

COVID-19 POLICY

FACTS ABOUT COVID-19

What is COVID-19?

Coronavirus Disease 2019 (COVID-19) is a disease that was identified in Wuhan, China, and is now being spread throughout the world. COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. It is declared as Pandemic.

How does COVID-19 spread?

COVID-19 is transmitted through direct and Indirect contact i.e with respiratory droplets of an infected person (generated through coughing and sneezing). It may be possible that a person can get COVID-19 by touching a surface or object that is contaminated with the virus on it and then touching their own mouth, nose, or possibly their eyes. The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. People infected with this virus should receive supportive care such as rest, fluids and fever control, to help relieve symptoms. For severe cases, treatment include quarantine for atleast 14 days and care to support vital organ functions. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

Policy brief & purpose:

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus (COVID-19). You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

We are witnessing unprecedented volatility due to the spread of COVID-19. In order to deal with this public health situation, the corporate sector is required to play a vital role in implementing the strategic policy decision of social distancing, which is most crucial for reducing the rate and extent of the disease transmission at community level. To prevent the spread of the virus further, as good citizens, we are exercising extreme caution and this policy is made which is our step in direction to support the Government during this pandemic of coronavirus (COVID-19). This policy is susceptible to changes with the introduction of additional governmental guidelines and notifications. We shall keep all our Team Updated as soon as possible by email.

A. Scope:

This coronavirus (COVID-19) policy applies to all of our employees who work in our organization.

B. Policy elements:

We have outlined the required actions employees should take to protect themselves and their co-workers from a potential coronavirus (COVID-19) infection.

C. Work from home:

1. If you are feeling ill, but you are able to work, you can request to work from home.
2. If you have recently returned from areas with a high number of COVID-19 cases, we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully recovered. You will also be asked not to come into physical contact with any colleagues during this time.
3. If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
4. If you're a parent and you have to stay at home with your children, request work from home.
Follow up with your upper level authorities to make arrangements and set expectations.
5. If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you show no symptoms of COVID-19 or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

D. Sick leave arrangements:

1. If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
2. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

E. Travelling/commuting measures:

1. All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
2. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
3. If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
4. If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

F. Board Meetings of the Company:

Considering the need to take precautionary steps to overcome the outbreak of the coronavirus (Covid-19), the Government has in-principle decided to relax the requirement of holding Board meetings with physical presence of directors under section 173 (2) r/w rule 4 of the Companies (Meetings of Board and its Powers) Rules, 2014 for approval of the annual financial statements, Board's report, etc. Such meetings may till 30th June, 2020 be held through video conferencing or other audio visual means by duly ensuring compliance of rule 3 of the said rules.

G. General rules:

1. The organization will operate with only 50% of the staff capacity on alternate days whenever required.
2. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. You can also use the sanitizers you'll find around the office.
3. Wear a face mask when you are around other people.
4. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
5. Open the windows regularly to ensure open ventilation.
6. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Avoid close contact with people who are sick.
7. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).
8. A separate tray for couriers is kept at the reception area. Courier person can place the envelope/package in the tray and courier may be left untouched for at least 24 hours.
9. Avoid ordering from Zomato, Swiggy, Amazon etc as far as possible.
10. Avoid public transport as far as possible. Ola and Uber facility may be used only when

absolutely unavoidable.

11. Avoid gyms, garden, lobby and other exercise areas, where surface contact or air-borne contamination is inevitable.
12. No visitors are allowed in the organization unless in case of urgency with the approval of HR department.
13. Avoid touching others bags, computers, laptops or Tiffin's.
14. Avoid social activities such as going to pubs, restaurants, theatres and cinemas.
15. Only office boy will operate the printer.

Lets all be more aware and alert, if India enters Stage 3 of this Covid -19 pandemic, which will be an outbreak of infection in community.

Please stay safe and healthy, use Work-From-Home opportunities to spend precious time with your family and loved ones and support the Health Sector and Government to take decisions.

We hope that you will take all possible precautionary measures at your end to meet this public health situation and contribute to containing the disease and minimizing its contagious effect.
