

COVID-19

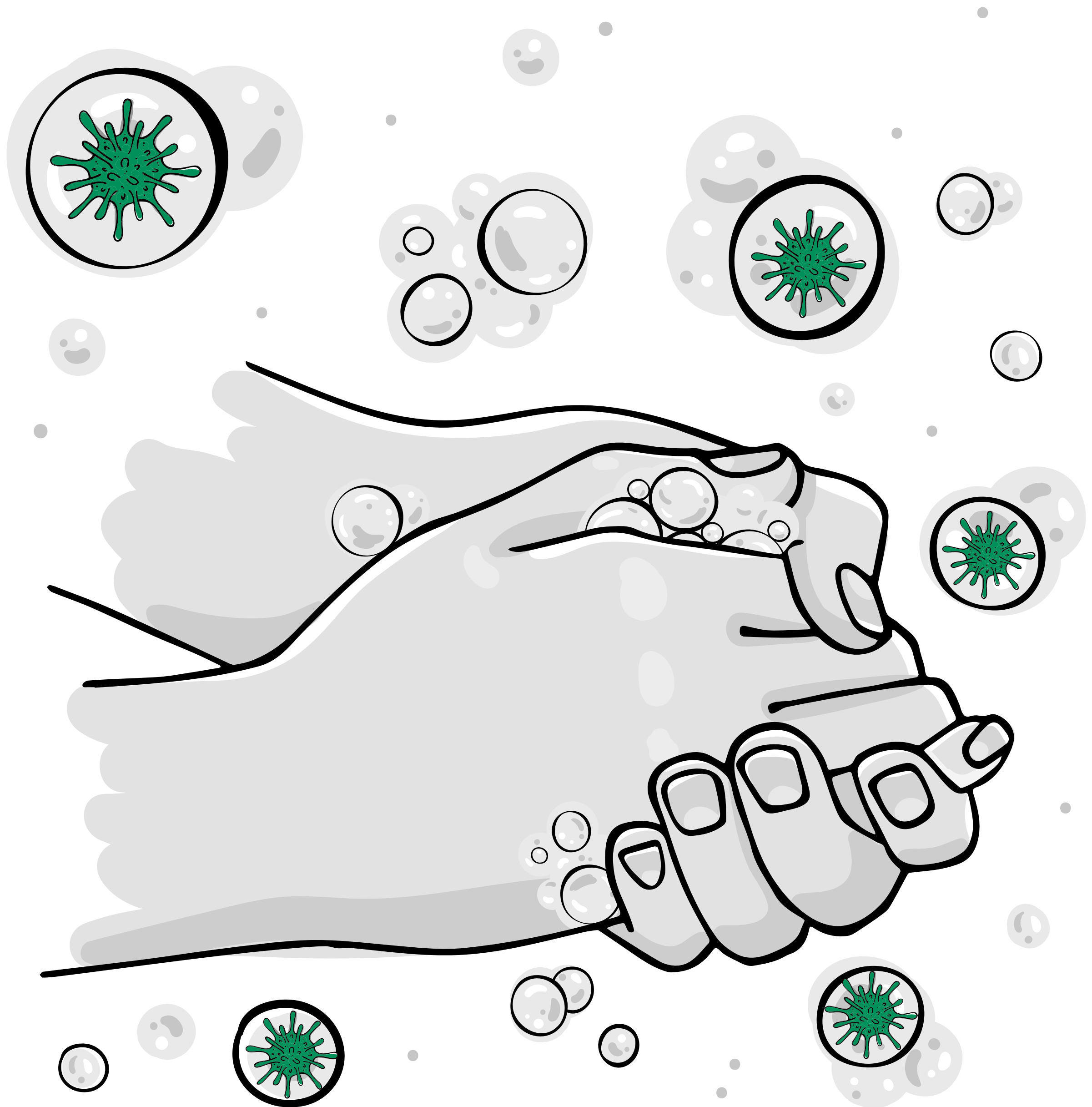
Dos and Don'ts for Sharekhan staff



**NEW
RULES
INSIDE**

Last updated on January 11, 2022

Dos and Don'ts of Personal Hygiene



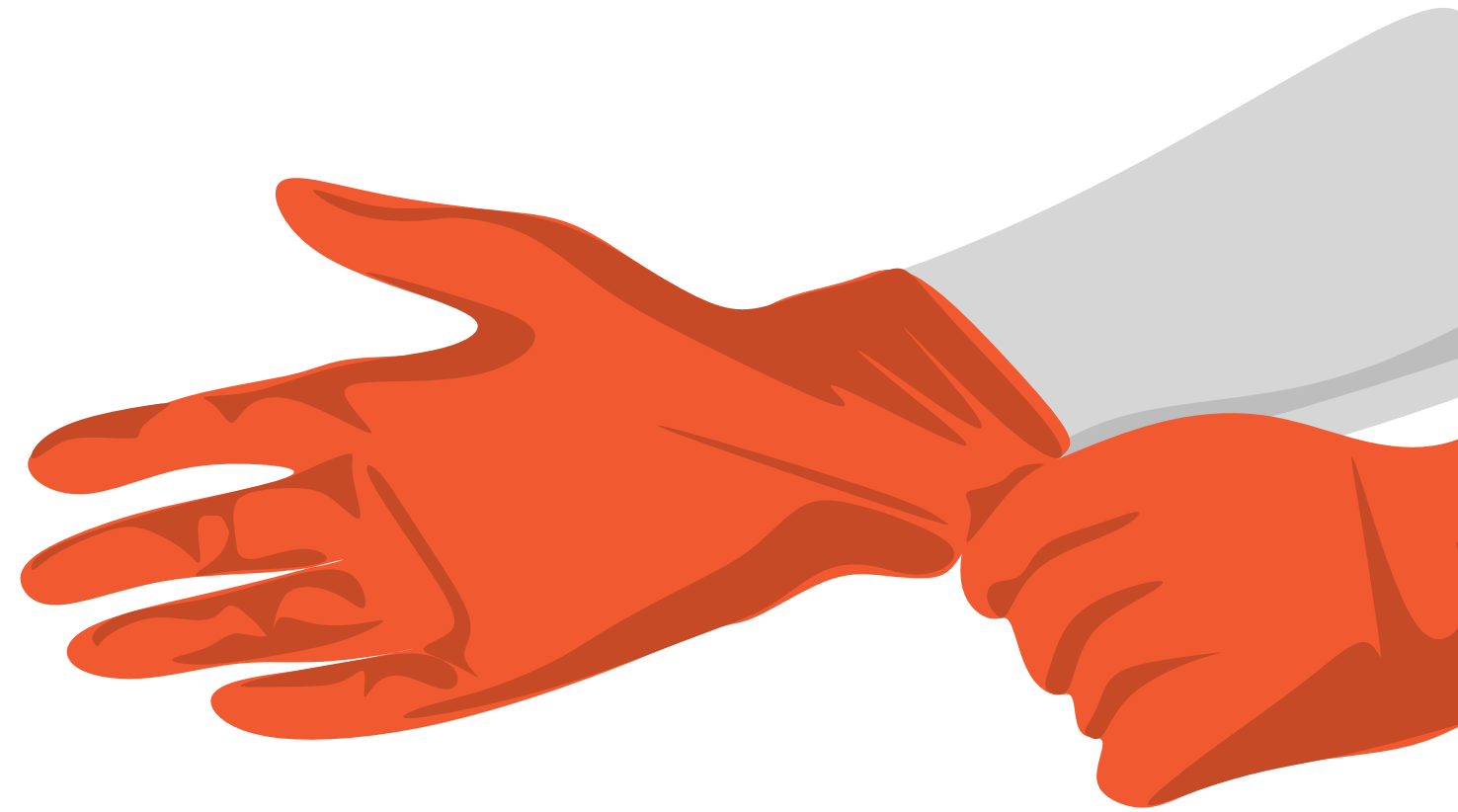
UPDATED

Wear **masks** at all times whenever you go out.



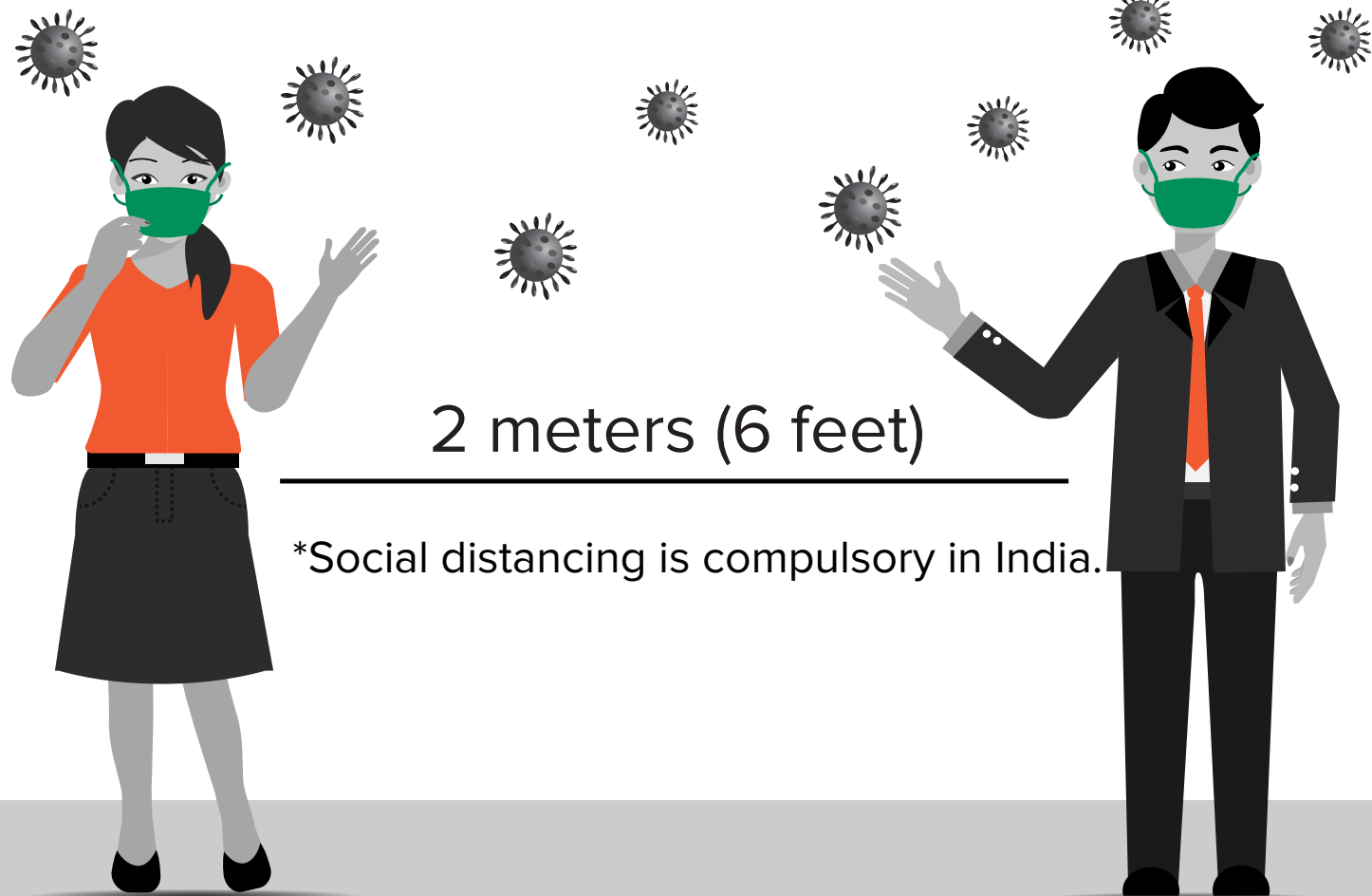
*Wearing mask is compulsory in India and some states even impose fines for not wearing a mask.

