



BACK TO OFFICE

Ready Tips

ITC CORPORATE COMMUNICATIONS



**As Lockdown 3.0 commences
And some restrictions are eased
We need to be even more cautious**

**Some of us may need to be back in office
Only If our presence there is unavoidable**

**However, for most of us
Work from Home has been effective
So, stay at home,
carry on the amazing work
Until the risk is minimized**

**If at all, you need to be in office
Corporate HR has issued an Advisory
It will be in your Mail
Pay heed to it and be safe.**



REMEMBER

THE FUNDAMENTAL LAW OF PROTECTION

"Consider everybody 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"



For some ready tips
Corporate Communications presents



**You For Us
When you take care
You protect yourself
And all of Us**



4 golden rules, if you need to set out

1. Wear **M**ask at ALL times



2. Practice **S**ocial Distancing
(at least 6 ft)



3. **S**anitize hands on touching
any surface



4. **W**ash hands frequently (for 20 secs)

So, **M.S.S.W.** it !!

Starting from home? Preferably use your own transport

1. **S**anitize your hands, carry sanitizer
2. Wear **M**ask
3. **S**anitize what you touch in the car
4. Carry Office **I**D
5. Check **T**emperature, if high consult Doctor – Stay at Home



So, **S.M.S. IT !!**

When you reach office

**First, keep in mind
the 4 Golden Rules –
M.S.S.W. !**

Plus,

- 1. Prefer stairways**
- 2. If in lifts, maintain distance**
- 3. Use elbows/arms to
open doors**
- 4. Ensure office space, desktop,
surfaces etc. are sanitized**
- 5. Frequently sanitize your hands
if you touch any surface such
as lift buttons, door handles etc.**



In office, remember:

1. e-Meetings preferred
2. Conference room meetings, if at all, with distancing and minimum people
3. Bring lunch from home, eat in your space, dispose responsibly
4. Avoid going to other floors
5. Avoid going in and out of office premises, enter and exit once



Leaving Office & Reaching Home ?



1. Keep **M**asks on enroute



2. Leave **S**hoes outside @ home,
Bags at entry



3. **W**ash Hands



4. Disinf**E**ct bag, sho**E**s

5. Wash clothes worn, mask used,



Take Shower



Remember

Ho**M**e, **S.W.E.E.T.** Home !!

Apart from all this, Remember at all times

1. **M.S.S.W, of course**
2. No gathering in crowds,
no handshake,
Namaste is always best ! 
3. No sharing food, water or
office stationery
4. **No turning pages, counting money,
etc with saliva-wet fingers**
5. No spitting 
6. **No coughing in hands**
(Cough or sneeze on the crook
of elbow, tissue paper)



So, check every day:

Did you M.S.S.W it ?

Did you S.M.S-IT ?

Did you S.W.E.E.T it ?



Some more tips follow...

If you go out for groceries, medicines:

1. Of course, M.S.S.W.
2. Follow S.W.E.E.T. when you return
3. Keep bags, packets at entry, sanitize and take out contents
4. Wash vegetables in White Vinegar: water solution 1:4 proportion
5. Wash Hands



HOW DO YOU SANITIZE BAGS, SEATS, SHOES ?

1. **Wear Mask** 
2. Use Savlon Disinfectant (follow instructions/precautions on can)
3. **Or use a Savlon Antiseptic Liquid on a swab in 1:15 proportion**
4. After-shave lotions, de-odorants with alcohol content (>65%), surgical spirit can also be used
5. **Wash Hands afterwards** 



In case you need to use public transport, where allowed:



1. Make sure all occupants including the vehicle crew use masks
2. Sanitize your hands before boarding
3. Ensure that you maintain physical separation (1 person per row on each side of aisle in a zig zag manner)
4. Open the window for fresh air ventilation, avoid air conditioning system



Enduring Value



**YOU.
FOR YOURSELF.
FOR US.**

Take Care!

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