**Dear User**

This note is further to your discussion with your IT representative regarding the return of your laptop/desktop and other IT assets as part of your exit formalities.

With your well-being and safety in mind, we are following all the necessary health and safety directives prescribed by the Ministry of Home Affairs and the state government at our office.

**Please follow these important instructions as you come into the Accenture office to return your IT asset:**

1. **Carry your Accenture pocket ID and access card** with you at all times.
2. **Await the Authorization letter** along with important instructions via e-mail from the “India.HR.Mail” ID. This is to be shown to any law enforcement authority as your proof of ‘purpose to travel’.
3. **Follow social distancing measures** while inside the office.
4. **Designated entry points in the office will be monitored by infra-red thermometers and thermal scanners.** Please cooperate with the security personnel as they perform these mandatory checks. Entry without temperature checks is prohibited. Your temperature measurement will not be recorded. Please [read](https://maileranalytics.accenture.com/Log/Log?link=%5bhttps%3a%2f%2fast.accenture.com%2fAtlas%2fReturntoWork%2fRTOPrivacyPolicy.aspx%5d&tranId=100021492&subj=IMPORTANTCoronavirusupdateRequesttoreturntoofficeonMay152020&userPk=%7busrpk%7d&email=%7bemail%7d) our Privacy notice.
5. **Cover your face with a mask at all times** as you travel to and while in the office.
6. **Sanitize your hands frequently**. Sanitizers and soap liquids will be placed in accessible areas.

As confirmed by you none of the below categories apply to you. If there is any update after our conversation, please reach out to [ITAsset\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com) to discuss the best options available for you:

* If having temperature or showing any symptoms
* If identified as a close contact of a confirmed case
* If under home-quarantine etc.
* If you have any co-morbid conditions
* If you are ill, and have a high fever and cough

In case of any query you can reach out to [ITAsset\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)