIN ROOMS OPEN TO AVOID CONTACT TO DOOR HANDLES OR DOOR SURFACES
			C.01.D.4	USE OF EXTENSION PHONES TO BE LIMITED TO A SINGLE CONTACT PER TEAM OR ALTERNATIVELY MOBILE PHONES TO BE USED WITHIN OFFICE TO AVOID THE CONTACT OF MULTIPLE USERS TO A SINGLE DEVICE
			C.01.D.5	THE RECEPTION PHONE IS TO BE HANDLED BY SRINIVAS ONLY AND WITH THE EXTENSION CODE, DESIGNATED TEAM MEMBERS ARE TO PICK UP THE PHONE FROM THEIR DESKS THEREBY AVOIDING GOING TO THE RECEPTION DESK MORE OFTEN
			C.01.D.6	ALL PERSONAL BELONGINGS SUCH AS HELMETS, UMBRELLA, RAINCOATS, etc. TO BE KEPT OUTSIDE THE FLOOR DOORS AT THE ENTRANCE.
			C.01.D.7	PLEASE FOLLOW CAUTIOUS, CAREFUL, INFORMED AND HUMANE COOPERATIVE APPROACH IN HANDLING DRINKING WATER MACHINES, LIGHT AND FAN SWITCHES AND OTHER COMMON EQUIPMENT.
		<b>C.02</b>	<b>HANDLING OF DESKTOPS , SERVER , ELECTRONIC EQUIPMENTS</b>	<b>MANDATORY PRACTICES</b>
C.02.A.2	HOT WATER FOR TEA AND COFFEE WILL BE MADE IN THE KETTLE AS PER REQUIREMENT AND SRINIVAS TO PREPARE TEA AND COFFEE IN HOUSE TO AVOID EXTERNAL INTERFACE.			
C.02.A.3	<b>ALL DESKTOPS, KEYBOARDS, MOUSE, COMMON STATIONARY ARE REQUIRED TO BE SANITIZED ON DAY TO DAY BASIS - BEFORE AND AFTER USE BY THE RESPECTIVE USERS THEMSELVES</b>			
<b>C.03</b>	<b>MOVEMENT TO TERRACE &amp; DINING GUIDELINES</b>	<b>MANDATORY PRACTICES</b>	C.01.A.1	THE USE OF TERRACE WILL BE LIMITED BASED ON DEFINED TIMINGS
			C.01.A.2	ALL STAFF ARE REQUESTED TO DEFINE THEIR TIMINGS FOR THE USE OF TERRACE FOR LUNCH IN A STAGGERED MANNER TO ALLOW PROPER SOCIAL DISTANCING
			C.01.A.3	
		<b>RECOMMENDED PRACTICES</b>	C.01.B.1	ALL STAFF ARE REQUESTED TO AVOID THE USE OF TABLE MATS AND INDIVIDUALLY WIPE DOWN THE TABLE SURFACE BEFORE AND AFTER LUNCH
			C.01.B.2	PLEASE AVOID THE WASHING OF PERSONAL TIFFIN BOXES AFTER LUNCH
C.01.B.3	<b>PLEASE TAKE ADEQUATE CARE FOR PERSONAL HYGIENE WHILE SNACKING AT YOUR DESKS.</b>			
<b>C.04</b>	<b>PRINTING AND DISPATCH OF GFC DRAWINGS</b>	<b>MANDATORY PRACTICES</b>	C.04.A.1	THE DISPATCH OF COURIERS TO TAKE PLACE ONLY AFTER COURIER SERVICES ARE RESUMED PAN INDIA - AND WE ARE ASSURED OF SAFETY PROTOCOLS FROM THE LOGISTIC COMPANIES END - AS AN ADDITIONAL PRECAUTIONARY MEASURE
			C.04.A.2	TO EASE THE PRESSURE ON THE PRINTERS AND TO KEEP HEALTH RISK IN CHECK, ALL TEAMS ARE REQUIRED TO BOOK A SLOT FOR PRINTING DRAWINGS IN A STAGGERED TIME MANNER
			C.04.A.3	PER DAY, IT IS ADVISED THAT ONLY ONE DESIGN TEAM PLOTS DRAWINGS
			C.04.A.4	GFC PRINTS TO CONTAIN ONLY THE ACE GROUP CIRCULAR SEAL AND GOOD FOR CONSTRUCTION SEAL BY MANDATE. NO DRAWING WILL BE PHYSICALLY SIGNED EITHER BY THE PROJECT COORDINATORS OR ARCHITECTS. THIS IS TO MINIMISE THE NUMBER OF HANDS THE DRAWING PASSES THROUGH.
