

RxLogix Corporation

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Guideline for Resuming Office - Post Lockdown

India - May 2020

RX-TRN-HR-002 v1.0

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Revision History

S.NO	Author	Date	Comments
1.0	Ayushi Priya	21-May-2020	Initial Version

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SCOPE AND PURPOSE

The document is intended to equip employees who are returning to work from office with the below guidelines:

- On precautions to be taken at workplace
- To deal with a situation should there be any symptoms or suspected cases for COVID -19 (coronavirus)

SCOPE

1

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The aim is to ensure good health and safety of our people on return to work (RTW).

EXPECTATION

3

AIM

2

Employees are expected to utilize the SOP as a guide to maintain healthy business operations

WORKFORCE RESUMPTION

- The resuming of employees at workplace will be done in phases with timelines and dates depending on the central & state level guidelines and notification.
- Current situation regarding the pandemic will be considered while resuming the office.
- Working days/ working hours shall be decided based on the emerging situation.

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COVID-19: A BRIEF

It is very important to know the widespread reason behind COVID-19.

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Remember, knowledge is the first step of Precaution.



AIR BY COUGH
OR SNEEZE



PERSONAL
CONTACT



CONTAMINATED
OBJECTS

HOW IT SPREADS



COVID 19: SYMPTOMS

Most common:

- Fever
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement



AROGYA SETU APP

- Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application, developed by Government of India for proper information and awareness about COVID-19.
- As per recent government guidelines, it is mandatory for every employees to install AAROGYA SETU APP
- Link: https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu&hl=en_IN

WORK PLACES

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of Arogya Setu app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.



Aarogya Setu

मैं सुरक्षित | हम सुरक्षित | भारत सुरक्षित

WORKING INSTRUCTIONS AT WORKPLACE



How Thermal
Imaging
Camera
Help Detect
2019-nCoV
(Wuhan
Coronavirus)

**COMPULSORY
SCREENING OF
ALL**



**DAILY DISINFECTION/
SANITIZATION -fresh
Chlorine solution /
Sodium Hypochlorite.**



**SOCIAL
DISTANCING**



**HAND SANITIZERS AND
MASK COMPULSORY**



**REPORT IT. DO
NOT HIDE**



AVOID VISITORS

WORKPLACE DISTANCING



WHILE TRAVELLING

- ✓ Key Documents to carry while travelling: Travel Pass/ Curfew Pass and RxLogix ID Card.
- ✓ Make sure your vehicle's handle and steering wheel are well sanitized.
- ✓ While commuting, ensure you have drop point from home to work and work to home only. Avoid stopping your wheels in middle of the way.
- ✓ Remember, your vehicle is one of the area where you spend good amount of time, therefore ensuring its sterilization is very important.
- ✓ Team Members are advised to avoid Car Pooling. If using personal vehicle to travel, please do so in accordance with cur current government guidelines.



IN ELEVATOR

- ✓ Ensure social distancing in the lift.
- ✓ Always maintain a queue.
- ✓ There should not be more than two people in the lift.
- ✓ If possible, walk the stairs.
- ✓ Keep a sanitizer while using the lift.
- ✓ Priority to given to the differently abled.



AT ENTRY/ ARRIVAL

- Please go through the compulsory IR Thermometers at the reception. Maintain distance while going through the process.
- There will be thermal checking twice during the day. Maintain distance while going through process.
- If you see a high temperatures indicated (over 100.4 F or 37.5 Celsius) in the thermometer scan or seem to have any other COVID-19 symptoms, please report the same to HR/Operations.



WEARING MASK IS COMPULSORY

- Always use Mask and Gloves. Never ever leave for office without these two buddies. Think of them as your bodily extensions which cannot be left home at any cost.
- Employees must wear mask whenever they are travelling out of their homes and while working at office.
- Keep on replacing them at relative intervals-As per WHO guidelines, it is advisable to change mask post 6 hours of continuous usage.
- It is advisable to continue wearing mask in office specially when you are surrounded by people.



WASHING HAND PROPERLY

- Sanitize your hands with alcohol-based hand rub frequently.
- Wash your hands for minimum 20 seconds with soap at regular time intervals.

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6 steps to successful everyday hand washing



Rub hands palm to palm.



Rub hands palm to palm with fingers interlaced.



In a circular motion rub the tips of fingers in the palm of the opposite hand.



Clean thumb by holding it in the other hand and rotating.



Interlock fingers and rub back of fingers on opposite palms.

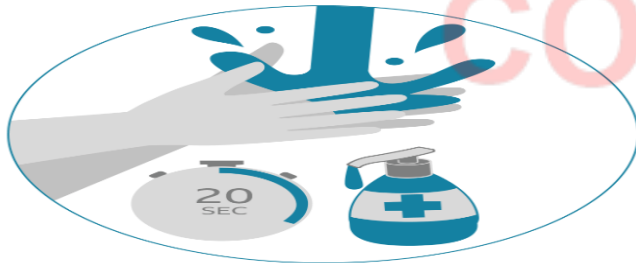


Rinse hands with water.