Wear **gloves** wherever possible.



UPDATED

Maintain **social distancing** at all times.



*Social distancing is compulsory in India.

Always carry an **alcohol-based sanitiser** and use it frequently while travelling.



Dos and Don'ts
of Personal Hygiene

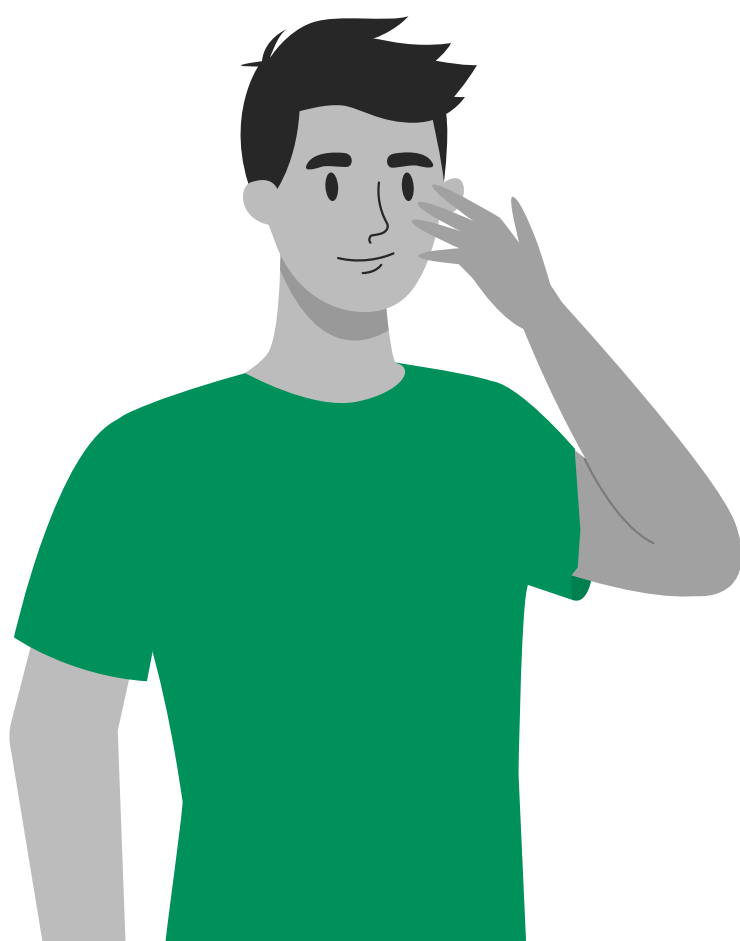
Download **Arogya Setu**, keep your location and Bluetooth always on and check the app frequently.



Wash hands for **20 seconds** with soap whenever possible.



Avoid **touching your face** (mouth, eyes, nose and ears) without sanitising your hands.



After returning home, immediately **take a bath** and put your clothes to wash.





Don't come to work if you are **not well**.



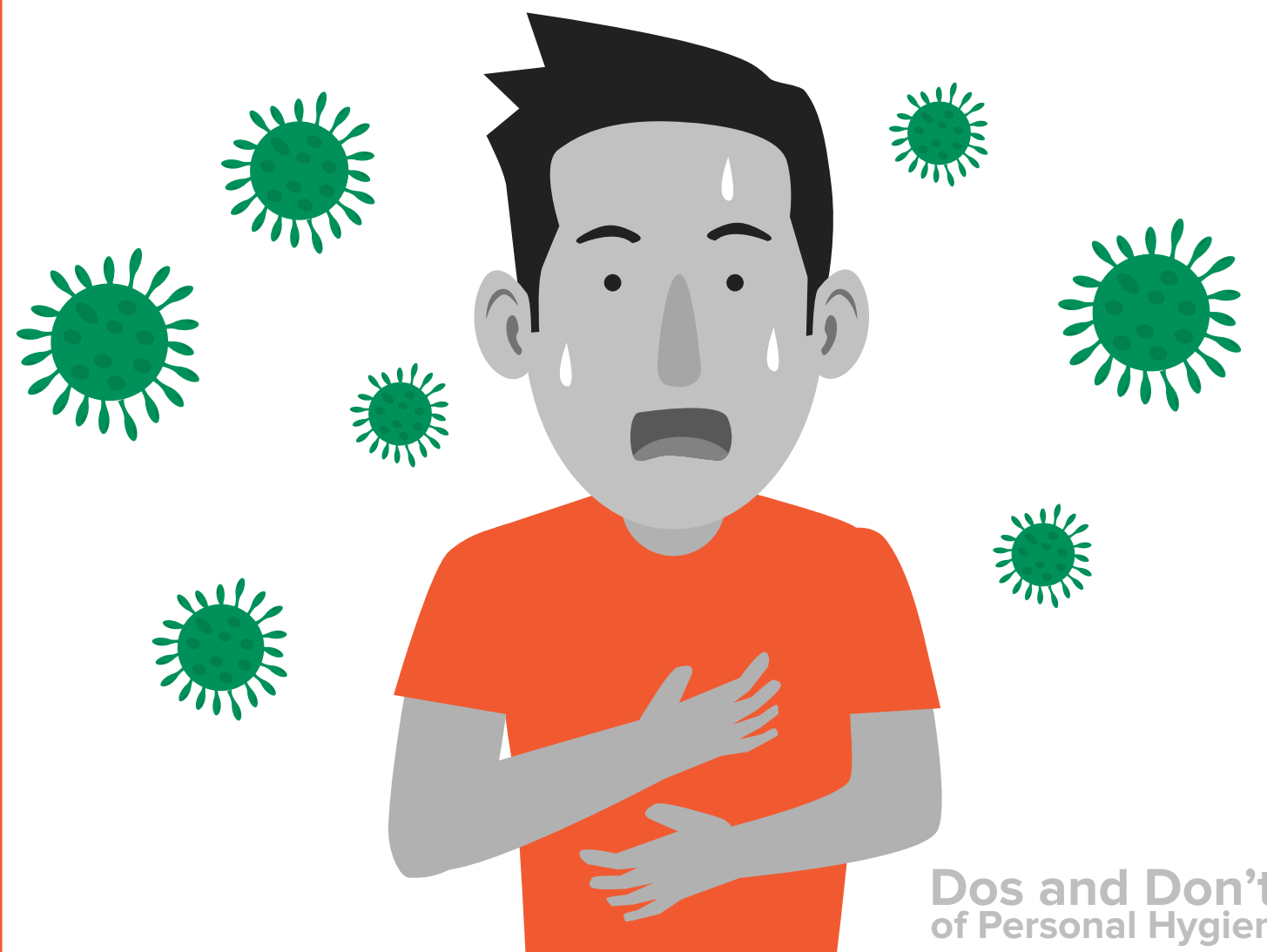
Get in touch with **a doctor** and follow his advice when feeling unwell.



Update **your manager** immediately when you are sick.



Do not panic if you test positive for COVID-19.



Remember COVID-19 is a viral infection and **80%** recover without needing hospitalisation and only **2-3%** need ICU.



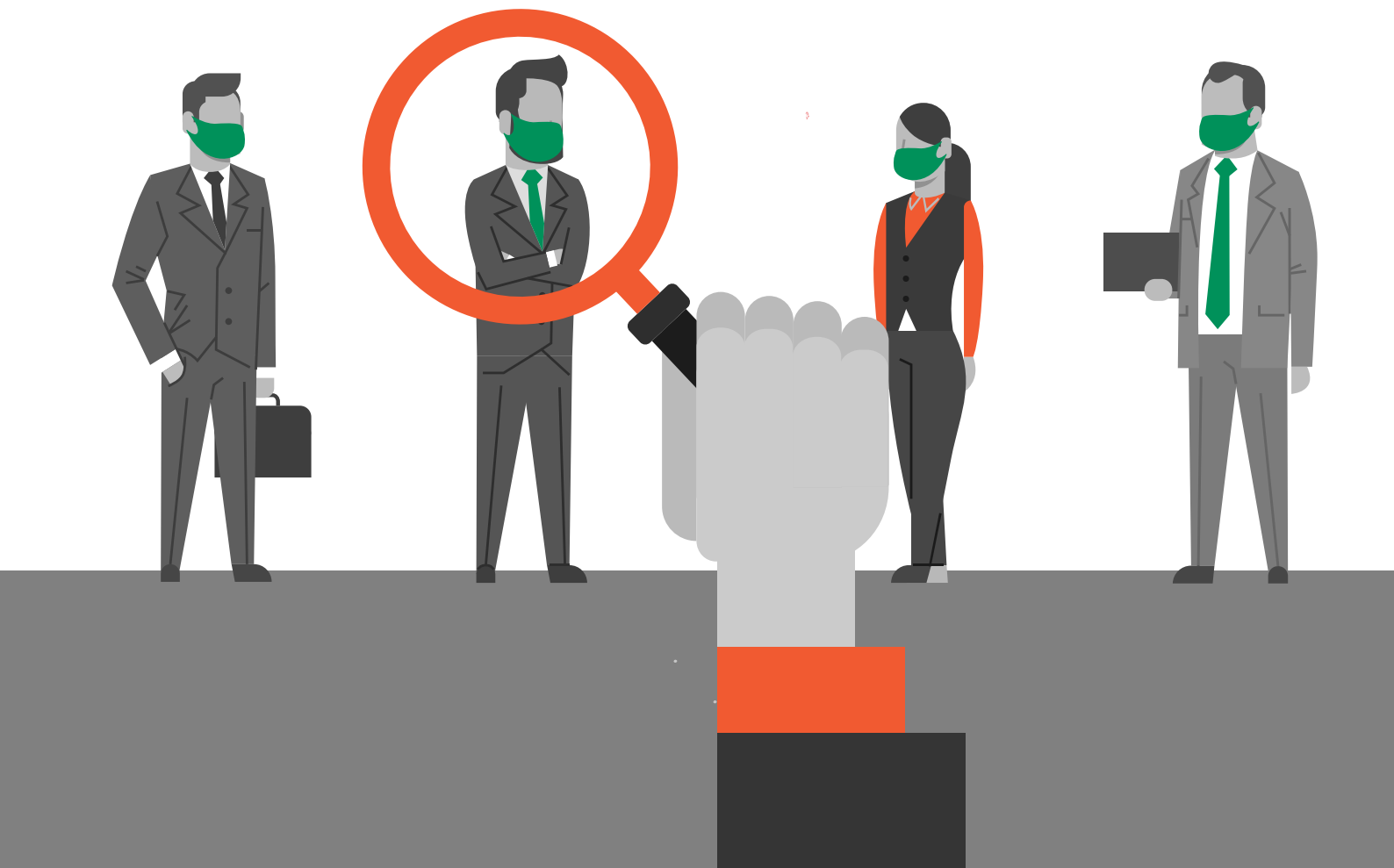
Keep your **mindset positive** to be COVID-19 negative.



