

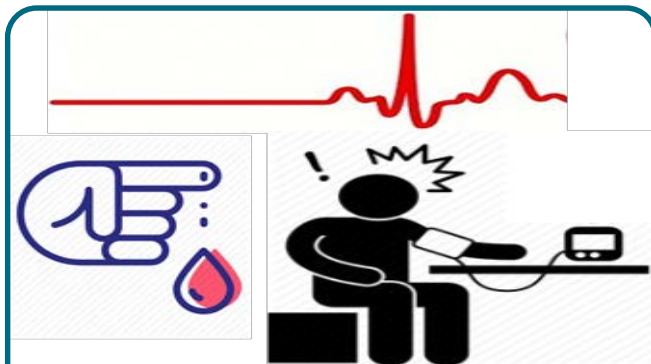


COVID-19 Guidelines for Office Employees/ Contract Workers





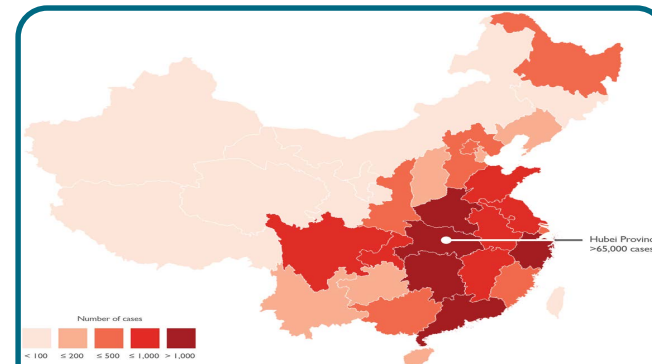
Persons Advised to Work from Home



Anyone who falls under high risk category such as uncontrolled diabetes, uncontrolled hypertension, recent cardiac event, recent CVA (paralytic attack), COPD, major surgery such as Craniotomy, Laprotomy etc



No entry



Employees residing in notified containment zone



Female employees/ contract workers who are pregnant



Who do not clear the daily screening process



Employees/ Contract workers who have or their family members have common cold/ flu symptoms



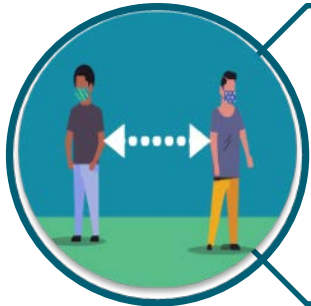
COVID Personal Behaviours



I will wear a mask on leaving home, while commuting to office and during the whole day when I am in the office



I will always ensure personal hygiene by regular hand wash and covering my face while sneezing/ coughing



I will always try to maintain social distancing of 6 feet at all times



I will always report:

- If I/ family member/ colleague has common cold/ flu symptoms
- Somebody visits/ comes home from outside the district/ city/ town/ ward
- A COVID case if confirmed near my house



I will always intervene when I observe non-compliance to the behaviours above



Starting the Day and Commuting to Office

When at Home



Check your temperature at home before heading out. If it is above 98.6 °F, then send a whatsapp to your direct supervisor and agree on working from home



Wear your mask before you step out of the house

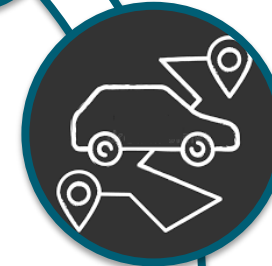


Carry your lunch box and water bottle with you

When commuting



Use own two/ four wheeler preferably without co-passenger. If required, carry co-passengers as per guidelines



No getting off the vehicle on the way to office



If travelling with a driver – ensure medical fitness of driver and do not run AC (windows to be open). Also continue to use mask



Before starting journey, wipe two/ four wheeler with wet cloth (use soap water soaked cloth at common touch points such as grab handles/ steering wheel or handles, car gear joystick and seat)