		<b>RECOMMENDED PRACTICES</b>	C.04.B.1	FOLDING AND SEALING OF DRAWINGS TO BE DONE BY SINGLE CONTACT/ SOURCE ONLY.
			C.04.B.2	PLEASE TAKE ADEQUATR CARE FOR PERSONAL HYGIENE WHILE HANDLING PAPER AND PRINTERS FOR SMALL FORMAT (A4/ A3) PRINTS

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D.01	IT RECOMMENDATIONS	<p>Cloud storage space for all current to be purchased to stack project files allowing team members to access remotely in a flexible manner.</p> <p>Hardware and software system checks to ensure smooth workflow for all team members to work efficiently at work as well as home.</p>																																																																							
D.02	FIRST FLOOR STUDIO - TEAM SCHEDULE	<table border="1"> <tr> <td rowspan="4">GROUP 01 : ADMINISTRATION</td> <td>GEETHA BHALLA</td> <td>Considering the use of public transport, Geetha to be allowed to be safe at home and can attend office as and when possible.</td> </tr> <tr> <td>HARISH</td> <td>Considering the restrictions in the use of public transport, Harish to avoid coming to office. On days when assistance to Finance Administration is required, Harish to report directly to Mrs. Thomas.</td> </tr> <tr> <td>SRINIVAS</td> <td>Srinivas can attend office on all days. Must take additional precautions due to his health condition.</td> </tr> <tr> <td>HUSSAIN</td> <td>Hussain can attend office on all days.</td> </tr> <tr> <td rowspan="2">GROUP 02: FINANCE</td> <td>MRS. THOMAS</td> <td rowspan="2">DV and Akshara to define the strategy for their office presence by discussing with them</td> </tr> <tr> <td>MARLIN</td> </tr> <tr> <td rowspan="3">GROUP 03: PROJECTS</td> <td>VERMA</td> <td>Personal interactions to be limited and use of conference room smart screens to be made by following sanitizing protocol after each meeting</td> </tr> <tr> <td>VINAY</td> <td rowspan="2">Vinay and Santosh to evaluate attending office daily or on staggered timings based on their comfort - which will be defined in due course</td> </tr> <tr> <td>SANTOSH</td> </tr> <tr> <td rowspan="6">GROUP 04: DESIGN</td> <td>PRANITHA</td> <td>WEEK 1 , 3 , 5 : OFFICE ON MON, TUE, WED + WFH ON THU, FRI</td> </tr> <tr> <td>SUDHAKAR</td> <td>WEEK 2, 4 : OFFICE ON THU, FRI + WFH ON MON, TUE, WED</td> </tr> <tr> <td>CHEZHAN</td> <td>Staggered timings is presently a recommendation and will be evaluated in due course.</td> </tr> <tr> <td>ABISETH</td> <td>Abiseth continues to Work from Home</td> </tr> <tr> <td>AKSHATHA</td> <td>Considering limitations in usage of public transport, Akshatha continues to Work from Home</td> </tr> <tr> <td colspan="2">Workstations of Pranita and Sudhakar to be repositioned at feasible locations allowing required social distancing. Transparent barrier to be made between Chetan and Santosh to dilute the health risk.</td> </tr> <tr> <td rowspan="6">GROUP 05: DESIGN</td> <td>ASWINI</td> <td>WEEK 1 , 3 , 5 : WFH ON MON, TUE, WED + OFFICE ON THU, FRI</td> </tr> <tr> <td>HEMANTH</td> <td>WEEK 2, 4 : WFH ON THU, FRI + OFFICE ON MON, TUE, WED</td> </tr> <tr> <td colspan="2">Staggered timings is presently a recommendation and will be evaluated in due course.</td> </tr> <tr> <td>PRIYA</td> <td>Priya resumes work only once back in Bangalore.</td> </tr> <tr> <td>AMRUTHA</td> <td>Amrutha continues to Work from Home</td> </tr> <tr> <td>SULEKHA</td> <td>Considering limitations in usage of public transport, Sulekha continues to Work from Home</td> </tr> <tr> <td colspan="2">Workstations of Aswini and Hemant to be placed at feasible locations allowing required social distancing.