Dos and Don'ts of Workplace



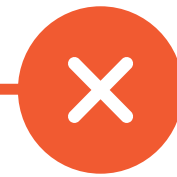
Travel to work
only if you are among
the employees
identified to do so.



If you are **working from office**,
use the transport service
provided by the company,
travel by train or
drive your own vehicle.



While **embarking and disembarking** use
alcohol-based hand sanitisers
placed in all buses arranged
by the company.

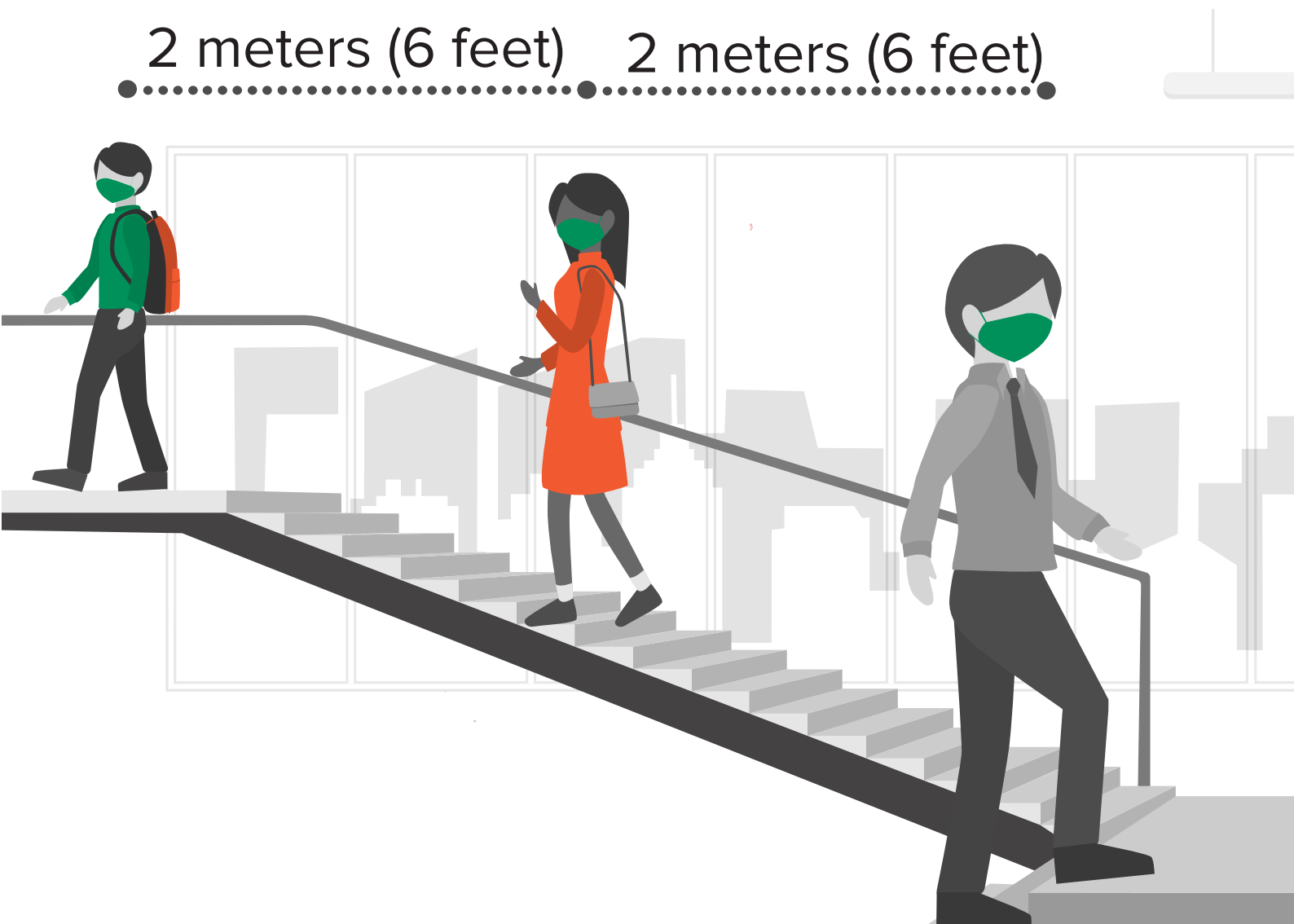


Do not **spit**
out of the bus window.



Use **the staircase** wherever possible.

2 meters (6 feet) 2 meters (6 feet)



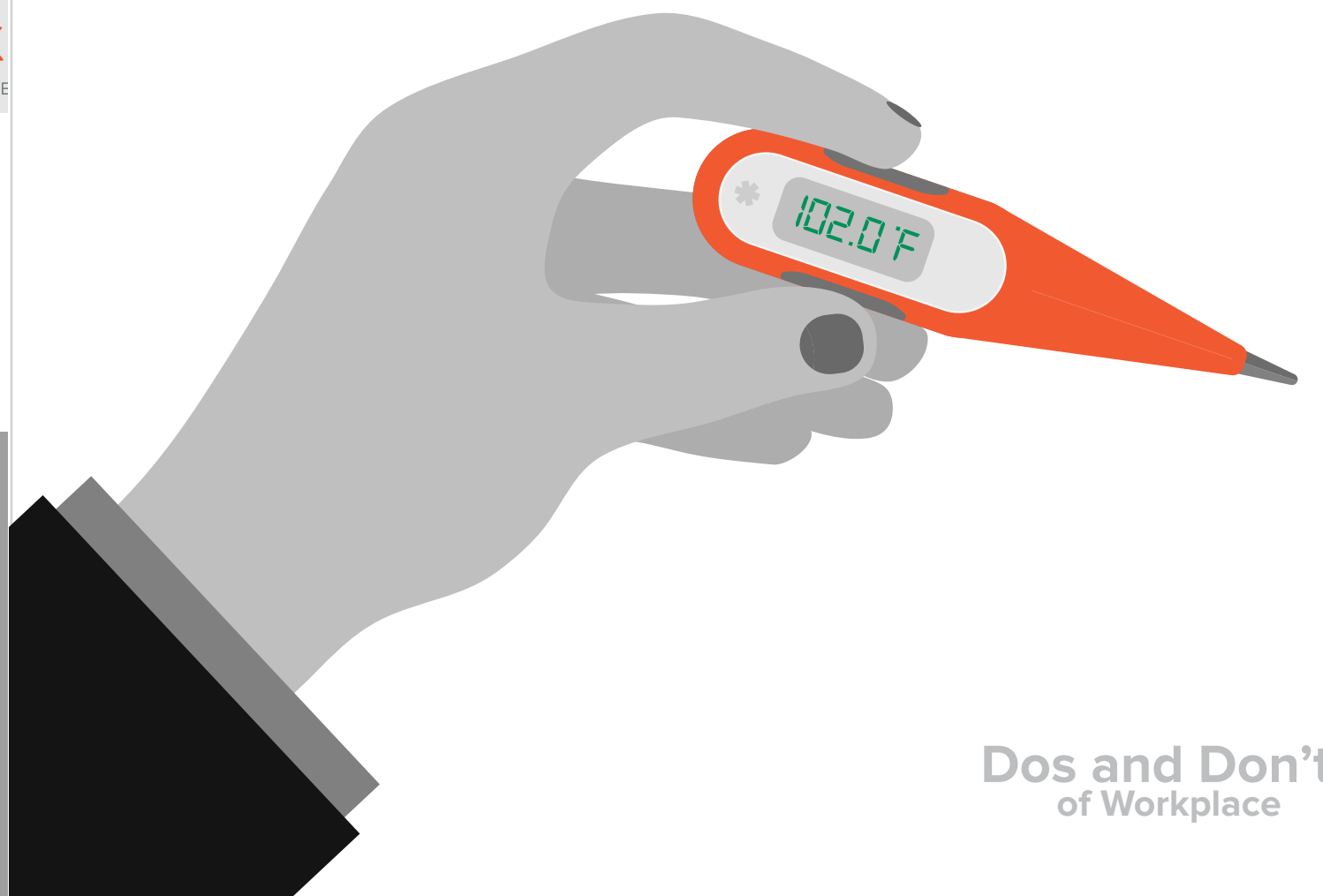
In case of **using lifts**, adhere to the social distancing norms.



Note **thermal screening** and **Arogya Setu app** are mandatory for all staff.

