

Back to Office

AFTER COVID – 19 LOCK DOWN



OBJECTIVE

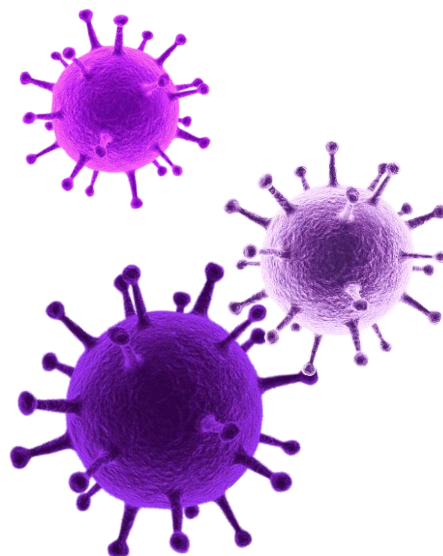
Ensure health & safety of all Martians and stay united in the fight against the Corona pandemic.





ABOUT COVID - 19

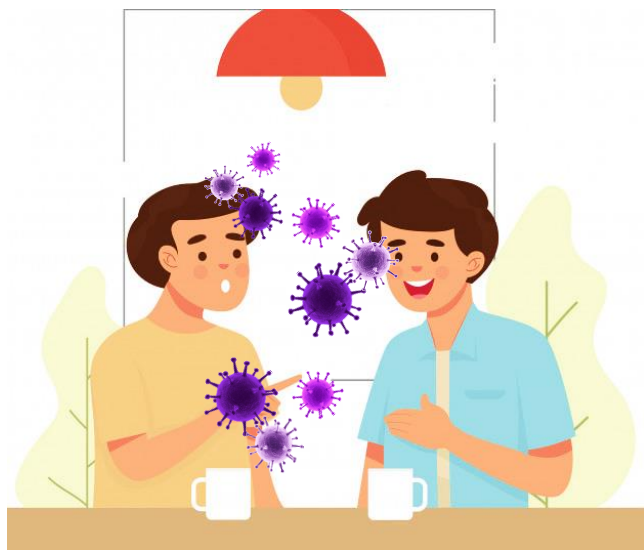
Coronavirus disease (COVID - 19) is an infectious disease caused by a newly discovered coronavirus. We advise all Martians to follow the guidelines prescribed by the WHO and stay safe.



The virus that causes COVID - 19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or exhales.



One can be easily infected by breathing in the virus while in proximity of someone who has COVID - 19 or by touching a contaminated surface and then touching the eyes, nose or mouth.



The World Health Organization (WHO) has released [guidelines](#) to help countries and individuals fight this pandemic.