</td> </tr> <tr> <td rowspan="2">GROUP 06: VISUALISERS</td> <td>VINOD</td> <td rowspan="2">Vinod and Vimal to evaluate attending office daily or on staggered timings - which will be defined in due course</td> </tr> <tr> <td>VIMAL</td> </tr> <tr> <td rowspan="5">GROUP 07 : DESIGN</td> <td>AKSHARA</td> <td>Akshara to attend office on all days</td> </tr> <tr> <td>ANEES</td> <td>Anees continues to Work from Home</td> </tr> <tr> <td>ANJALI</td> <td>WEEK 1 , 3 , 5 : OFFICE ON MON, TUE, WED + WFH ON THU, FRI</td> </tr> <tr> <td>MARTIN</td> <td>WEEK 2, 4 : OFFICE ON THU, FRI + WFH ON MON, TUE, WED</td> </tr> <tr> <td>YASHAS</td> <td>Staggered timings is presently a recommendation and will be evaluated in due course.</td> </tr> <tr> <td rowspan="4">GROUP 08 : DESIGN</td> <td>RAJESH</td> <td>Rajesh to attend office at staggered timings when required and works from home on rest of the day</td> </tr> <tr> <td>VIJAY</td> <td>Vijay continues to Work from Home</td> </tr> <tr> <td>NISHANT</td> <td>Nishant continues to Work from Home</td> </tr> <tr> <td>AKSHAY</td> <td>Akshay continues to Work from Home</td> </tr> </table>	GROUP 01 : ADMINISTRATION	GEETHA BHALLA	Considering the use of public transport, Geetha to be allowed to be safe at home and can attend office as and when possible.	HARISH	Considering the restrictions in the use of public transport, Harish to avoid coming to office. On days when assistance to Finance Administration is required, Harish to report directly to Mrs. Thomas.	SRINIVAS	Srinivas can attend office on all days. Must take additional precautions due to his health condition.	HUSSAIN	Hussain can attend office on all days.	GROUP 02: FINANCE	MRS. THOMAS	DV and Akshara to define the strategy for their office presence by discussing with them	MARLIN	GROUP 03: PROJECTS	VERMA	Personal interactions to be limited and use of conference room smart screens to be made by following sanitizing protocol after each meeting	VINAY	Vinay and Santosh to evaluate attending office daily or on staggered timings based on their comfort - which will be defined in due course	SANTOSH	GROUP 04: DESIGN	PRANITHA	WEEK 1 , 3 , 5 : OFFICE ON MON, TUE, WED + WFH ON THU, FRI	SUDHAKAR	WEEK 2, 4 : OFFICE ON THU, FRI + WFH ON MON, TUE, WED	CHEZHAN	Staggered timings is presently a recommendation and will be evaluated in due course.	ABISETH	Abiseth continues to Work from Home	AKSHATHA	Considering limitations in usage of public transport, Akshatha continues to Work from Home	Workstations of Pranita and Sudhakar to be repositioned at feasible locations allowing required social distancing. Transparent barrier to be made between Chetan and Santosh to dilute the health risk.		GROUP 05: DESIGN	ASWINI	WEEK 1 , 3 , 5 : WFH ON MON, TUE, WED + OFFICE ON THU, FRI	HEMANTH	WEEK 2, 4 : WFH ON THU, FRI + OFFICE ON MON, TUE, WED	Staggered timings is presently a recommendation and will be evaluated in due course.		PRIYA	Priya resumes work only once back in Bangalore.	AMRUTHA	Amrutha continues to Work from Home	SULEKHA	Considering limitations in usage of public transport, Sulekha continues to Work from Home	Workstations of Aswini and Hemant to be placed at feasible locations allowing required social distancing.		GROUP 06: VISUALISERS	VINOD	Vinod and Vimal to evaluate attending office daily or on staggered timings - which will be defined in due course	VIMAL	GROUP 07 : DESIGN	AKSHARA	Akshara to attend office on all days	ANEES	Anees continues to Work from Home	ANJALI	WEEK 1 , 3 , 5 : OFFICE ON MON, TUE, WED + WFH ON THU, FRI	MARTIN	WEEK 2, 4 : OFFICE ON THU, FRI + WFH ON MON, TUE, WED	YASHAS	Staggered timings is presently a recommendation and will be evaluated in due course.	GROUP 08 : DESIGN	RAJESH	Rajesh to attend office at staggered timings when required and works from home on rest of the day	VIJAY	Vijay continues to Work from Home	NISHANT	Nishant continues to Work from Home	AKSHAY	Akshay continues to Work from Home