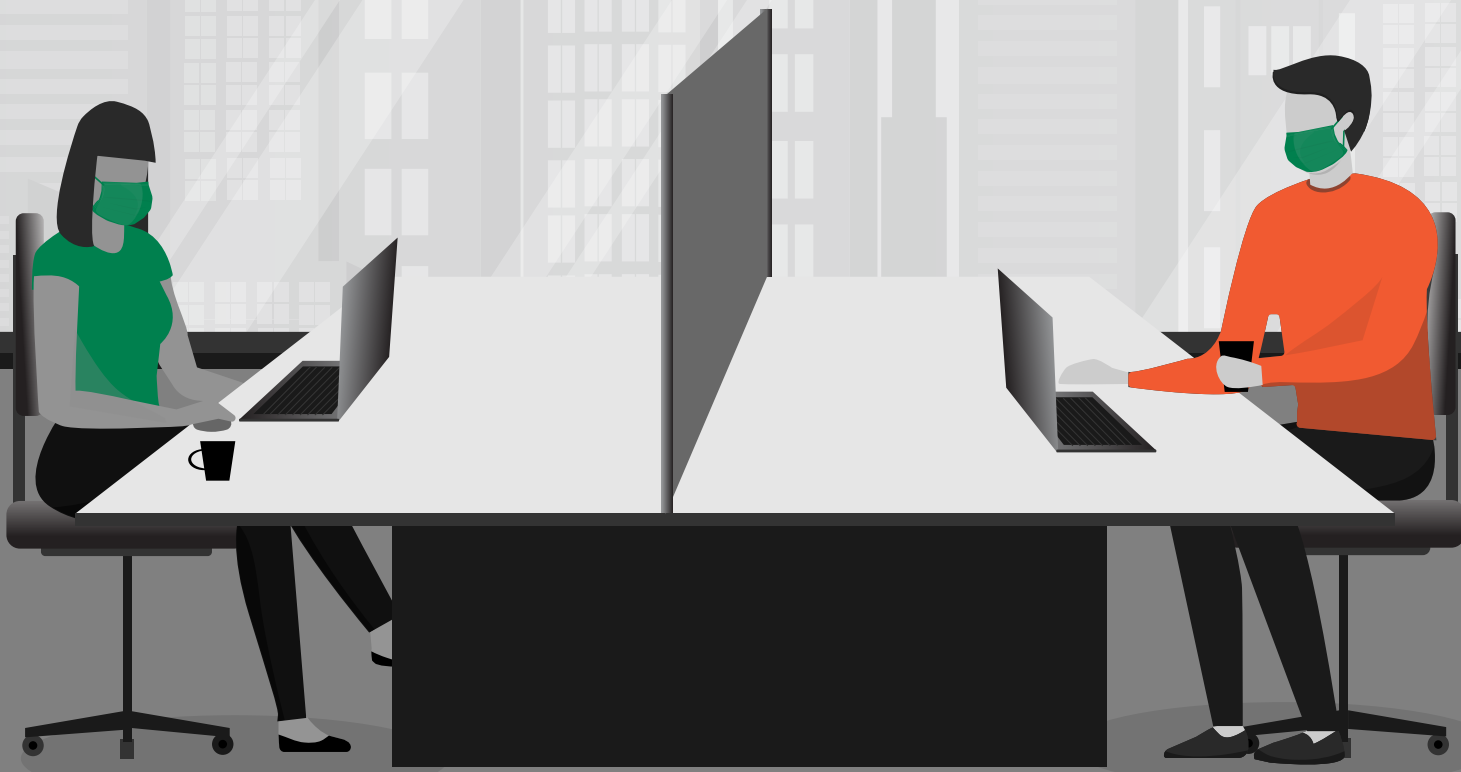


Check **your temperature** regularly and look out for respiratory symptoms.



Maintain **6 feet** distance from one another inside the office.

2 meters (6 feet)



Maintain **social distancing** while conducting meetings; remember, gathering of more than 10 people is not allowed.



Work in **split-team mode** where one team works from office and the other works from home or another office/branch location.

NEW



Maintain a **safe distance** from persons during interaction, especially with those having flu-like symptoms.

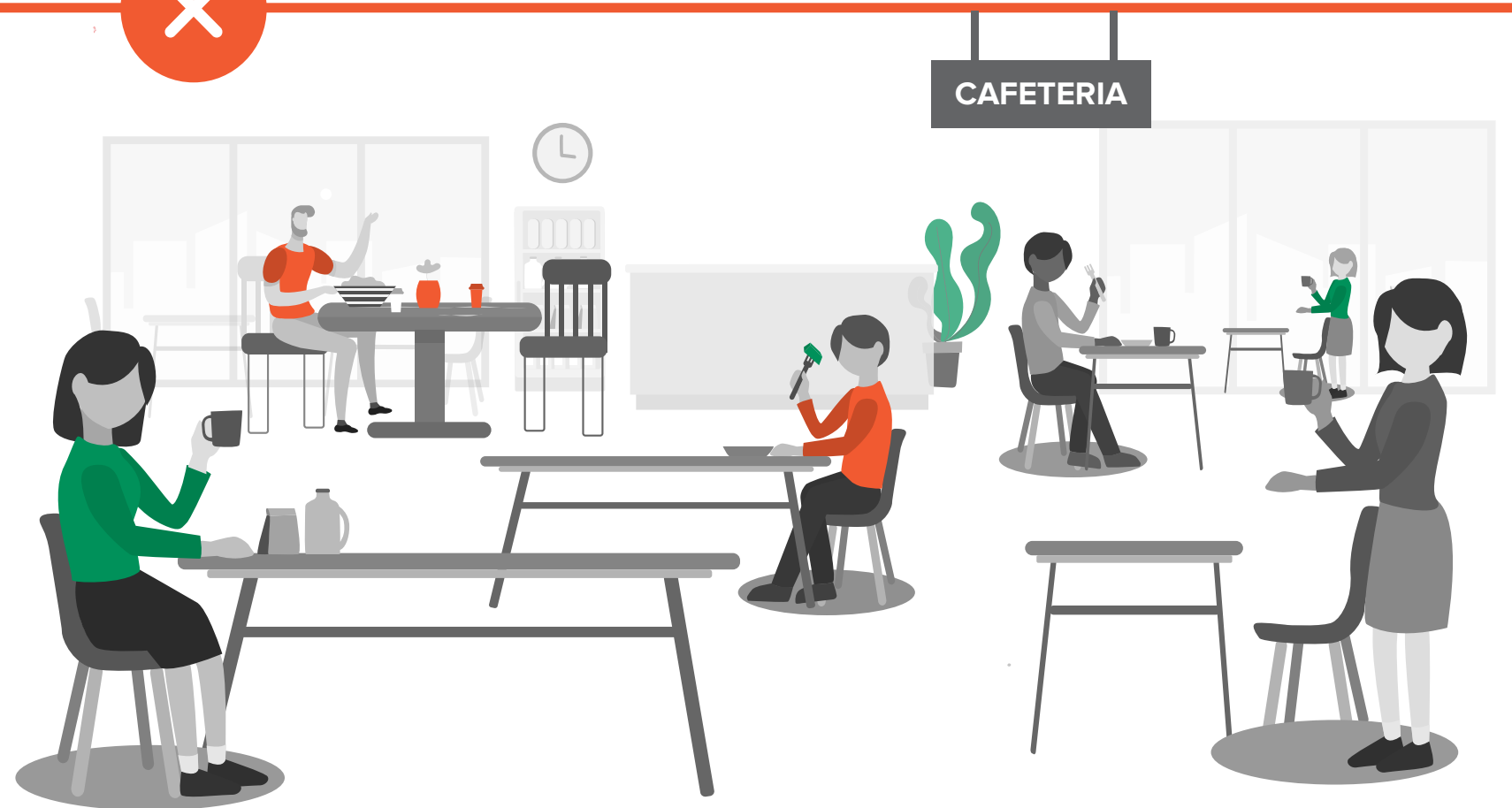




Do not **shake hands**.
Greet each other with
a Namaste or wave
from a distance.



Do not **participate**
in large gatherings,
including sitting in
groups at canteens.



Do not have a **close contact**
with anyone if you're
experiencing cough and fever.



NEW

If you are working from office, submit your **final COVID-19 vaccination certificate** to HR.



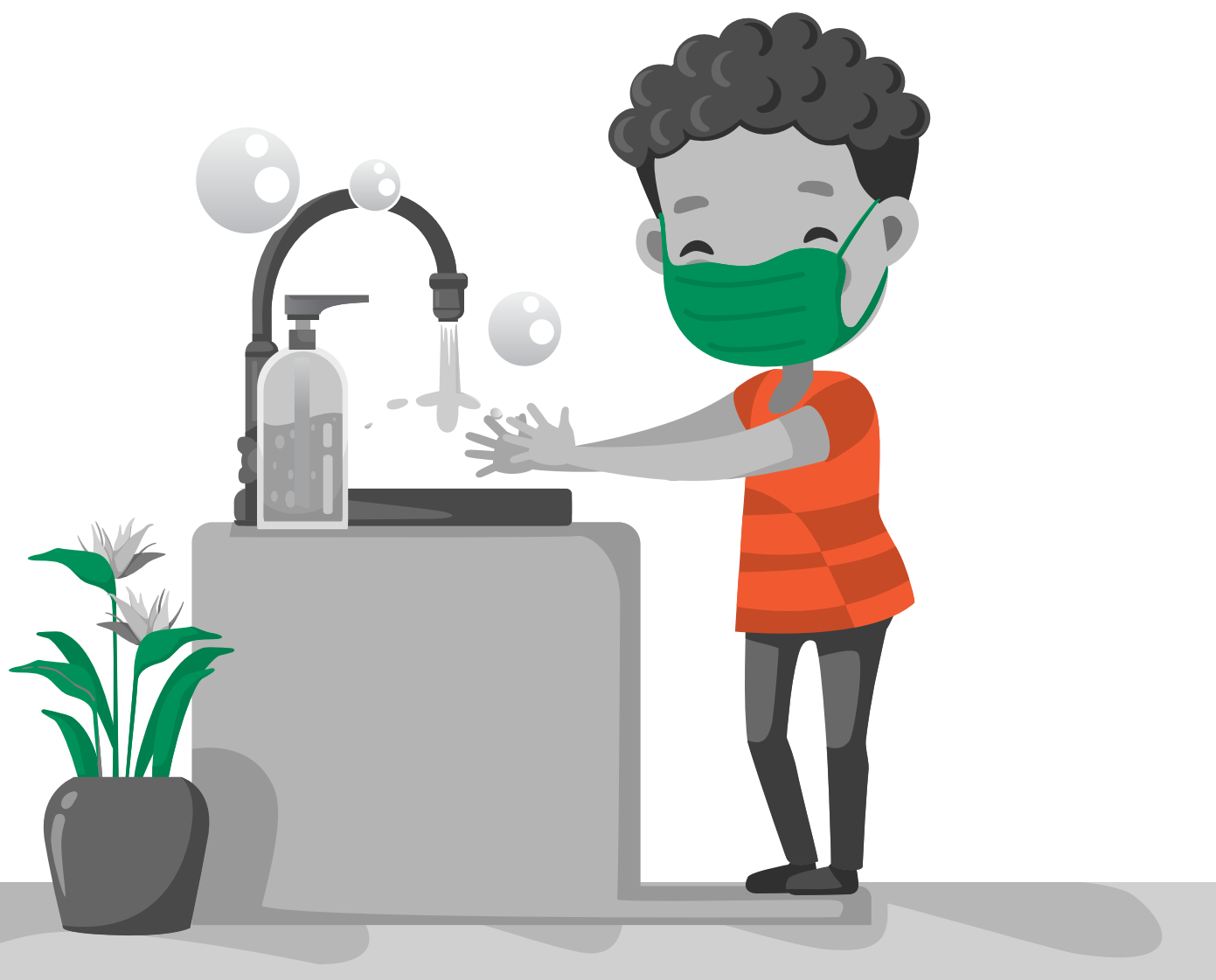
Take lunch breaks in **a staggered manner** to avoid gatherings.



