

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.



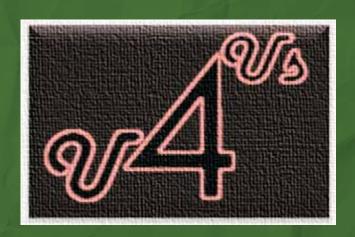
REMEMBER

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 Mask at ALL times
- 2. Practice Social Distancing (at least 6 ft)



- 3. Sanitize hands on touching any surface
- 4. Wash hands frequently (for 20 secs)

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





Starting from home? Preferably use your own transport

- 1. Sanitize your hands, carry sanitizer
- 2. Wear Mask
- 3. Sanitize what you touch in the car
- 4. Carry Office D
- 5. Check 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
- 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
- Avoid going in and out of office premises, enter and exit once





Leaving Office & Reaching Home?



1. Keep Masks on enroute



2. Leave Shoes outside @ home, Bags at entry



3. Wash Hands



- 4. Disinf Ect bag, sho Es
- 5. Wash clothes worn, mask used, Take Shower

Remember

HoMe, 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:



- 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





YOU. FOR YOURSELF. FOR US.

Take Care!

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