

The background of the image is a dark blue gradient. On the left side, there is a large, detailed cluster of cells, possibly representing a tissue or a large virus particle, with a yellowish-green glow. Several smaller, spherical virus-like particles with a textured surface are scattered across the scene. The text is centered on the right side.

Back to Office

After Lockdown



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protect yourself protect all of us

WITH RESTRICTIONS GOING AWAY WITH EVERY
LOCKDOWN EXTENSION WE NEED TO BE MORE
CAUTIOUS. MOST OF US WILL HAVE TO BE IN
OFFICE BECAUSE THE GOVERNMENT MUST
GOVERN

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THE FUNDAMENTAL LAW OF PROTECTION



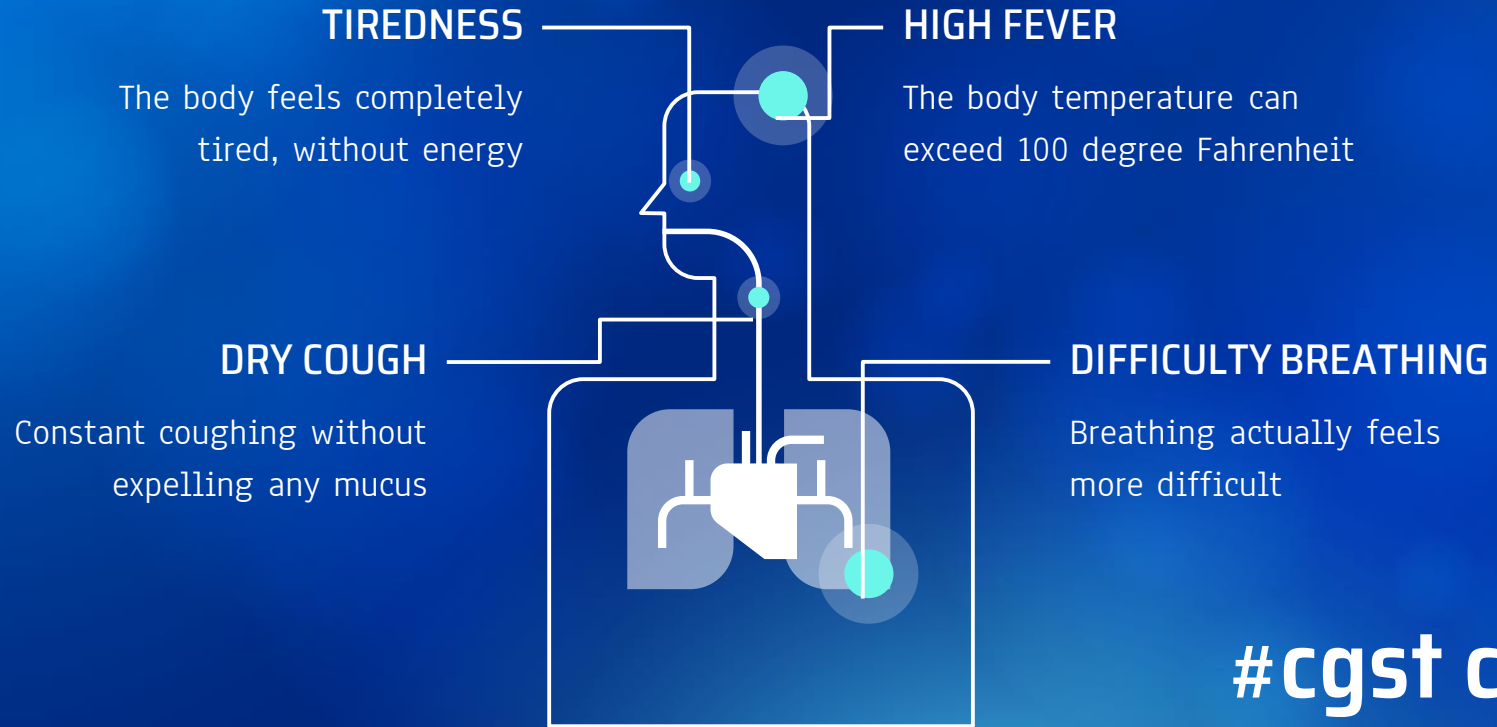
“Consider everyone around you as an asymptomatic carrier of COVID19 and capable of infecting you. Consider too, that you yourself could be an asymptomatic carrier of COVID 19, capable of infecting all around you . So train yourself , by using all your intelligence to neither get infected nor infect others.”