Do not **share** lunch, water bottle and objects like mask, mug, phone, newspaper, notepad, paper, pen, pencil, eraser, folder, laptop, keyboard, mouse and sanitiser with your colleagues.



Practise frequent hand washing. Wash hands even if they are visibly clean.



Sneeze in the inner side of your elbow and not into the palms of your hands.



Cover your nose and mouth with handkerchief/tissue while **sneezing and coughing**.



Throw **used tissues** into closed bins immediately after use.



Dos and Don'ts of Travel



Travel only when necessary.

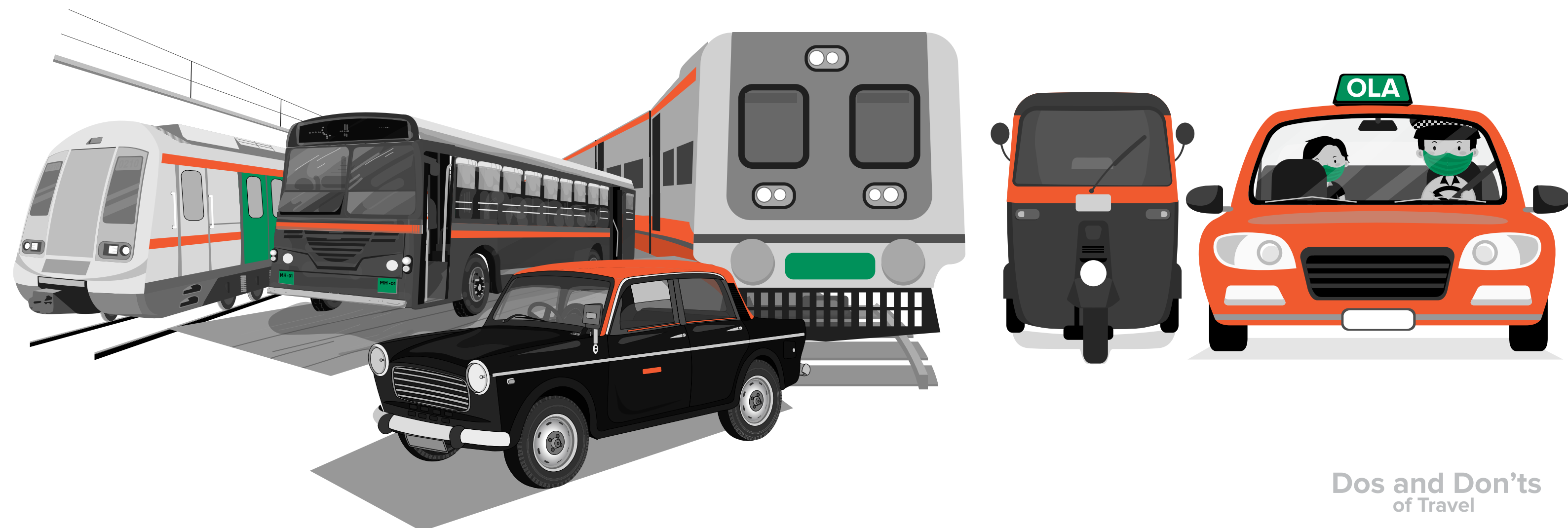


Use your **own vehicle**, eg a car, cycle, scooter or mobike, as far as possible.



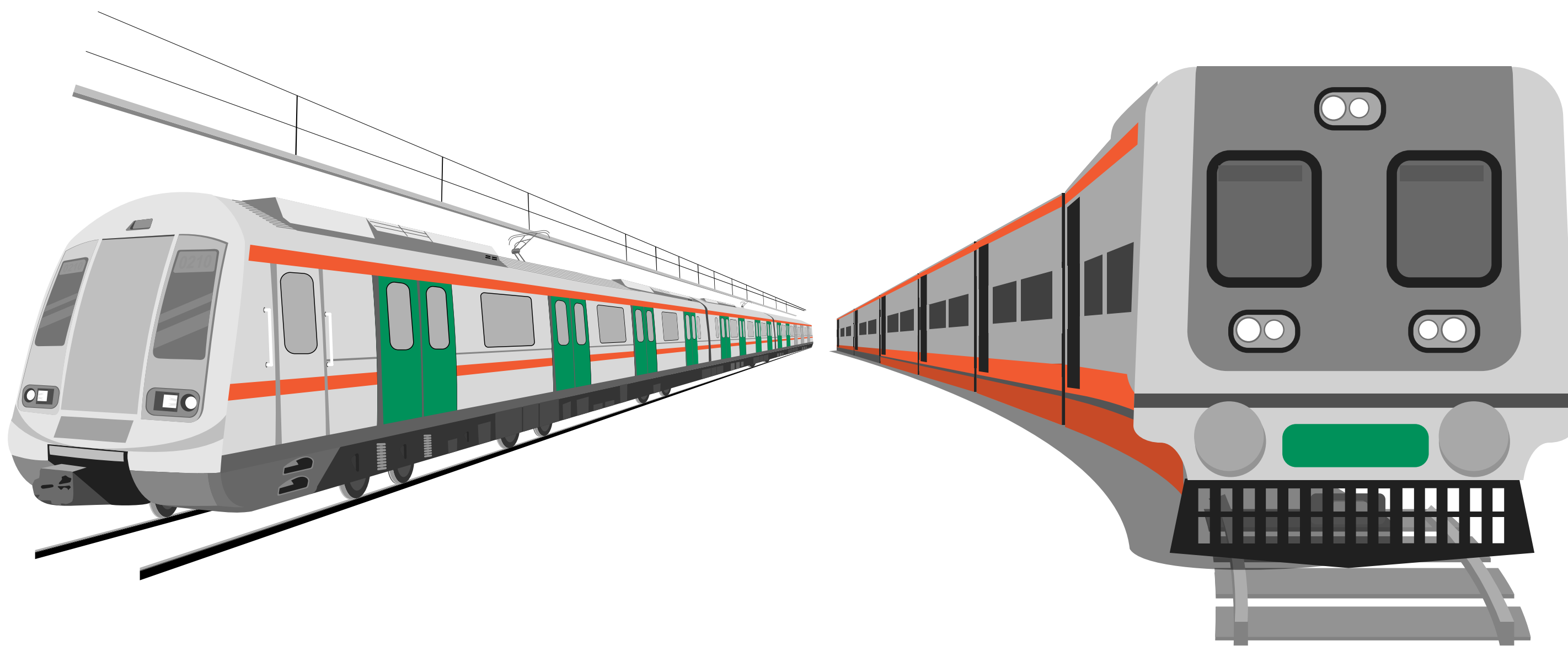
To stay safe follow all **COVID-19 protocols** while using public transport systems.

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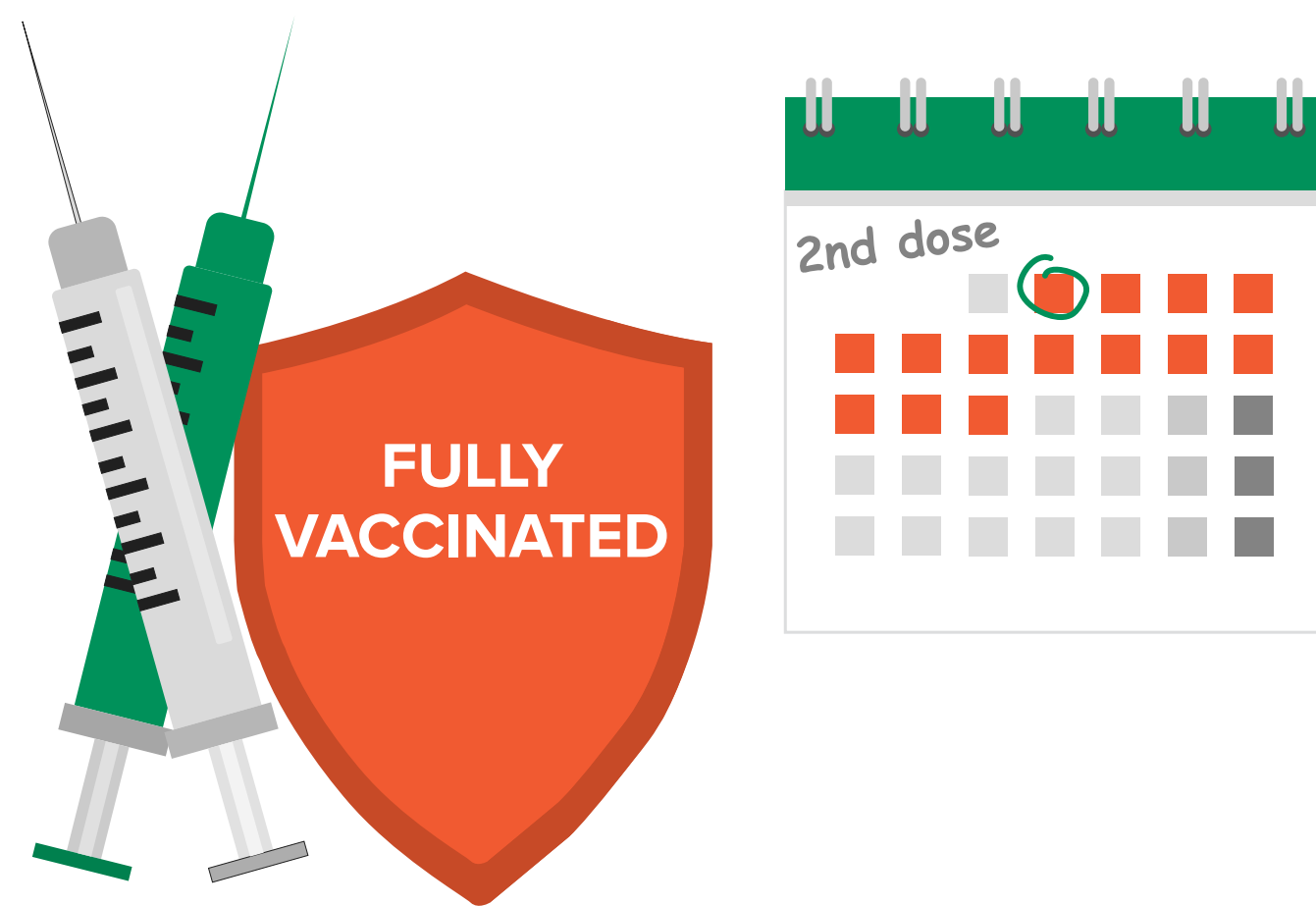