SOME DO's & DON'Ts

- Don't touch your face, mouth or nose, as this might increase the risk of infection.
- Cover your cough or sneeze with a flexed elbow or tissue, then throw the tissue in the trash.
- Spitting on public places and common workplace area is strictly prohibited.
- Clean and disinfect frequently touched objects and surfaces.
- While coming to work, it is recommended to wear full coverage cloths. It will be good if women can tie their hairs.
- Additional Sanitizers are available in meeting rooms. Maintain this habit of using the sanitizer every time you come in some physical contact with any object. In case you use marker, drop it into the 'USED' tray so that it can be sanitized for the next small group meeting.
- Carry your stationery from home (if you wish) to reduce the risk of being contaminated through office stationery you don't know who else has touched before.



Wash your hands



Use a tissue for coughs



Avoid touching your face

SOME DO's & DON'Ts



Employees to work from their seats only and avoid going to other's seats.



No physical meetings.

SOME DO's & DON'Ts



Use VC/Conference Calls.
Strictly adhere to the social distance of minimum 1 meter.
Avoid hard copy files/papers to the extent possible.



No Biometric Attendance

EATING AT WORKPLACE

- ✓ Avoid eating in groups.
- ✓ Follow staggered lunch hours and at a time 5 people can have lunch in Cafeteria at the demarcated places only.
- ✓ It is advisable to carry your personal cutlery to practice eating safety.
- ✓ Maintain a minimum distance of 2 meter while you are in queue for Lunch.



PREVENTION IS THE CURE

You may be able to reduce your risk of infection by doing the following



MYTH BUSTERS

✓ Spread “FACT” not “FEAR”

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Inhaling steam from hot water kills the Coronavirus



No, inhaling steam doesn't kill the Coronavirus.
Respiratory hygiene, social distancing and washing hands are the effective measures to prevent COVID-19



Eating food cooked in mustard oil will protect you against coronavirus



There's no such evidence that eating food cooked in mustard oil will protect you against coronavirus.



COVID-19 is an airborne disease



COVID-19 is NOT airborne and is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks



I can catch COVID-19 from my pet

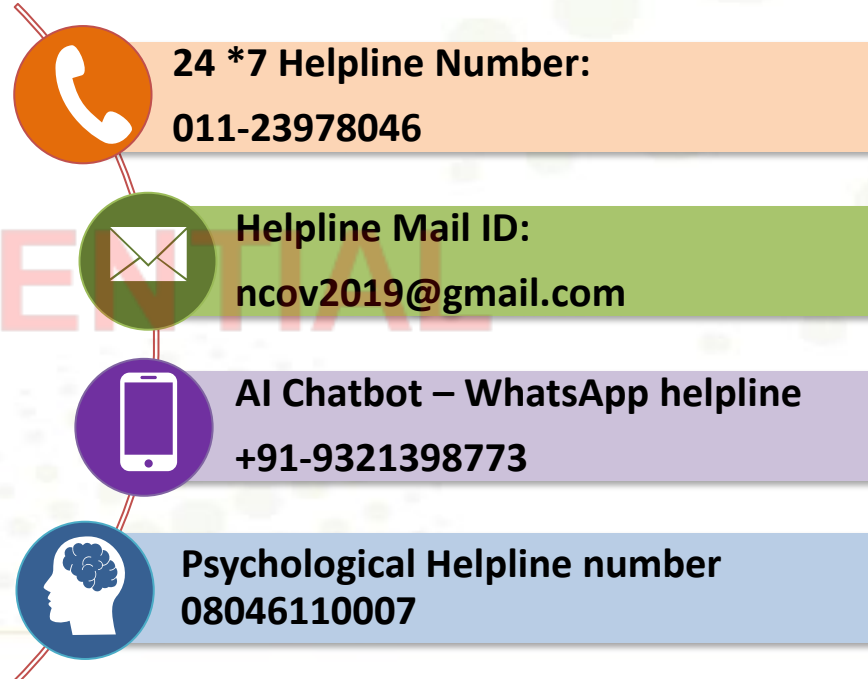


While there has been one instance of a dog being infected in Hong Kong, to date, there is **no evidence that a dog, cat or any pet can transmit COVID-19**

HELPLINE NUMBERS

- Employees who are unwell should take care of themselves, consult the doctor and isolate themselves from their family and stay at home. Also, mark the leave in BambooHR with the specified reason. For your ease, you can download BambooHR mobile application in your smartphones.
- Keep monitoring the symptoms, if you face problems in breathing, persistent pain or pressure in chest these are warning signs and need to seek immediate medical attention.

If you have any COVID-19 signs/ symptoms, please call State helpline number or Ministry of Health & Family Welfare's as mentioned here




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Keep Social Distancing, Stay Safe, Stay Healthy.

THANK YOU
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1.0

DOCUMENT ELECTRONIC SIGNATURES

DOCUMENT APPROVAL WORKFLOW

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Required Workflow Steps for this Category

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