

Keeping our employees and partners safe during coronavirus

1. Teams have been trained in-depth about corona virus and take precautionary measures with their family members
2. Hand sanitizers and face mask have been Provided to staffs .
3. Employees are encouraged to wash hands regularly and maintain social distancing.
4. Work from Home has been implemented for employees to reduce the number of people in office premises.
5. Discontinue handshakes and adopt Namaste's.
6. Asking employees to get their own utensils for water.
7. Wearing masks is mandatory for all employees.
8. Stay home if you have respiratory symptoms (coughing, sneezing, and shortness of breath) and/or a temperature above 38°C. Any staff member with flu-like symptoms should take leave and contact appropriate medical care.
9. If any of your office colleagues or family members are suffering from Covid-19 symptoms, please inform the Admin immediately to avoid putting your colleagues at risk.
10. Discourage employees from using other employees phone , desks and other work tools and equipment ,when possible.
11. Site staffs are encouraged to avoid public transport.
12. Site staffs are encouraged to use the stairs rather than lifts or hoists.

Coronavirus & Flu Prevention:

- 1. Avoid contact**
with those who are sick.
- 2. Stay home when you are sick.**
- 3. Cover your coughs & sneezes** *with a tissue.*
- 4. Wash your hands**
with soap for 20+ sec, or use sanitizer with 60-95% alcohol.



- 5. Avoid touching your eyes, nose, & mouth.**



COVID 19 CORONAVIRUS



PREVENTION



WASH HANDS



USE SOAP



AVOID CROWDS



WEAR MASK



AVOID HANDSHAKE



DESINFECTATION