

# DOs and DON'Ts

## Precautions against COVID-19



### DO



Sanitize the office before employees come to work



Use thermal temperature monitor at point of entry



Disinfect banister, door handles/knobs at frequent intervals



Provide facilities for frequent handwashing. Keep soap and handwashing unit near entry of all departments



Remind employees about regular hand hygiene



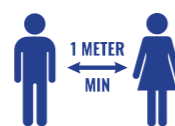
Provide dustbins with lids in each department



Keep the windows in all office rooms open and ensure good ventilation



Ensure all employees wear masks at all times



Ensure employees are seated at a minimum distance of 1 metre from others and/or maintain a minimum distance of 1 metre between employees



Limit contact with others, including meeting in person



Stagger the lunch break so not many employees are together in the canteen or pantry



Set up a committee to monitor these measures



Encourage employees to speak to HR nodal on any issues faced or apprehensions they may have



Display a list of Local Helpline numbers and National Helpline No. 011-23978046



Display list of local nearby hospitals or testing centres

### DO NOT



Do not keep touching your mask to adjust



Do not re-use disposable masks



Do not use common hand towels



Do not close all windows



Do not organise group meetings



Do not meet in groups while taking breaks