Employee (Staff) Covid Policy

English

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OBJECTIVE

To make a safe place for all the employees/staff working for the organization while fighting against Covid pandemic and promote wellbeing of the its employees/staff.

APPLICABILITY

All employees/Staff working at the location of the organization **effective from 20th August 2020.**

GUIDELINES

1. As soon as the employee/ staff gets symptoms of COVID, he / she should consult its doctor immediately. Follow as per the doctor advice.

2. Take Leave (LEV) till the symptoms persists.

3. If symptoms persists for more than 2 days, than it is advised to get tested for a COVID test. (RTPCR test is mandatory)

4. The span of sample date and Result day will be considered (LEV)

5. Once the test is negative, the employee/staff can resume back to office with HoD's permission . It will be mandatory to email their "NEGATIVE" report to their respective HoD, Shift in-charge and HR

6.   Once the test is positive, He/ she has to follow the govt rules applicable for the treatment. Company will NOT bear any expenses for testing, admission, retesting etc.

7. Employee/staff will follow the discharge policies of the government like below:

    a) **Home Isolation :** Person can join office on completing 14 days of home isolation from the date of report with no symptoms on 14th day. 15th day employee can join. Repeat test is not required.

    b) **Institutional/ Covid center :** Person can join office on completing 17 days (10 days at covid center + 7 days home isolation) from the date of

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report with no symptoms on 17th day. 18th day employee can join. Repeat test is not required.

    c) On very very urgent basis, if employee needs to join then, he will have to get tested "negative" after minimum 10 days of completion of treatment. (RTPCR is mandatory)

8. The treatment span will be considered as leave (LEV).

9. Once the employee/staff is healthy, can return back to work as per point no. 7. Employee has to confirm this compulsorily by an email to HOD & HR dept.

10. All the <u>leaves will be applied by the employee on the Portal ASAP.</u>

11. Once the co- employee is positive, then other co-employees should get tested immediately individually without waiting for symptoms to appear. (Antigen/ RTPCR)

12. If any of employee's family member or room partner or home stay member turns out to be positive, then person should get tested immediately individually. Also inform his/her HoD and HR via Email compulsorily.

13. **It is mandatory for all the employees to take all the precautions very very seriously like wearing mask properly, social distance and proper sanitization/ hygiene.**

14. In case of any support, employee can reach out to their respective HoD or HR.

EXCEPTIONS

    ❖ This policy is subject to modification, amendments and alterations by the management at any point of time without any prior intimation or notice.