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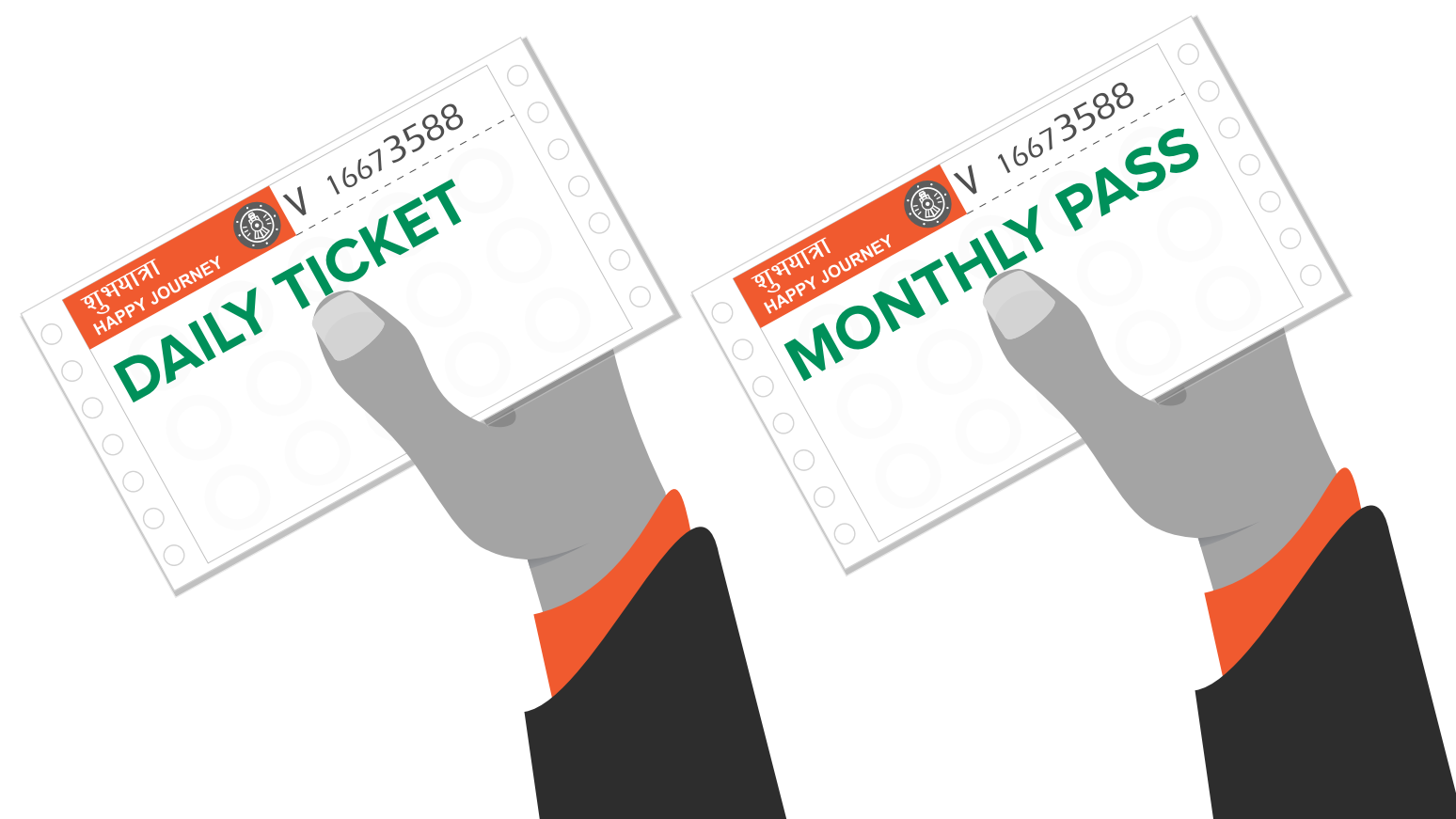
Dos and Don'ts of Local Train Travel



Travel by train only if you are **fully vaccinated** and have **completed 14 days** after your second dose.



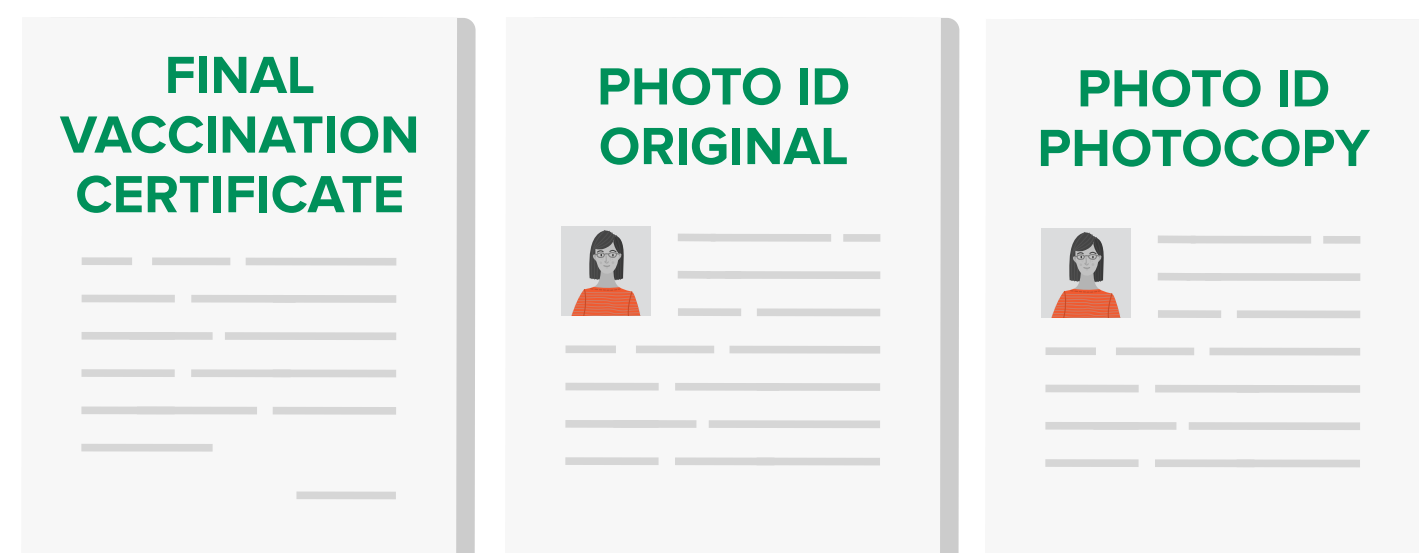
Purchase a ticket/monthly pass either offline or online for train travel.



To buy **ticket/monthly pass** offline, first get your vaccination status verified at a help desk at the station.



For the **status verification**, carry a hard copy of your vaccination certificate, the original copy of a photo ID and a coloured photocopy of your photo ID.



Furnish your **stamped vaccination certificate** and **photocopy of photo ID** at the booking counter for buying a ticket/monthly pass.



To **buy ticket/monthly pass online**, first visit **<https://epassmsdma.mahait.org>** to obtain an e-pass and show it at the booking counter to obtain the actual ticket/monthly pass.



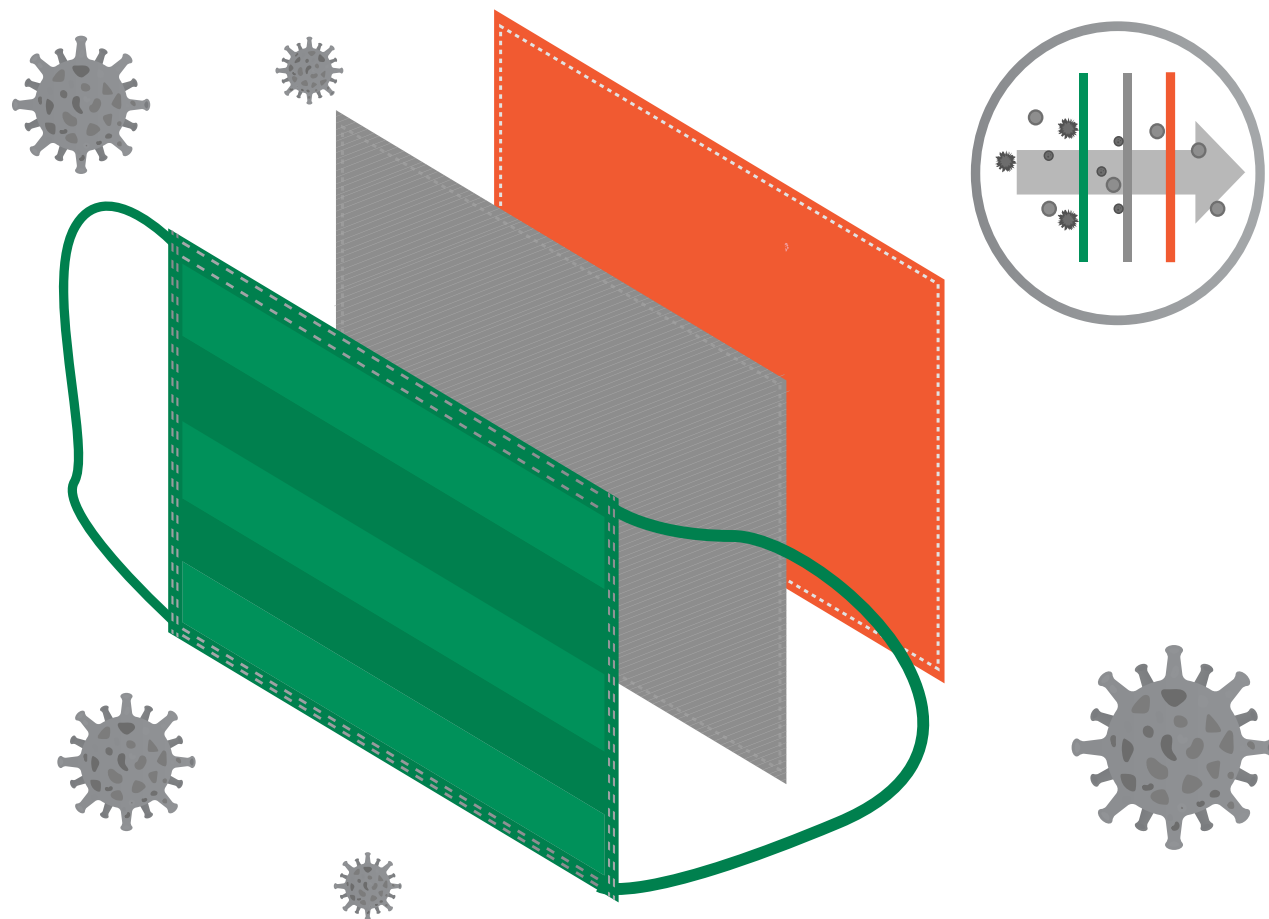
Always carry **three documents** – ticket/monthly pass, stamped vaccination certificate and photo ID copy – while travelling by local trains.