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SYMPTOMS

Many people infected with COVID-19 show mild symptoms, especially during the first stages of the disease. Thus, you can still catch the disease from an infected person who only has a mere cough and does not feel ill but general symptoms are as under



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STARTING FROM HOME 4 GOLDEN RULES

01

Stay home if you do not feel well, seek medical advice even if you feel mild symptoms such as headaches, slight fever and a runny nose

02

If you have to come for work preferably use your own car / bike. Wear Mask. Carry your ID card

03

If pooling car or public transport see all using mask, Ensure separation and zig zag sitting with one in each row. Prefer Fresh Air avoid using AC in group.

04

Sanitise before boarding, sanitize what you touch in car / bike. Carry sanitizer. Ensure office is being regularly sanitized.

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AT OFFICE 4 GOLDEN RULES

01

Start with Namaste, No hand shakes, Prefer Staircase, If in LIFT maintain distance . Use elbows /arms to open doors Frequently sanitize your hands when ever you touch surfaces such as lift button, door handles

03

Prefer E. meetings , intercom, avoid unless compulsory. If meeting keep safe distance and minimum attendees. Avoid going to colleagues for chats. Avoid going in and out of office premises , enter and exit only once .

02

Sanitize frequently, after attending file work. No sharing food , water and stationary. No turning pages or counting money with saliva wet fingers

04

No spitting, No coughing in hands (cough or sneeze on the crook of the elbow, tissue paper.

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LEAVING OFFICE AND REACHING HOME 4 GOLDEN RULES

01

Keep mask enroute, Sanitise hands leaving office and on reaching home wash hands

02

Leave Shoes outside home, leave bag at entry. Sanitise and take out contents. Sanitize your Bags, shoes, wallets by using Savlon antiseptic liquid on a swab in 1:15 proportion or lotion with alcohol content > 65%, surgical spirits, wash hand afterwards

03

Disinfect bags, shoes, wash cloths worn, mask used, Take shower

04

At home wash vegetables in white vinegar and water solution in proportion of 1:4.
Wash hands

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HOW TO USE A MASK

- Before wearing a mask, wash your hands with an alcohol-based disinfectant or with soap and water.
- Cover your mouth and nose with the mask and make sure the mask is firmly pressed against your face.
- Do not touch the mask while you are wearing it; if you do, wash your hands with an alcohol-based disinfectant or with soap and water afterward.
- Replace the mask as soon as it gets wet and do not reuse disposable masks.
- Remove the mask from behind (do not touch its front side); throw it away in a closed container and then wash your hands with an alcohol-based disinfectant or with soap and water.

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THE NEED OF THE HOUR IS DIVIDE NOT UNITE



PEOPLE

This disease can spread from person to person through small droplets from the nose or the mouth when the infected person coughs or exhales



SURFACES

These small droplets land on surfaces, which means any person that touches these surfaces and then their eyes, nose or mouth can become infected

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PROTECTING YOURSELF AND PREVENTING THE SPREAD OF THE DISEASE



Wash your hands with an alcohol-based sanitizer or with soap and water



Keep a distance of at least 2 meter (6 feet) between yourself and anyone who coughs or sneezes



Try your best not to touch your eyes, your nose and your mouth



Cover your mouth and your nose with your bent elbow or a tissue when coughing. No spitting.



Seek medical attention if you have difficulty breathing and a high fever



No gathering in crowds, No handshake.

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WHAT TO DO IF YOU HAVE SYMPTOMS

STEP 01

You have symptoms or have been in an infected area

STEP 02

Call the designated phone number for your region

STEP 03

You will be given a home test over the phone

STEP 04

Patiently wait for the results of the test

STEP 05

Follow the instructions provided by the doctor

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