

BACK TO OFFICE GUIDELINES

33%

of workforce in an organization is now allowed to work from an office space as per centre's directive.

How Can Employers Ensure Safety?

Be Aware and Spread Awareness of the COVID 19 Symptoms as Per WHO Severe Symptoms

Severe Symptoms

Shortness of Breath



Chest Pain/Pressure



Loss of Movement/Speech



More Common Symptoms

Fever



Dry Cough



Tiredness



Less Common Symptoms

Aches and Pains



Sore Throat



Diarrhoea



Conjunctivitis



Headache



Loss of Taste/Smell



Skin Rash



Discoloration of Fingers



Prevent

Handshakes



Meeting in Person



Group Lunches



Panic



Stigma



Touch Based
Food Delivery



Sharing Food
/Other Items



Touching Face
/Nose/Eyes



Crowding in
Pantry/Lifts



Biometric
Punch-Ins





Note:

98%

of the people do get cured
from Coronavirus*

What To Do

Educate



Reinforce Good Hygiene



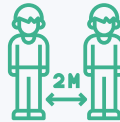
Maintain Clean Workspace



Appoint Emergency Management Team



Implement Strict Social Distancing



Initiate Psychological Counseling



Mandatory Habits to be Enforced at Work

- Wash Hands till Wrists thoroughly Every 2 Hours for 20 Seconds
- Wear Masks and Gloves at All Times
- Do Not Allow any Employee inside Office Premises Without Mask and Gloves
- Scan for body temperature of all Employees Daily
- Do Not Allow Any Employee to Go Out in Between Working Hours
- Encourage All Employees to Bring Their Own Food
- Encourage All Employees to Interact
- Over Audio/Video Calls
- Every Employee Must keep their Work stations Clean.
- No Visitors must be Allowed in Office Premises without Formal Permission.
- Send an Employee Home Immediately if High Temperature or Common Cold Symptoms are Detected
- Employees Must Report and Home Quarantine Themselves Immediately if/when Feeling Feverish at Work

Must-Have Items at Work

1 Gloves

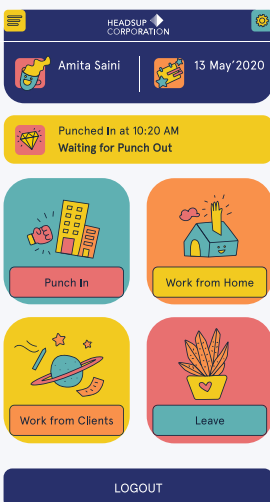
2 Masks

3 Liquid Soaps

4 Sanitizers (with 60% alcohol content)

5 Non-Contact Infrared Thermometer

6 Online Attendance Apps



Create a Resilience Plan

- A Task Force Team
- Strict Implementation of COVID 19 Prevention Guidelines
- Regular Deep Clean and Sanitization Schedule
- 2 Meters-Apart Seating Arrangement
- Display Lists of:
 - Authentic Source Links (WHO, Ministry of Health)
 - Local & National Helpline Numbers
 - Nearby Hospitals and Testing Centers

Task Force Responsibilities

- Create awareness about:
 - Reporting COVID 19 at Work
 - Reporting Employee Travel History
- Strict implementation of Social Distancing
- Encouragement to follow Precautions
- Initiate Internal Communication If Anyone is Infected/Quarantined

011-23978046



Action Plan If/When an Employee Feels Sick or is Asymptomatic

- Do not:
 - Panic
 - Stigmatize
- Be Compassionate
- Inform Task Force
- Report to Local/National Helpline (011-23978046)
- Put People in Close
- Contact with Him/Her Under 14 Days Quarantine
- Deep Clean and Sanitize Work Stations of:
 - Infected Employee
 - People in Close Contact with Him/Her Under 14 Days Quarantine

