

CORONAVID-19 HANDBOOK

As organizations around the world prepare to resume part or complete operations, the focus on containment of the virus must continue. Here is a handbook on useful tips and practices to follow in order to prevent a second wave of infection.

FOLLOW BASIC PERSONAL HYGIENE RULES

- Avoid public gatherings and high footfall areas
- Try going digital to avoid cash transactions
- Do not touch or rub your face, nose, or eyes unnecessarily
- Avoid handshakes, greet with the traditional namaste
- Wash your hands at frequent intervals
- Do not cough or sneeze without covering your face
- Wear a mask when stepping outside



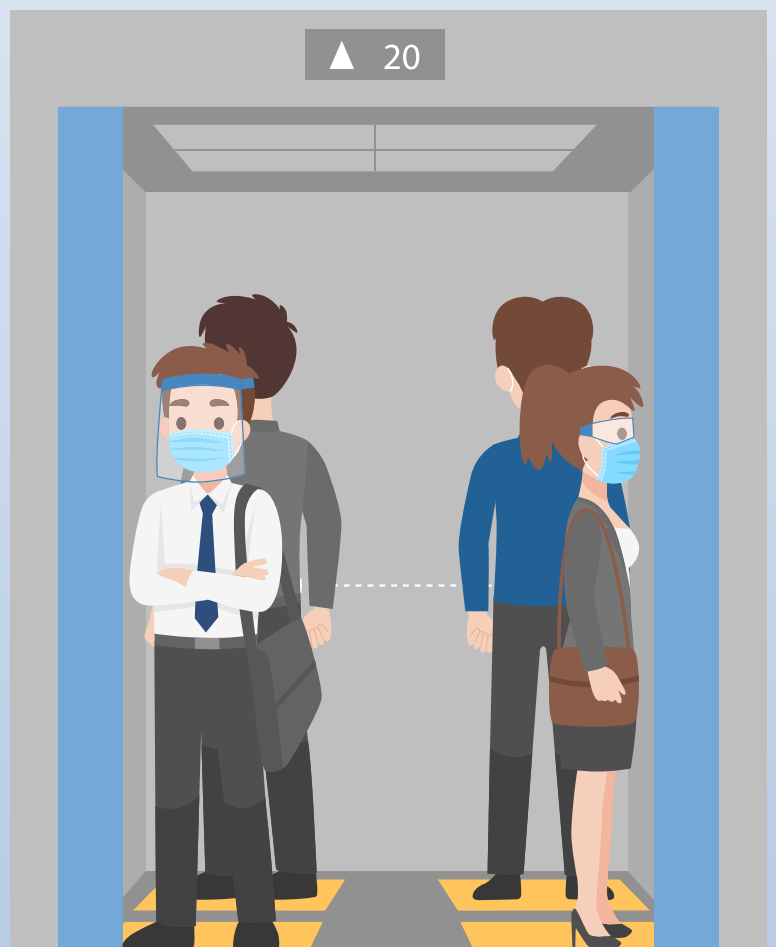
BEST WORKPLACE PRACTICES

- Download Aarogya Setu app and assess yourself
- Perform daily temperature checks and stay home if unwell
- Get yourself screened for mandatory temperature checks
- Wash your hands with soap and water frequently or use a sanitizer
- Practice social distancing and always wear a mask
- Maintain a distance of at least six feet from your colleagues
- Rely on home-cooked food and carry your own cutlery
- Observe no-handshake guidelines for all work meetings
- Leave doors open wherever possible to avoid frequent touching of handles
- Discourage colleagues from using each other's phones
- Use tele/videoconferencing instead of face-to-face meetings wherever possible



WHILE OPERATING THE LIFT

- Use your elbow, and not your fingers, to press buttons in elevators
- Maintain social distancing with not more than four people inside a lift
- Take the stairs or ramp whenever possible, without touching the railings
- Wear a mask to protect fellow passengers and yourself
- Do not enter the elevator if someone is not wearing a mask
- Look away from others in the cabin to avoid any droplet transmission



AT THE CAFETERIA

- Follow well-spaced, extended lunch timings and strict seating arrangements
- Do not gather at the cafeteria all together; follow a staggered-entry approach
- Avoid queuing at the corridor, coffee machine, or water dispensers
- Maintain 6-feet distance from one another and in the queues



SAFETY DURING TRANSIT

- Try to maintain a distance of at least 6 feet or more
- Wait for people to leave before entering any area
- Avoid using public transport or meeting groups of people at once
- Do not make any physical contact during pick up or delivery
- Sanitize your vehicles on a daily basis; especially car steering and two-wheeler handles before driving
- Maintain adequate distance while boarding or unboarding
- Avoid using public transport



ON REACHING HOME FROM OFFICE

- Remove your footwear at the entrance
- Trash your used mask into a closed bin
- Sanitize your hands immediately
- Head straight to the shower and wash your clothes yourself
- Clean frequent-contact surfaces like doorknobs, chairs, tables, desks, and other platforms with a disinfectant
- Use separate utensils, cups, and cutlery at home. Wash them with hot soapy water
- Disinfect your office items such as laptop and related accessories, mobile phone, ID card, lunchboxes, water bottles, and mugs regularly
- Maintain social distance with your family members to the best extent possible



MEMBERS RETURNING TO WORK POST-LOCKDOWN WITH TRAVEL HISTORY

- Share the screenshot from your self-assessment on Aarogya Setu
- If you are at low risk of infection basis the assessment, you can report to work after taking the necessary precautions en route
- Fill the self-declaration form as provided by your company and go ahead with thermal screening
- If you have developed any symptoms, you will be sectioned out in a separate/ isolation room for doctor consultation and next steps
- If you are at medium or high risk of infection based on Aarogya Setu assessment, post discussion with your manager, you must consult a doctor
- An employee with COVID-19 symptoms, as per the doctor's advice, must undergo COVID-19 screening and follow strict quarantine protocols





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