



## **Guideline on Staff Safety during COVID-19 pandemic**

The Government of People's Republic of Bangladesh has issued a special directive on 4 April 2021 to prevent the spread of Corona Virus and declared lockdown. Considering this, employees of BRAC International based in Dhaka Office, are requested to follow the Government's directive and abide by the below guidelines:

- a) All employees will continue work from home until further notice. However, for very urgent tasks, employees may come to the office upon approval of the Director of respective functions.
- b) Every employee must adhere to the following general rules to protect themselves and their family members from getting infected by coronavirus-
  - Always wear mask properly, especially in public places and when attending visitors and sick people.
  - Regularly and thoroughly wash hands with soap and water at least for 20 seconds or use alcohol- based sanitizer to keep hands clean.
  - Avoid using hands to touch common objects unless it is absolutely necessary.
  - Avoid social gathering and going out unless it is very urgent
  - Cover mouth and nose with a flexed elbow or tissue when coughing and sneezing and throw away the used tissue immediately in a bin with a lid and wash hands properly.
  - Maintain 3 feet physical distance from others.
- c) In case an employee is Covid positive or shows COVID symptoms, s/he must isolate from others in a separate room at home for at least 14 days. In such a case an employee must inform his/her supervisor and contact the helpline (16643) of Daktarbhai to receive medical consultation and guidance. A COVID positive employee must not come to office until s/he is confirmed as COVID negative.
- d) In case any employee is exposed to a COVID-19 patient and therefore has a possibility to get infected, he/she must immediately be quarantined for 14 days.
- e) All employees are advised to avoid non-essential travels. However, in case of very essential international travels for official purposes, all should consult with the Regional Director and the Country Director of the country where the employee wish to travel and must take approval of line managers and the Director of respective functions.
- f) Anyone travelling out of Bangladesh must follow the country rule for quarantine and those traveling back to Bangladesh must follow 14 days quarantine at home.
- g) You are requested to complete your vaccination course against COVID-19 for protection.

At this point, it is important that we personally as a family and as a team remain mindful and abide by the preventive hygiene habits. Let us work together to stop the spread of Corona Virus

Thank you for your attention and cooperation.

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