Carriage of Passengers in a Four Wheeler

5
seater

Only Two Recommended



Carriage of Three only of family members staying together



Only Three Recommended

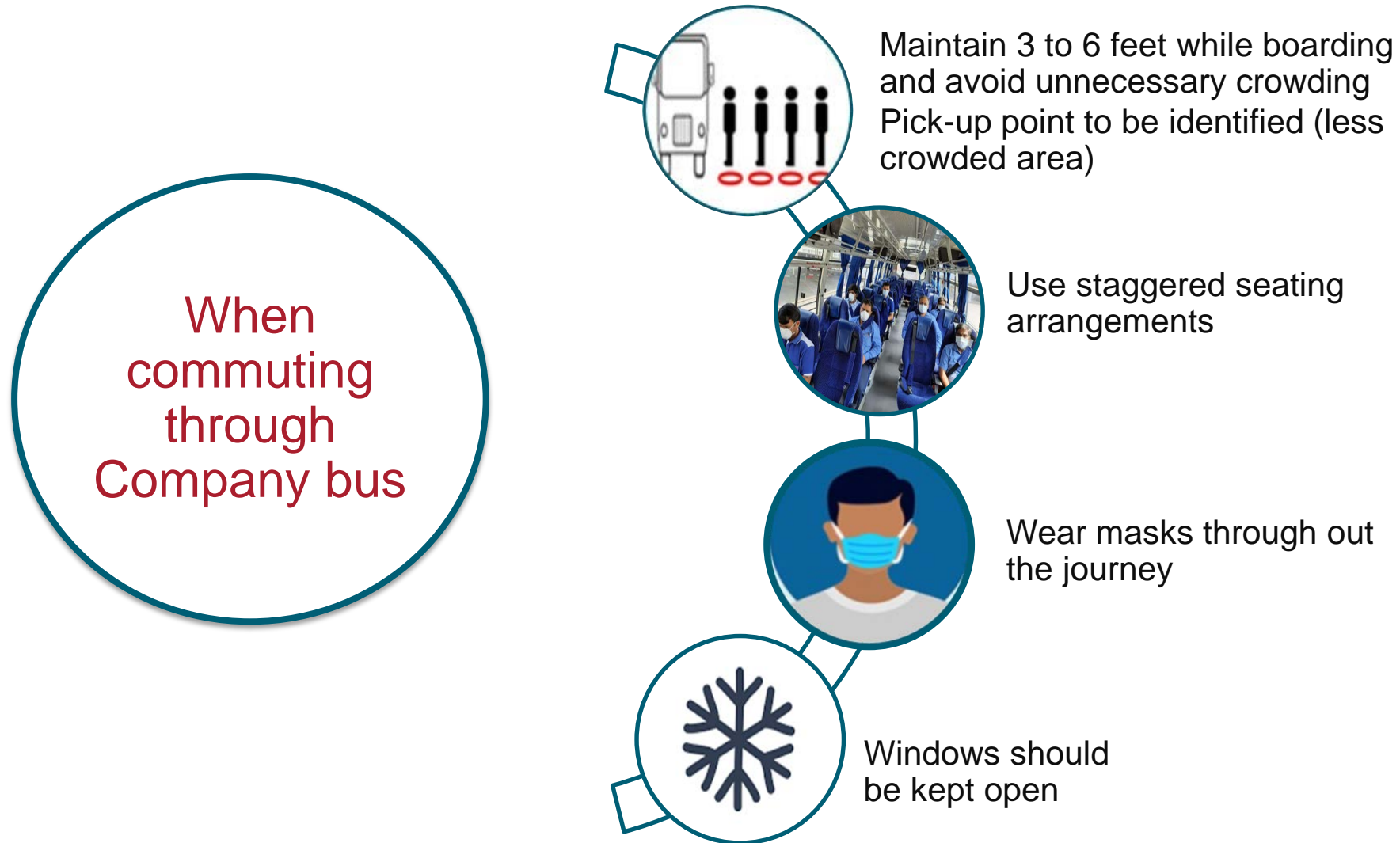
7
seater

Carriage of Four only of family members staying together





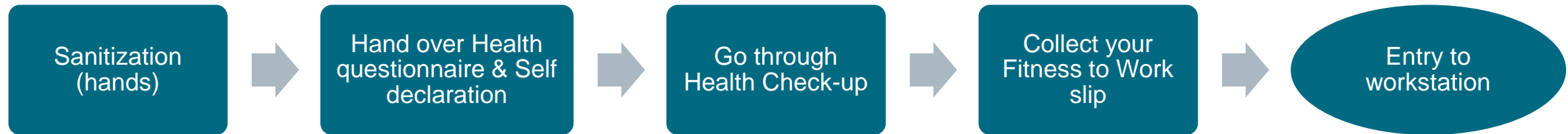
Use of Dedicated Bus



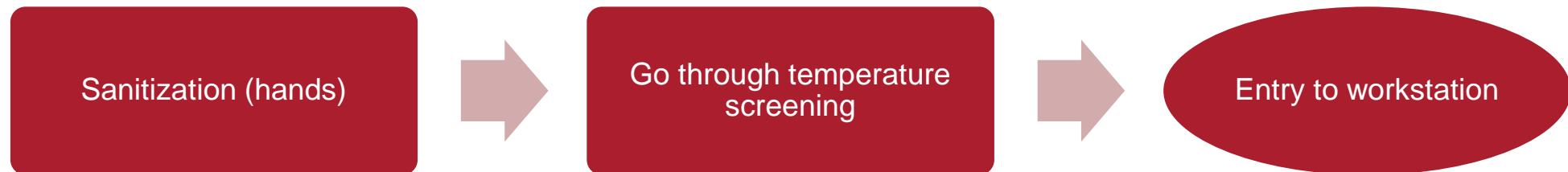


Office Entry Process

First Day Process



Daily Process



- Nose mask must be worn throughout the process
- Social distancing must also be maintained



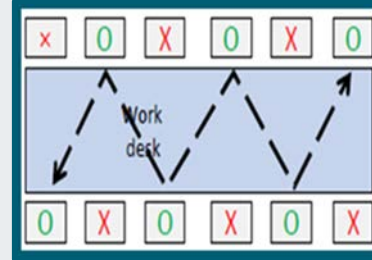
When At Office



Wear mask to prevent infection



