**Safety Plan**

**COVID-19**

**Introduction**

The purpose of this policy is to identify and communicate the company’s COVID-19 safety plan for protecting the health of all workers, customers and anyone who visits. This plan is created in response to current COVID-19 situation.

**Responsible Body**

The responsible body for the implementation of COVID-19 safety protocols and the monitoring and reporting of the same is the Emergency Responsive Team which includes:

1. Melisha Rajopadhayaya, Head of Human Resources
2. Sandip Subedi, Director of Logistics
3. Rahul Malla Thakuri, Director of Commercial
4. Prabhat Acharya, Head of Technology and Development
5. Akshov Shakya, Head of Operations
6. Shambhu Subedi, Head of Finance
7. Vikalp Kashyap, Lead of Two-Wheeler
8. Suvodh Thapa, Lead of Oustation

**Sick Leave Arrangements**

* If any associate has symptoms such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
* If any associate has a positive COVID-19 diagnosis, s/he can return to the office only after you’ve fully recovered, with a negative COVID report.

**Work from home requests:**

* If any employee is feeling ill, but s/he is able to work, can request to work from home. WFH modality will be discussed with the team member and the supervisor of the employee.
* If any employee has recently returned from areas with a high number of COVID-19 cases, we’ll ask s/he to work from home for 14 calendar days, and return to the office only if they are fully asymptomatic. They will also be asked not to come into physical contact with any colleagues during this time.
* If any employee has been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. S/he will also be asked not to come into physical contact with any colleagues during this time.
* If any employee need to provide care to a family member infected by COVID-19, request work from home. They’ll only be permitted to return to the office 14 calendar days after their family member has fully recovered, provided that they’re asymptomatic or have a COVID report confirming they don’t have the virus. They will also be asked not to come into physical contact with any colleagues during this time.

**Traveling/commuting measures:**

* In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews, drivers and other partners).
* If any employee normally commutes to the office by public transportation and do not have other alternatives, they can request to work from home as a precaution.

**General hygiene rules:**

* Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands use 20 second hand wash rule.
* You can also use the sanitizers you’ll find around the office whenever possible.
* Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
* Maintain physical distancing in workplace of at least 2 meters.
* If the job role demands the physical presence during the severe times, use PPE Kit in workplace for the duration of work.
* During the severity of the pandemic, the workplace will be disinfected once before every employee arrives. As per the increasing number of cases, the frequency in the disinfection will increase.

**COVID-19 Test Requirement**

Any associate should consider getting tested if:

* Any associate is having any of these symptoms:
* Fever or chills
* Cough
* Sore Throat
* Shortness of Breath/ Difficulty Breathing
* New Loss of taste or smell
* Muscle or body aches
* Fatigue
* Headache
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

* any associate was in close contact with any other associate who has contacted with COVID-19
* any associate was COVID positive and were in isolation for 14 days
* any associate has returned from the travel and has to conduct any physical meetings in office

**For Driver/ Rider Partners**

The rider partners will be screened during the onboarding process. Whether or not the on boarded rider partner is vaccinated will be asked by the Logistics team. Further, during the severe times, the driver/ rider partners will be provided with the PPE kit to ensure their safety at the time of service.

**Vaccination**

The information regarding the government’s ongoing vaccination process will be shared with the employees through internal mail/ communication mode. Whereas, the information regarding the ongoing vaccination will be shared with the driver/ rider partners through our Upaya application.

The screening of whether the driver/rider partners are vaccinated will be ensured through Upaya City Cargo application. Whereas, the vaccination status of the employees will be ensured during the onboarding time with the employees details form.