



COVID PRECAUTIONS

Daily routines to be followed strictly

- All Employees must wear masks at all times.
- At the time of entry into the campus hands to be sanitized using pedal sanitizer and thermal checking mandatory at the time of entry and exit. The thermal reading should be strictly recorded.
- Vehicles are to be parked at the front gate only.
- Break timings to be staggered based on the Employee work schedule allotted.
- No lunch / refreshments will be served at the campus. No one is allowed to wash any utensils in campus inclusive of coffee mugs / flasks / lunch boxes etc. Water Coolers at A Block and C Block only will be under use.
- Avoid human touch in any form, for Eg. No handshakes etc.
- Meetings to be avoided instead technology to be used effectively and widely, like Conference Calls / Webinars / Video conferencing to be encouraged.
- Ensure 100% hygiene at the premises by adopting and monitoring housekeeping schedule at all departments / offices.
- Reiterate daily on importance of social distancing, washing of hands, not to touch face, importance of self, vehicle and workplace sanitization.
- All employees should wear clean detergent washed clothes, mask and clean footwear every day.
- Social distancing to be maintained at all places including all departments / offices.
- No spitting in and around premises. Those found will be penalized heavily.
- Work areas which are being used regularly at present need to be sanitized on an daily basis after the closing of working hours so that it is ready for next day.
- Washrooms to be sanitized every 2 hours including taps, door handles etc.
- Turn off AC and keep doors & windows opened
- Use of staircase for climbing should be encouraged instead of lifts.
- No ordering food from outside for the next three months, advised to bring from home (Swiggy / Uber /Amazon deliveries not entertained at premises)