Dos and Don'ts of Masks



Use a **three-layered** mask of cotton and change mask every **12 hours**.



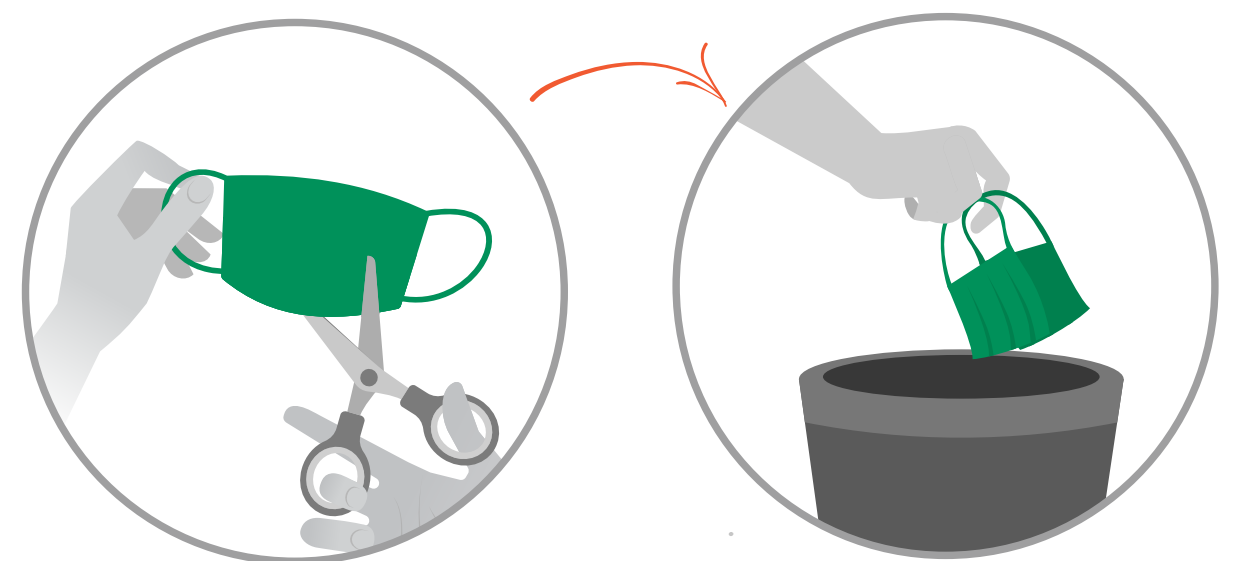
Use a mask only in a **crowded place** and when in close contact with one or more persons.



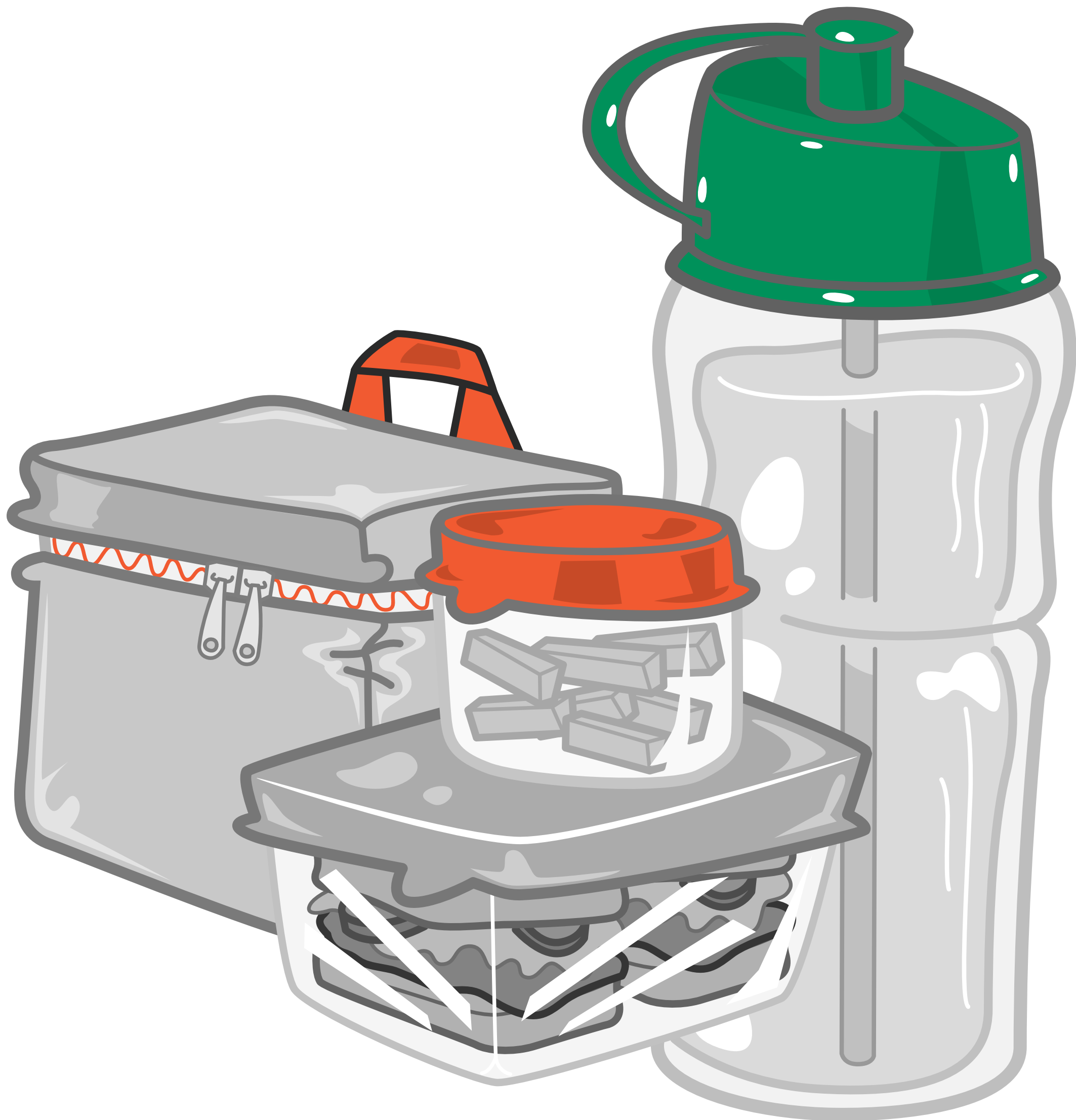
Do not wear a mask **at home** or when you are **alone**.



Cut through disposable masks before throwing them away to prevent people from reusing them.



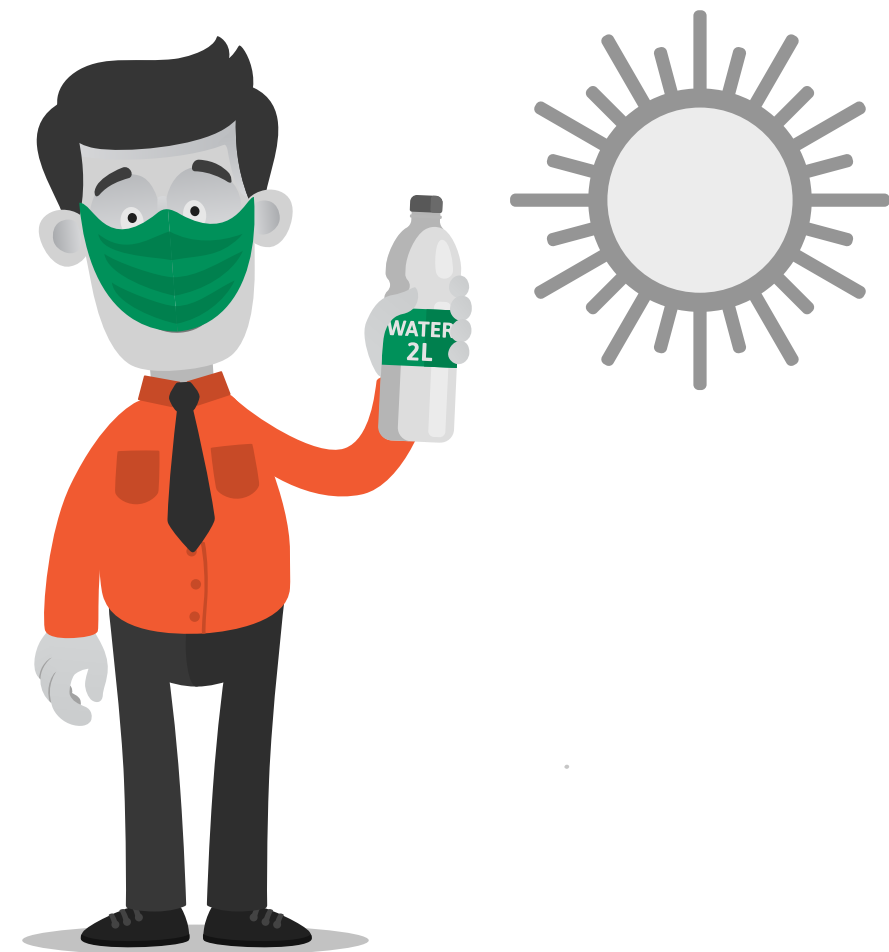
Dos and Don'ts of Food and Beverages



If you go out, carry your **lunch and snacks** from home and avoid eating outside food.

