

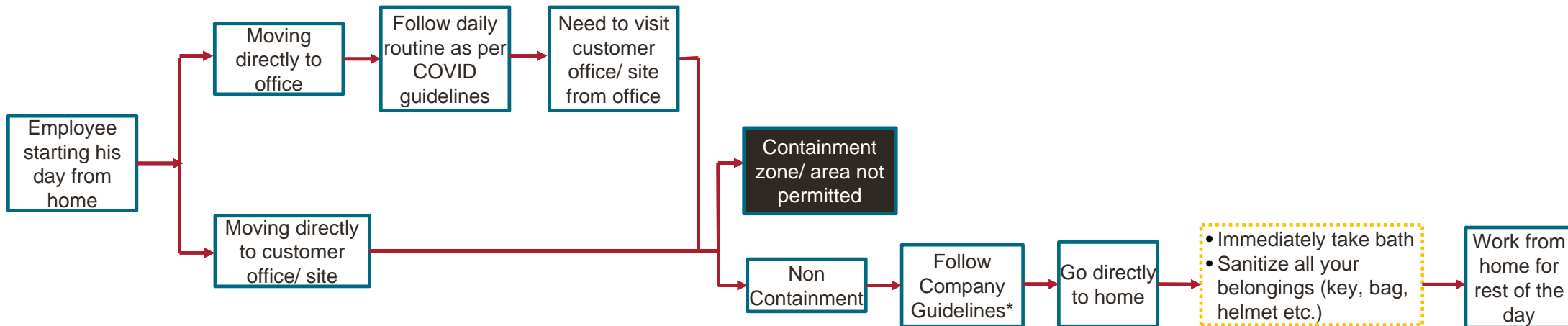


Movement Guidelines for Sales, Marketing, Customer Services and Technical Services employees of Ambuja, ACC and ACC RMX





Guidelines: Visit to Customer Office/ Site



*Guidelines

- No quarantine required for morning to evening movement whether it is within the state or inter-state
- Personal vehicles to be used as far as possible
- Company dedicated vehicles can only be used from office i.e. start point where vehicle disinfection will be ensured, Driver's Aarogya Setu will be checked.
- Follow company guidelines on travel by 2/4 wheelers – Number of passengers, seating arrangements and windows to be kept open (4 wheelers)
- Wearing of masks throughout the visit is mandatory
- Maintain social distancing of 6 feet at all times
- Avoid any human to human touch at all times
- Wear surgical gloves if there is a visit that needs touching of surfaces that may have been touched by others on the site
- Keep your Aarogya Setu activated at all times and check it before every meeting – this is a must
- Do not share commonly used items and carry your own food as also water
- Field visit within the following High COVID areas will need approval of Director Sales and all such visits will not be for more than half a day including travel time - Brihanmumbai or Greater Mumbai, Greater Chennai, Ahmedabad, Thane, Delhi, Indore, Pune, Kolkata, Jaipur, Nashik, Jodhpur, Agra, Tiruvallur, Aurangabad, Cuddalore, Greater Hyderabad, Surat, Chengalpattu, Ariyalur, Howrah, Kurnool, Bhopal, Amritsar, Villupuram, Vadodara, Udaipur, Palghar, Berhampur, Solapur and Meerut (this list is subject to change and will be update every 15 days/ on need basis)
- Any person with comorbidities (diabetes, BP, Heart issues etc) will not be permitted movement in high COVID areas. For other areas, avoid visits as far as possible and seek advice of Chief Medical Officer ACL/ ACC before the visit.



Thank You