In lieu of the recent Pandemic of COVID – 19, you are requested to fill this Self-Declaration Form and submit to your Human Resources Team **BY EMAIL** before tomorrow 12 noon:

**Personal Information**

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| 2 | Employee Code |  |
| 3 | Current city |  |
| 4 | Zone : Red /Orange/Green |  |

**Are you currently suffering from any of the following symptoms**?

|  |  |  |
| --- | --- | --- |
| **Symptoms** | **Choose one** | **Your answer** |
| Fever | Yes/No | NO |
| Cough | Yes/No | NO |
| Sore Throat/Throat Pain | Yes/No | NO |
| Respiratory Difficulty / Shortness of Breath | Yes/No | NO |
| Weakness | Yes/No | NO |
| Body Ache/Muscle Pain | Yes/No | NO |

**Please answer the followings?**

|  |
| --- |
| Details of the cities visited in the last 20(Twenty) days? No |
| Were you hospitalized for any reason in the last 20 days? No |
| Did anyone in your family OR whom you are staying with fall sick or symptoms in last 20 days? No |
| Do you have Diabetes? No |
| Are you taking any medicines currently? NO |
| Do you feel physically and mentally fit to resume work from office? No |
| **Only for the outsiders:** |
| How will you able to travel from your city via public transport or own transport? |
| Post travel from home town will you be able to manage yourself in self quarantine for a period of 14 days? |

**Following are the questionnaire.....**

1. **Which of the following things should be made compulsory post lockdown?**
2. Temperature check before entering to the office premises – Yes
3. Sanitizing the premises –Yes
4. Sanitizing the seat on daily basis –Yes
5. Sanitizing the office premises daily? – Yes
6. Provide Hand Sanitizer at the entrance? –Yes
7. Installation of Arogya Setu app in Mobile phone? –Yes
8. **When do you plan to visit the office post lockdown?**
9. Immediately –No
10. Within 1 week of lift–No
11. Within 2 week of lift–No
12. Within 4 week of lift–No
13. Not until Covid -19 is over–No
14. **To maintain social distancing post lockdown we are planning on limiting the number of employees in our premises at a particular point of time. Should we do it? Revert with anyone....**

Yes, Very important

1. **To provide safe & Hassel free work life should we introduce Work from home for one more month or may be next 2-3 months? Revert with Yes /No**

**Yes**

1. **Your suggestions are valuable please share any other suggestions that you have, that could help us improve our Work style post lockdown.**

**Ans:**