Attendance measures as put in place before lockdown to be continued – no biometrics



Alternative seating ensure social distancing of 6 feet



Virtual Meetings as far as possible



All conference room capacity to be restricted to 50%. Chairs to be placed and marked with tape - 3 to 6 feet between chairs



No Activity that encourages gathering of people in groups



Have your lunch at your respective workstation only and maintain hygiene



All employees to establish a hand wash routine



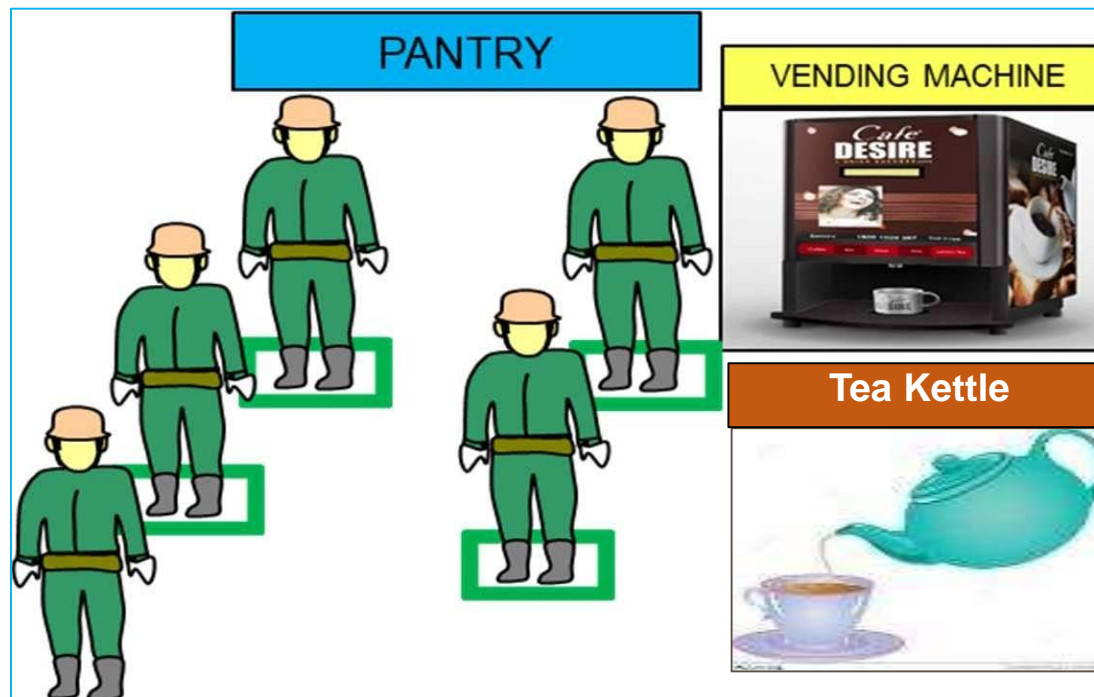
Download and use 'Aarogya Setu' app to update yourself



