

16<sup>TH</sup> MARCH 2020



# WORK FROM HOME GUIDELINES (COVID-19)



## **GUIDELINES - WORK FROM HOME**

- As the spread of Coronavirus (COVID-19) continues to impact our country and the world in an unprecedented way, it is imperative that we take all precautionary steps to further prevent its spread.
- Broadcast Audience Research Council India (along with all its subsidiaries) voluntarily chooses to **'Work From Home' (WFH) as per our Work From Home policy – in the event of an emergency, issued by the relevant government or by BARC)** in the best interest of our employees, our stakeholders, the industry that we serve and the wider community.
- While the timely release of Television Audience estimates in India and the 'currency' data remains our top priority, we will modify the way we conduct business to ensure the health, safety and well-being of our employees and their families, first.
- Our office premises and related facilities will be regularly sanitized and decontaminated to ensure the safety of employees that need to be present at the facility, only if required as such, to attend to business-critical tasks. In line with social distancing guidelines, we will ensure that employees are seated at a minimum of 6 feet distance from one another if and when in office.
- The primary goal of implementing work from home is to ensure that our employees and our associates are not exposed to any medium that can leave them susceptible to any health & safety hazards.
- Hence, all employees are requested to not leave the confines of their homes during this period for both professional as well as personal reasons unless it's a personal medical or other emergency.

## **PRE-REQUISITE CHECKLIST FOR WORK FROM HOME**

As we all gear up to work from home we must ensure that the following pointers are in place to facilitate smooth working:

- Please ensure that you always have a reliable and high-speed internet connection to stay connected.
- Those without one should use their mobile hotspot
- VPN access which has been made available to the employees to access common drive folders and files. In case you don't have VPN access, request you to reach out to our IT team.
- Make sure that all necessary software & updates have been installed in your system for you to function and work smoothly & effectively from home.
- Where required BARC will remote enable the relevant IT and Connectivity facility, if needed.
- Employees (part-time or full-time) will not face any penalties / repercussions in the event that they are unable to use or have access to internet connectivity or computing devices, or may need to take longer to tasks assigned, due to conditions of working from home.

## **SOME TIPS TO FOLLOW WHILE WORKING FROM HOME**

- **Create a Work Schedule** - While working from home it's easy to get distracted due to personal chores and commitments. To help overcome this issue, create a to-do's list to help put a structure around your day-to-day work and to stay focused.
- **Assign Dedicated Work Hours** – Make sure that you assign dedicated work hours that are appropriately communicated to your colleagues. Also avoid getting distracted with home chores during these hours.

- **Leverage Technology to stay connected** - Employees must leverage and use the various tech medium on offer (Skype for Business / Microsoft Teams / Cisco WebEx Meetings) to stay connected with their respective teams
- **Have a Designated Work Area** – Employees should try to find a dedicated workspace where they can undertake their work with minimal distractions. Ensure that this space is an ergonomically friendly work area.
- **Communicate with your team on a regular basis** – Make it a point to communicate and stay in touch with your manager and team to give an update on your weekly goals & deliverables, progress reports etc. Reach out whenever needed.
- **Take regular breaks** of a few minutes every hour, to attend to any needs of the home.
- **Do not make this process** unnecessarily stressful to yourself or to your family members or to anyone else you may be residing with.
- **Keep yourself hydrated** with room temperature or warm water through the day.
- **If possible, undertake simple exercises** to stretch the limbs and do simple breathing exercises to ensure physical mobility is protected.
- **Regularly check your temperature**, if possible on a clean and sterile thermometer.

### **Fact Check on COVID-19**

Since the emergence of the Coronavirus (COVID-19) on our shores, BARC India has taken a host of steps to take necessary precautions and create a safe and healthy work environment for our employees and stakeholders. This includes:

Creating a task force with the intention to:

- Work on the Business Continuity Plan,
- Be vigilant on latest and verified updates on COViD-19 and support in making related business operations decisions & support on ongoing COVID1-9 preventive measures

Send out regular e-mail communication to employees providing information on:

- WHO updates and guidelines,
- Myth-Busters,
- Travel Advisories
- List of COVID-19 Testing Centres & Isolation Wards,
- Information on Social Distancing & Self-Quarantine practises.
- Tips on effectively working from home by leveraging the use of technology

Equipped and Sanitized our office premises to create a safe working environment for our employees. Distributed masks and sanitizers to our field staff.

BARC advices its staff to not believe all the communication without verified sources and to not forward the same, as credible messages to anyone. Lets be responsible, aware and concerned citizens

## **IT SUPPORT**

- We have made all necessary arrangements to provide 24X7 end-user support to all employees like any other normal working day. The IT support team will align the appropriate engineer and help you for your query resolution on priority.
- In case of any queries, employees can either  
Write an email to our IT Support Team on [itsupport@barcindia.co.in](mailto:itsupport@barcindia.co.in)

OR

Raise a ticket on our Summit IT Helpdesk tool (while accessing Summit <  
<https://Ithelpdesk.barcindia.net/SummitWeb>>, you would need to be connect to the Office VPN)

## **EMERGENCY SUPPORT**

For Emergency support you may reach out to the below mentioned numbers:

### **First Level of Contact**

- Pratik Palekar – 9967816436
- Nikhil Gaikwad – 9029601025
- Ajay Patil – 9773153756
- Nidhi Shetty – 9987627904

### **Second Line of Contact**

- Dhiraj Sinha – 9810191416
- Vaijnath Vijapure – 7738157570
- Shailendra Raikwad – 9004344132

\*For emergency support on Health / Insurance / General Assistance you can reach out to Ashish Shukla (+91-9833687648 / [ashish.shukla@barcindia.co.in](mailto:ashish.shukla@barcindia.co.in)) or Neville Velati (+91-9833333388 / [Neville.velati@barcindia.co.in](mailto:Neville.velati@barcindia.co.in))

For any clarification reach out to:

**Sunil Lulla - Chief Executive Officer:** [sunil.lulla@barcindia.co.in](mailto:sunil.lulla@barcindia.co.in)

**Manashi Kumar - Chief People Officer:** [manashi.kumar@barcindia.co.in](mailto:manashi.kumar@barcindia.co.in)

Govt of India Helplines -

<https://www.mohfw.gov.in/pdf/coronvavirushelplinenummer.pdf>

In case you are feeling unwell, please consult a doctor and alert any of the staff members stated above, who will help you do so.