GROUP 01 : ADMINISTRATION	GEETHA BHALLA	Considering the use of public transport, Geetha to be allowed to be safe at home and can attend office as and when possible.																																																																							
	HARISH	Considering the restrictions in the use of public transport, Harish to avoid coming to office. On days when assistance to Finance Administration is required, Harish to report directly to Mrs. Thomas.																																																																							
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	HUSSAIN	Hussain can attend office on all days.																																																																							
GROUP 02: FINANCE	MRS. THOMAS	DV and Akshara to define the strategy for their office presence by discussing with them																																																																							
	MARLIN																																																																								
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	SANTOSH																																																																								
GROUP 04: DESIGN	PRANITHA	WEEK 1 , 3 , 5 : OFFICE ON MON, TUE, WED + WFH ON THU, FRI																																																																							
	SUDHAKAR	WEEK 2, 4 : OFFICE ON THU, FRI + WFH ON MON, TUE, WED																																																																							
	CHEZHAN	Staggered timings is presently a recommendation and will be evaluated in due course.																																																																							
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D.03	THIRD FLOOR STUDIO - TEAM SCHEDULE																																																																								

# ACE GROUP ARCHITECTS

DETAILED GUIDELINES  
FOR COVID-19 PREVENTION

PROTOCOLS & PRACTICES AT OUR OFFICE POST LOCKDOWN

DATE 04.05.2020  
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SR NO.	TASKS AND ACTIVITIES	ACTION		
E	<b>PROVISIONS AND SERVICES</b>			
	<i>PROVISIONS - 1</i>	NON-CONTACT DIGITAL THERMOMETER WITH SENSORS	CHETAN	DELIVERY 06.05.2020
		HAND SANITIZERS - 10 NOS	AKSHARA	DELIVERY 06.05.2020
		3 FOLD TISSUE PAPERS	AKSHARA + SRINIVAS	PENDING
		FACE MASKS	AKSHARA	DELIVERY 06.05.2020
		DUSTBINS WITH LID	AKSHARA + RAJESH	PENDING
		TRANSPARENT CURTAINS FOR SCREENS	AKSHARA	PENDING
		CODED WASTE BAGS TO PUT THE DISPOSED MASKS	AKSHARA + SRINIVAS	PENDING
		DISINFECTANTS - SOAPS, HAND RUBS, FLOOR CLEANERS ETC.	AKSHARA + SRINIVAS	PENDING
	<i>PROVISIONS - 2</i>	DRINKING WATER CANS - AGENCY TO SUPPLY WATER CANS AT THE SCHEDULED PREPLANNED DAYS AND THE CANS TO BE RECEIVED WITH PROPER SANITIZATION AS PER THE GUIDELINES INSTRUCTED		
		WATER IN THE BUILDING SUMP FOR REST ROOMS		
		SACHETS OF TEA, COFFEE, SUGAR, MILK POWDER	AKSHARA + RAJESH	PENDING
	<i>PROVISIONS - 3</i>	DIESEL FOR GENERATOR		
		CLOUD SPACE FOR OFFICE SERVER	AKSHARA	PENDING
	<i>SERVICES - 1</i>	OFFICE SANITIZING SERVICES FROM A GOVT. RECOGNIZED AGENCY TO BE ADOPTED AS AND WHEN REQUIRED AS PER THE STIPULATED GUIDELINES BY GOVT.	ASWINI	DELIVERY 06.05.2020