Minimum use of printer (only essential documents). Use sanitizer before and after use



When at Pantry/ Tea Point



- Avoid overcrowding. Arrive at pantry in staggered timings and maintain social distance
- Do not chat in groups. Leave pantry once you take water or take coffee/ tea
- Use disposable cups and water bottles
- Use a wet wipe/ tissue for touching tea/ coffee vending machine or water dispenser and throw the wet wipe/ tissue after use into the garbage bin



When Using Rest Rooms



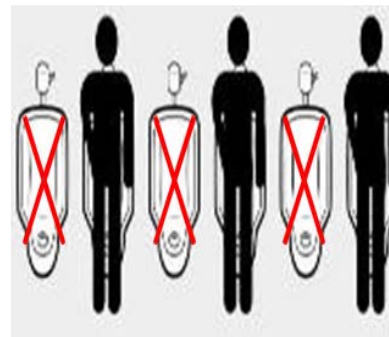
While Entering Toilet

Open the door using your elbow/arm (Do not use palm)



Using Commodes

Wash commodes with water **before and after** using
Remove the water by using tissue papers



Using Urinals

Use alternative urinals to maintain social distance



After using Urinals & Commodes

Wash your hands as per the guideline with soap



While coming out from toilet

Open the door using your leg & elbow/arm



Waiting at urinals

1. Maintain social distance
2. Do not enter inside if it is crowded



Waiting at urinals

Do not use palm



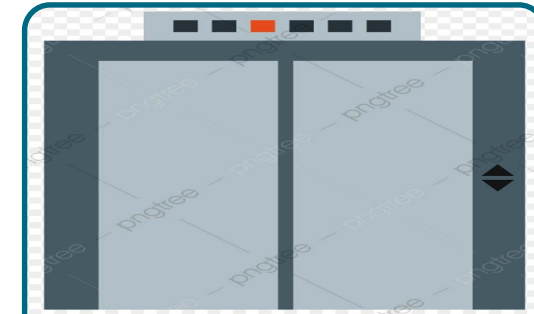
Points to Remember



Maintain sufficient gap between vehicles while parking (avoid human to human touch)



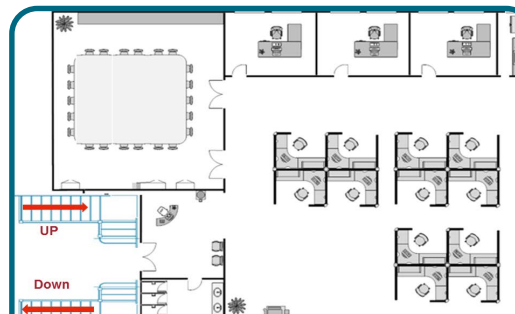
Present yourself for daily temperature screening before entering office in the morning



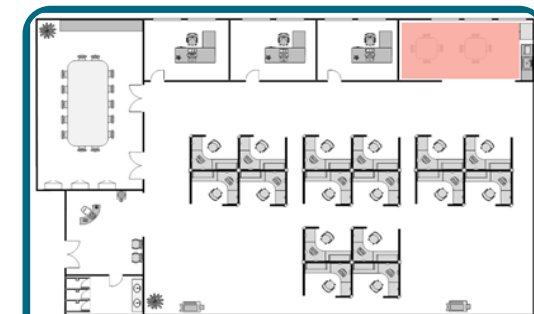
Lifts to be used for 2nd floor and above and there shall be only 2 occupants at a time (with masks; maintain social distancing)



Dispose Off Used PPE: masks, gloves; Sanitization material used at isolation room: material used to disinfect in COVID waste bins



Staircases should be used for upward and downward journey keeping social distancing in mind



Visitors are not allowed.
Permission required for any special case from local Admin

Thank you

