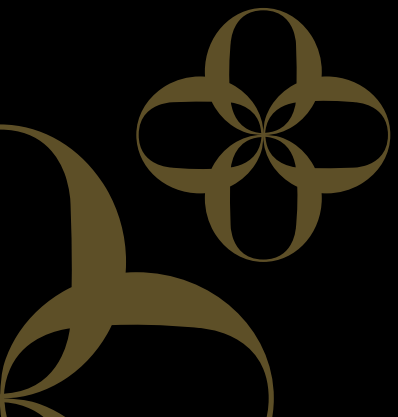


COVID - 19

QUICK TIPS



THE FUNDAMENTAL LAW OF PROTECTION

"Consider everybody around you as an asymptomatic carrier of COVID - 19 and capable of infecting you. Consider too, that you yourself could be an asymptomatic carrier of COVID - 19, capable of infecting all around you. So train yourself, by using all your intelligence to neither get infected nor infect others".

QUICK TIPS :

- Always wear mask. 
- Practice Social Distancing. 
- Sanitize your hands after touching surface.
- Wash your hands frequently. 

INBOUND TRAVEL TO OFFICE

- Always wear mask
- Sanitize your hands
- Carry sanitizer
- Check for official ID
- Ensure No Abnormal temperature

OFFICE ETIQUETTES

- Use Elbow/Arm to open the door
- Only 2 people are allowed in the lift
- Use stairways
- Ensure all surfaces are sanitized
- Always sanitize your hands

OFFICE RULES

- Bring lunch from home & consume at cafeteria
- Avoid conference room meetings
- Have electronic meetings
- Avoid office interaction on different floors
- Avoid going outside during office times

HOME ETIQUETTES

- Always wear mask
- Don't take shoes inside your home
- Take shower on arrival & sanitize your clothes
- Disinfect bags, mobile phones & personal accessories

PUBLIC ETIQUETTES

- No spitting
- Avoid crowds
- Avoid sharing food, water & stationary
- Disinfect currency

SANITIZATION PROCESS

- Wash your hands frequently with soap at least for 20sec
- Sanitize your hands with sanitizer that contains alcohol content more than 70%
- Sanitize your personal belongings

STAY SAFE

