Back to Office
After Lockdown
#cgst cares
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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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“Consider everyone 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.”
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:

**Symptoms**

- **TIREDNESS**
  - The body feels completely tired, without energy

- **HIGH FEVER**
  - The body temperature can exceed 100 degree Fahrenheit

- **DRY COUGH**
  - Constant coughing without expelling any mucus

- **DIFFICULTY BREATHING**
  - Breathing actually feels more difficult
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

02
Sanitize frequently, after attending file work. No sharing food , water and stationary. No turning pages or counting money with saliva wet fingers

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 .

04
No spitting, No coughing in hands ( cough or sneeze on the crook of the elbow, tissue paper.

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<table>
<thead>
<tr>
<th>No.</th>
<th>Rule</th>
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<tbody>
<tr>
<td>01</td>
<td>Keep mask enroute, Sanitise hands leaving office and on reaching home wash hands</td>
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<tr>
<td>02</td>
<td>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 &gt; 65%, surgical spirits, wash hand afterwards</td>
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<tr>
<td>03</td>
<td>Disinfect bags, shoes, wash cloths worn, mask used, Take shower</td>
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<tr>
<td>04</td>
<td>At home wash vegetables in white vinegar and water solution in proportion of 1:4. Wash hands</td>
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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.
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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Cover your mouth and your nose with your bent elbow or a tissue when coughing. No spitting.

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.

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

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

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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