

## **What is coronavirus (COVID-19):**

Coronaviruses are a large family of viruses that can make humans and animals sick. They cause illnesses that can range from the common cold to more severe diseases.

## **Symptoms:**

Symptoms can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.

The most common symptoms are:

- fever
- cough
- fatigue
- shortness of breath

Some people with COVID-19 may sometimes experience additional symptoms, such as:

- runny or stuffy nose
- sore throat
- headache
- body aches and pains
- diarrhea

## **General Instruction for Employees:**

Everyone should practice good hygiene to protect against infections. Good hygiene includes:

- Wash your hands often with soap and water, or clean with hand sanitizer
- Use a tissue and cover your mouth when you cough or sneeze
- Avoid close contact with others, such as touching
- Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth without washing your hands
- Wash your hand after touching animals and animal products
- Do not eat half-boiled meat and eggs
- Do not touch the elevator buttons without a tissue
- Avoid unnecessary hospital visit

### **Seek Medical Attention:**

If you become unwell and think you may have symptoms of **coronavirus**, seek medical attention:

- Call ahead of time to book an appointment. Tell your doctor about your symptoms, travel history and any recent close contact with someone who has coronavirus.
- If you must leave home to see your doctor, wear a surgical mask to protect others.
- Do not go to public places, such as work, school, shopping centers, childcare or university. If possible, ask other people to get food and other necessities for you and leave them at your front door.

### **Special Instruction for Employees:**

1. Should wear a mask if you have cold
2. Do not come to the office if you are coughing or sneezing; stay at home
3. For any suspected case, it may you or family members; will be a home office
4. Check your all necessities for home office
5. Ask help from your team lead if required
6. Avoid unnecessary gatherings and public transportation
7. Keep workplace clean
8. Wear clean clothes daily
9. Eat nutritious food and drink plenty of water
10. Get plenty of rest
11. No more handshakes or warm greetings or hugs

### **Instruction for the work from home:**

1. Need a PC with UPS or a Laptop.
2. The Broadband Internet connection is mandatory.
3. Personal space at home for a home office is mandatory.
4. The VPN connection for all employees. After setting the VPN at home, it will be disabled by the management. When needed, it will be enabled.
5. He/she will seek permission immediately to the responsible personnel to access any office equipment as required.

### **Instruction for Security Guards/others:**

1. No one should be able to enter the office without a proper check. Everyone needs to stand in front of the fever checker.
2. If anyone identified as with 99 F, they will wear a mask. It is a must.
3. Should be informed the supervisor about the incident.
4. Then they will re-check through thermometer by the office assistant.
5. If he/she has shown fever, he/she should go back home. He/she can come with the permission of his seniors.
6. No guest is allowed here without the operation's/management's permission.

**Awareness building works:**

Please ask/tell the following to your driver, maid and caregivers/employees/family members:

1. About COVID-19 (symptoms, diagnosis, prevention, etc.)
2. To wear a mask in public transport ( driver, maid and caregivers)
3. To stay clean and maintain hygiene
4. To avoid unnecessary public gatherings

**International travel related instruction:**

1. All international business-related travel/personal tour is highly discouraged until further notice.
2. If any of the staff feels it is essential to travel overseas, they must seek the permission along with proper justification.

**If you/your family members have been in or transited through overseas-**

\*\*\*\*You need to self-quarantine for 14 days. \*\*\*\*

3. All international business guests are highly discouraged to travel here. If needed, they have to communicate with the higher management to seek permission.

**Recruitment Procedures:**

All interviews need to be conducted online with video conferencing (not just audio). Use Whatsapp or Skype. Only final selection talk should be done in office. It is important to meet the person you are hiring.

Please follow updates from the CDC and the World Health Organization (WHO) concerning further safety measures.

Practice everyday preventive behaviors! Stay home when sick. Cover coughs and sneezes. Frequently wash hands with soap and water. Clean frequently touched surfaces (Source: WHO).

**Sources:**

1. <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>
2. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
3. <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>