GENERAL GUIDELINES



Use Face Mask

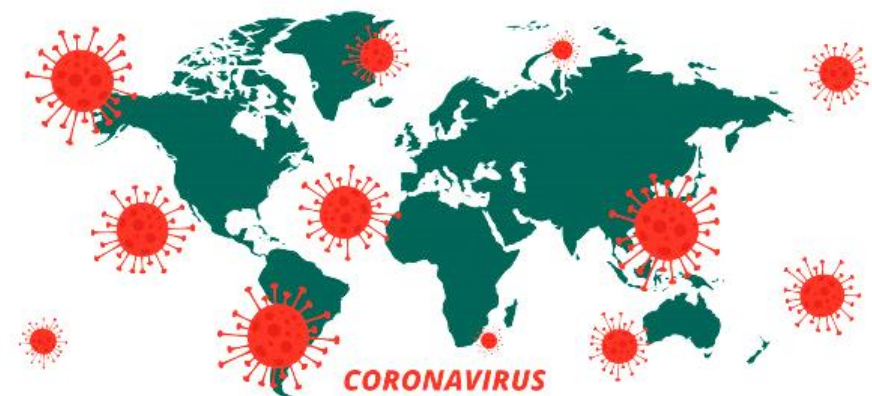
COVID-19
PROTECT YOURSELF



Avoid Crowded Places



Wash Your Hands



Avoid Affected Areas



COMMENCING OFFICE AFTER LOCK-DOWN

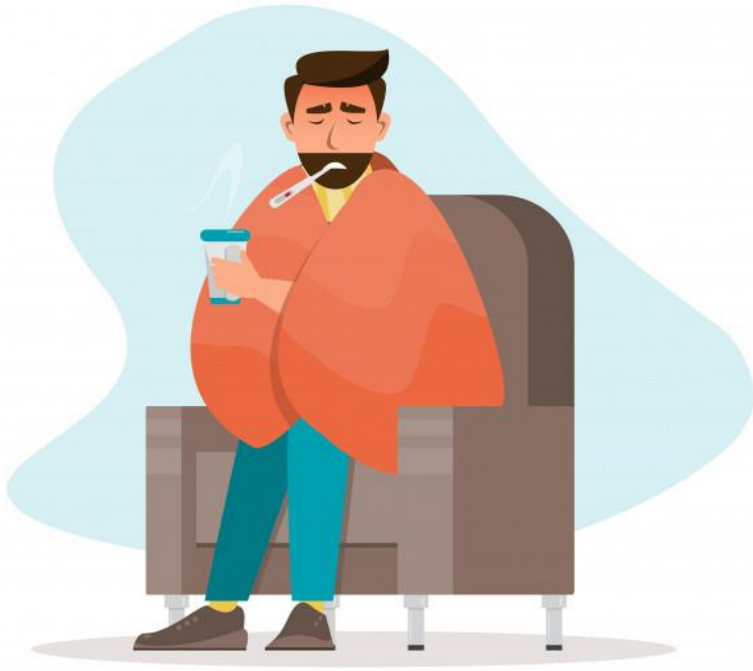
Partial Staffing

- ✓ Post the lock-down period, Marlabs will advise partial staffing in all its offices until the spread of the pandemic has been contained.
- ✓ Till further intimation, the office will be operational only between 7 AM to 7 PM IST. Night shift employees will continue to work from home.
- ✓ Pregnant women are advised to continue to work from home as a safety measure.
- ✓ Employees who are currently in their respective hometowns are advised to strictly adhere to the Government guidelines on inter city / inter district movements. They can continue to work from home till the guidelines are relaxed and such movement is allowed.
- ✓ All Business Unit Head will discuss the staffing requirements with their teams and this will be communicated to the respective employees in advance to enable them to come to work.
- ✓ Upon deciding the staffing requirements for each team, Managers must communicate the list of such employees to the HR and Facilities Department for tracking.
- ✓ Employees will be encouraged to continue working from home if they are not comfortable travelling to work.





COMMENCING OFFICE AFTER LOCK-DOWN



Responsibility of the Employee

- ✓ It is the responsibility of every employee to conduct a self-examination on health status.
- ✓ You must commute to work only if you are healthy. If you are feeling sick, have severe cough, sneezing, and difficulty in breathing, stay back at home.
- ✓ Take rest and consult your doctor. Keep your Human Resources (HR) Department and Supervisor informed about the status of your health.
- ✓ If any of your family members are in self-isolation or quarantined, you are advised to work from home till the end of the quarantine period.

COMMENCING OFFICE AFTER LOCK-DOWN

Transportation

- ✓ All employees who wish to work from office are advised to commute using their own vehicles.
- ✓ While commuting in own vehicles, please follow the instructions stipulated by the Government on social distancing in vehicles.
- ✓ Wear masks at all times once you are out of the house.
- ✓ Ensure to carry your Government ID proof and your vehicle documents at all times.
- ✓ Marlabs will not be making any arrangements for transport currently. Any changes to this will be communicated from time to time.
- ✓ Inter office movements are not allowed. Employees are advised to work out of one location.

Arogya Setu

- ✓ It is mandated by the Government of India to download the Arogya Setu app before commencing work. All employees are advised to strictly adhere to this.



