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,
Until the risk is minimized

If at all, you need to be in office
Check your office roster and ensure that you come to office only on days mentioned in the roster.

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"

Download the Aarogya Setu app.

If you status does not show ‘Safe’, please inform your Unit/HR Head
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
6. In case you avail services of a driver, ensure hygiene practices and check temperature

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. Sanitize/wash your hands with soap and water after use of equipment like photocopier, refrigerator, shredder, water dispenser, etc

4. Bring lunch from home, eat in your space, dispose responsibly

5. Do not go to other floors unless unavoidable

6. Avoid going in and out of office premises, enter and exit once
Leaving Office & Reaching Home?

1. Keep **M**asks on enroute
2. Ask family members to keep the door open
3. Leave **S**hoes outside @ home, Bags at entry
4. **W**ash Hands
5. Disinfect **E**ntire **E**quipment, **E**quipment
6. Wash clothes worn, mask used, **T**ake **Sh**ower
7. Discard single use mask in covered dustbin

Remember

Ho**Me**, 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
Our frontline warriors have already demonstrated that work can get done even while adhering to the strictest safety protocols – at factories, fields, buying points, warehouses and at the marketplace.

Let us follow their example.
YOU.
FOR YOURSELF.
FOR US.

Take Care!

ITC CORPORATE COMMUNICATIONS