HEALTH AND SAFETY AT OFFICE



Entering and Exiting Office Premises

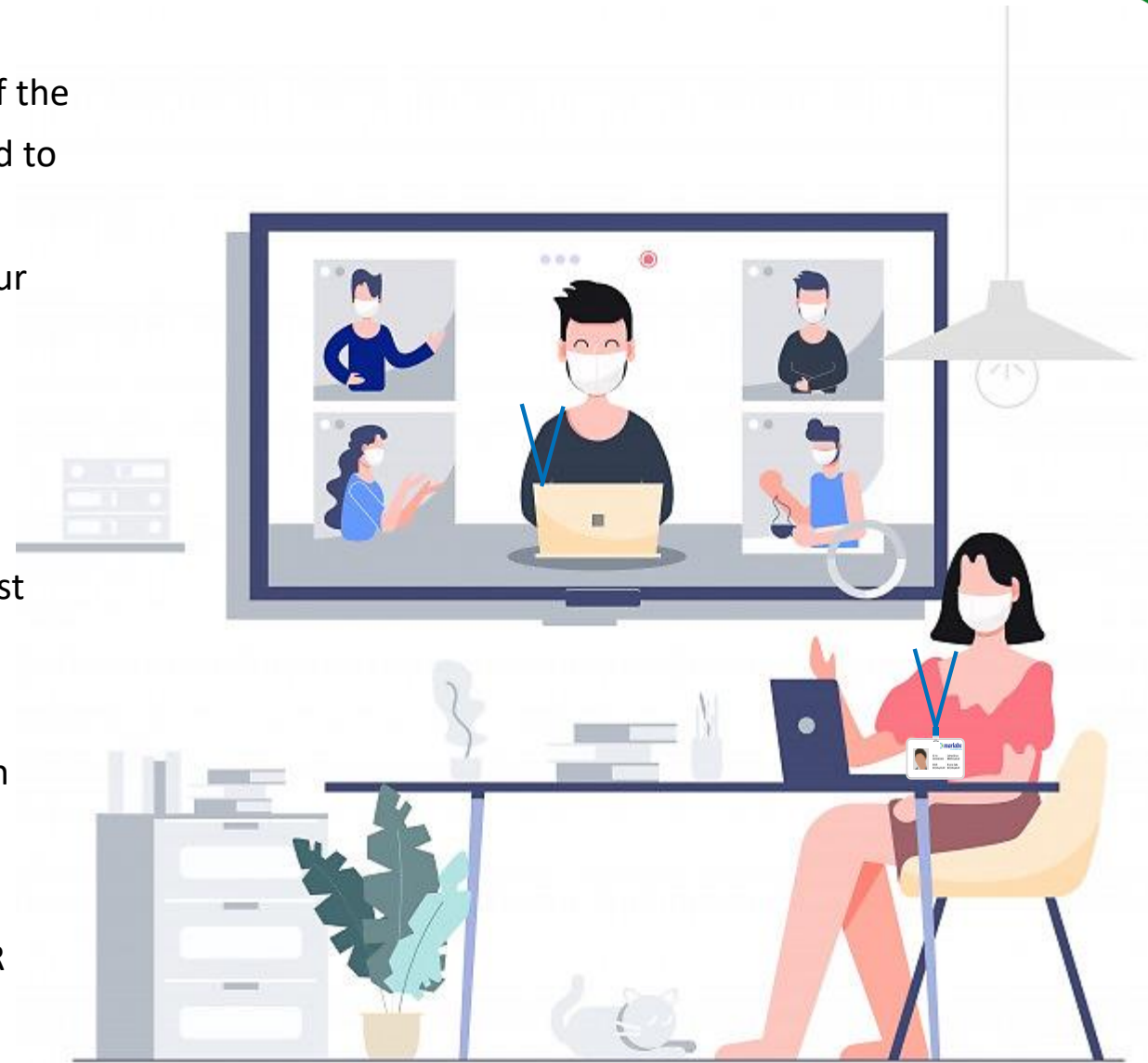
- ✓ Temperature check (thermal screening) will be conducted at the front office/ground floor lobby. If your temperature is higher than the normal, you will be asked to go home.
- ✓ For Bagmane facility, use the main entrance door at the ground floor of the building for entry.
- ✓ Take the stairs where possible and avoid the use of elevators or lifts, especially in Kochi, Mysore, and SR facilities.
- ✓ Do not go out for any refreshments. Entry and exit in office should be only once in a day.
- ✓ Self-declaration: you are required to provide a self-declaration on your health, residential premises (if declared a hotspot), recent social gatherings and health status of your immediate family members.
- ✓ While entering or exiting office, clean your hands thoroughly with the sanitizer placed at the front office.
- ✓ Do not touch the access card reader with your hands.
- ✓ Stand at least one foot away while you swipe-in or swipe-out.
- ✓ The access card reader will be disinfected at regular intervals by the housekeeping team.





WORKING AT OFFICE

- ✓ Ensure alternate seating. Employee seating is restricted to 25% of the total capacity during the lockdown period. Employees are allowed to use only those work stations which are marked for seating.
- ✓ Wear masks always. Masks and sanitizers will be available in all our offices.
- ✓ Disinfect your laptop or desktop before starting work.
- ✓ The AC will be operational as and when required at the minimum required temperature
- ✓ All windows in cabins must be kept open and the cabin doors must be kept open for cross ventilation
- ✓ Conduct large group meetings on Teams
- ✓ You may conduct small group meetings (less than 4 employees) in meeting rooms if absolutely necessary, while maintaining the required distance.
- ✓ Managers must share list of employees attending office to the HR and Facilities team two days in advance and ensure only those employees attend office.





CAFETERIA BREAKS AT OFFICE

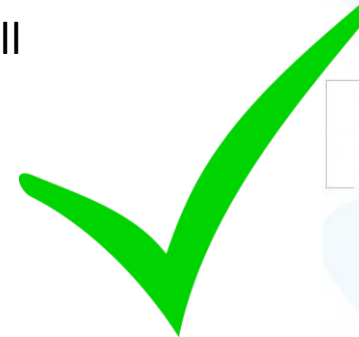
- ✓ Use cafeteria at different timings to prevent overcrowding.
- ✓ Do not socialize in groups.
- ✓ Bring home cooked meals to office. Do not go out of the office for refreshments.
- ✓ Bring your own cups and water bottles.
- ✓ The regular lunch vendor will be temporarily unavailable.
- ✓ The snacks vendor will provide the minimum required food options, as suggested by the company.
- ✓ Packed meals will be provided to employees working in the night shift once the night shift operations resume.
- ✓ Please maintain the required distance during coffee/tea breaks.
- ✓ Recreation will not be available in the cafeteria. All board games viz. Table Tennis, Carrom, etc., will be suspended.
- ✓ The ATM will be operational. It will be disinfected at regular intervals.
- ✓ The cafeteria will be cleaned after every shift.
- ✓ The food vendors will undergo thermal screening before entering office premises.





ENTRY OF VISITORS AT OFFICE

- ✓ Entry of vendors will be strictly prohibited.
- ✓ Please conduct all vendor meetings via Microsoft Teams.
- ✓ If any vendor meeting is mandatory, thermal screening of all visitors will be conducted at the front office.
- ✓ All visitors must wear masks and sanitize their hands, without which they will not be allowed inside the office premises.
- ✓ All visitors must self-declare their health status.
- ✓ News paper service has been temporarily suspended at all locations
- ✓ A separate tray has been set aside for couriers and such couriers will be attended to after 24 hours





HEALTH AND SAFETY AT COMMON TOUCH POINTS

Company-provided Transportation

- ✓ All company-provided vehicles will be disinfected everyday after the last drop, once the shift operations resume.
- ✓ It is mandatory for all housekeeping staff to wear masks.

Office Premises

- ✓ The office facility will be disinfected thoroughly before commencing operations.
- ✓ Masks and sanitizers are available at all our office premises for employees.
- ✓ All surfaces such as desks, tables, telephones, and keyboards will be cleaned regularly with disinfectants.
- ✓ Common areas such as meeting rooms, cabins, and board rooms will be cleaned everyday with disinfectants.
- ✓ Dormitory/Sick room is made available in all our office locations.





HEALTH AND SAFETY AT REST ROOMS

- ✓ Frequent touch points in the rest rooms will be disinfected at regular intervals.
- ✓ Rest rooms will be cleaned every hour.
- ✓ The housekeeping staff will always use personal protective equipment (PPE) .
- ✓ Alcohol-based disinfectants will be used for cleaning.
- ✓ Use your arms or elbow to open rest room doors. Do not use your palm.
- ✓ Do not enter rest rooms if they are crowded.
- ✓ Wash your hands before and after using rest rooms.





PROCEDURES TO BE FOLLOWED IN CASE AN EMPLOYEE TESTS POSITIVE WITH COVID - 19 AFTER COMMENCING WORK AT OFFICE

- ✓ In the unfortunate event that an employee tests positive for Covid - 19 after resuming work at office, the respective building will be closed temporarily.
- ✓ It is mandatory for the infected employee to quarantine at home for 21 days and provide a fitness certificate from a government designated hospital where he/she was treated.
- ✓ All employees working in that office will be advised to work from home until further notice.
- ✓ The office premises will be fumigated completely before opening again for operations.





USA

[Website](#)

NJ

Call: 2-1-1 for general information (24/7) or 1-800-962-1253 for medical information (24/7)

Text: NJCOVID to 898-211

Visit covid19.nj.gov or nj.gov/health for additional information

INDIA

National Helpline Number: 1075 / 1800-112-545 / +91-11-2397-8046

[Click here](#) for more information

KARNATAKA

State Helpline Number: 104

Apthamitra For Medical Help: COVID-19 Symptoms

Helpline: 14410

Download the **App** [here](#)

Timing: 8 AM to 8 PM

[Website](#)

District Helpline

Bengaluru (urban): +91-80-2296-7200

Bengaluru (rural): +91-80-2978-1021

Mysuru: +91-82124-23800

KERALA

DISHA Helpline: 1056

State: 0471-2309250

Kochi: 0484-2368802

[Website](#)