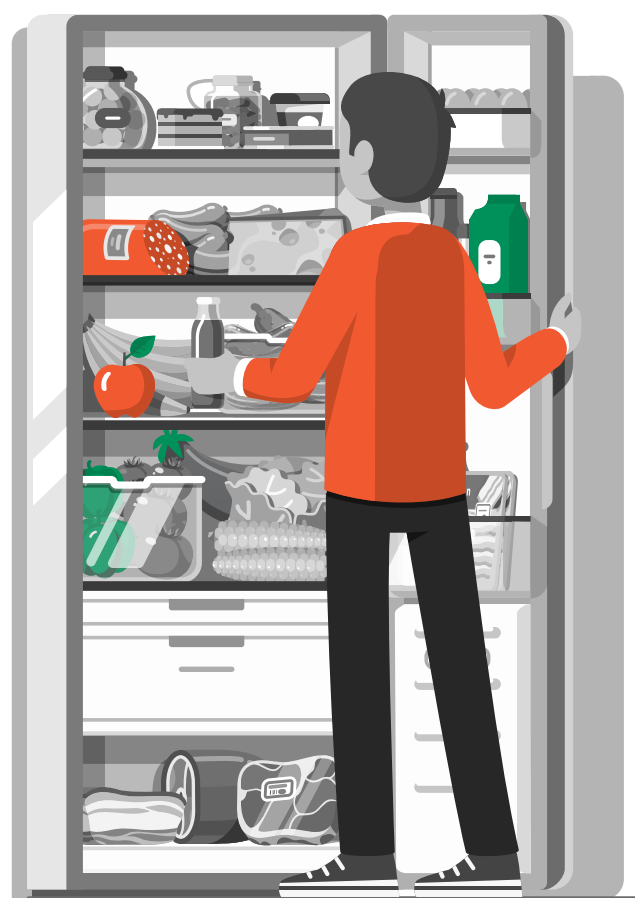


If you go out, carry a **bottle of water** at room temperature to stay hydrated at all times.

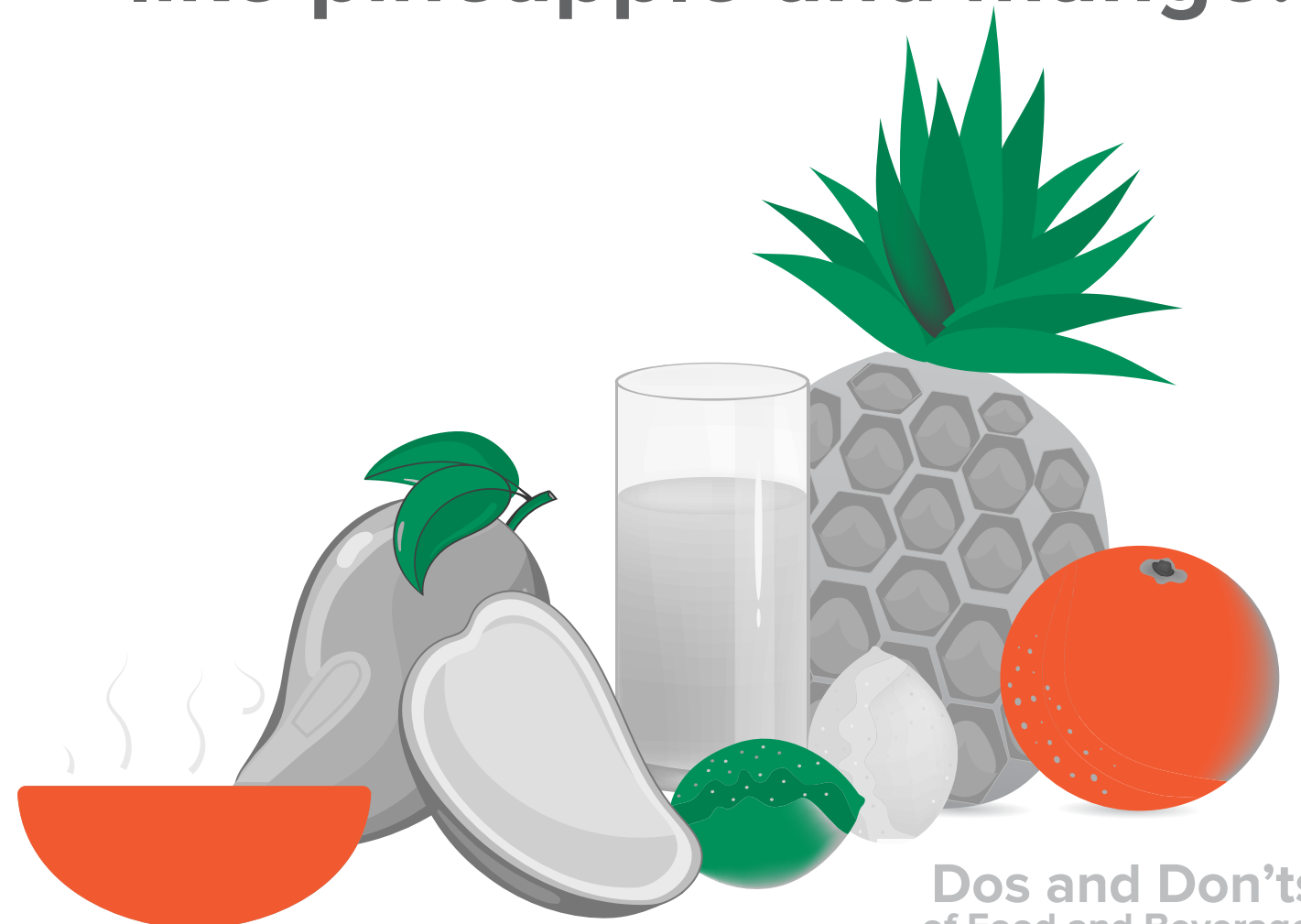


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Don't drink **cold water** and avoid **cold food** items and beverages.



Try to keep your body **alkaline** by drinking lemon juice and hot soup, and eating fruits like pineapple and mango.

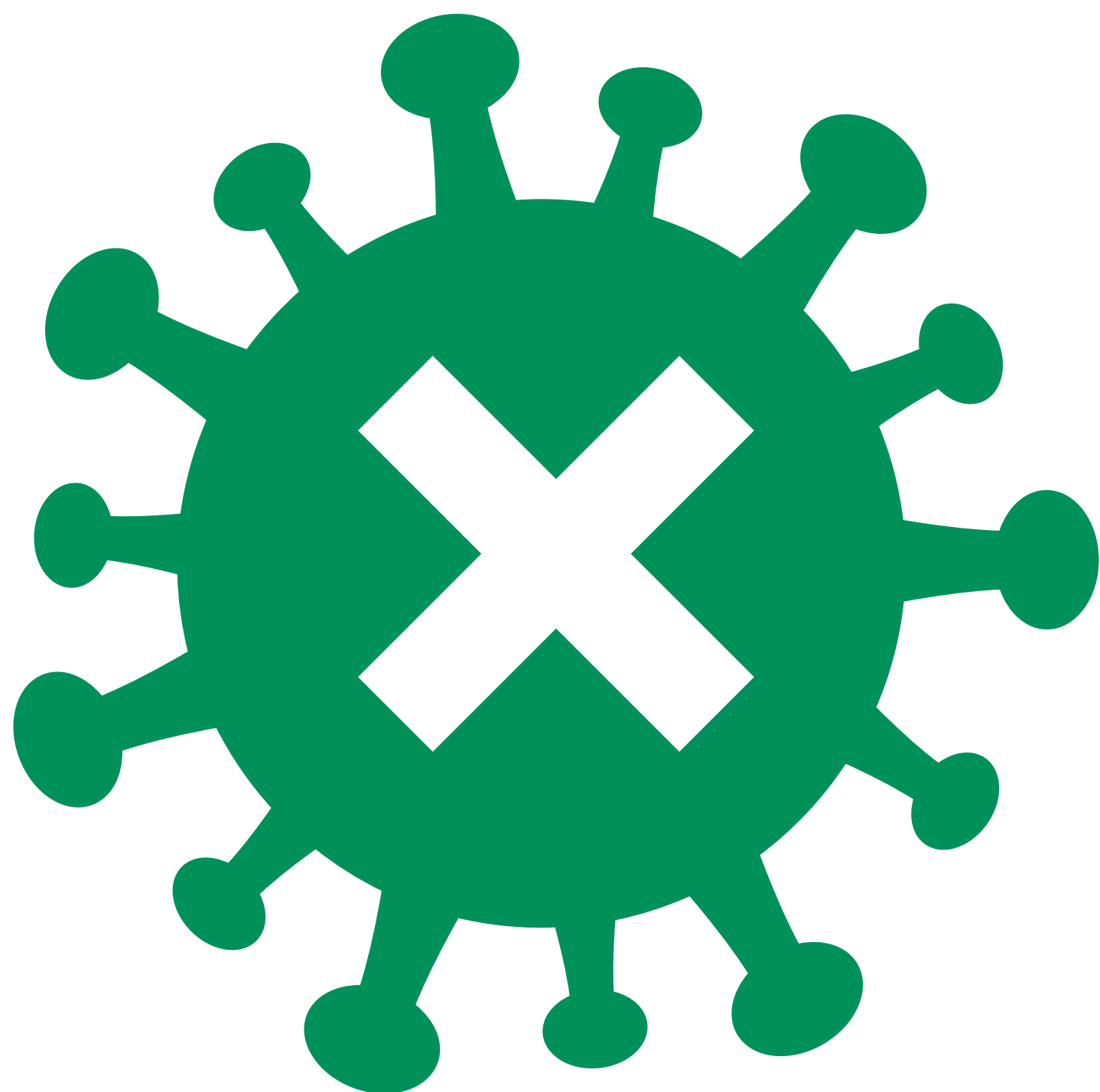


Dos and Don'ts
of Food and Beverages

NEW

General Dos and Don'ts of the Pandemic

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Do not **discriminate** against the people affected by COVID-19.



Limit going to social gatherings and say no to crowded places.



For **hosting important events** which cannot be postponed, keep the number of guests to minimal.



Connect with your loved ones and colleagues virtually.





Do not **circulate social media posts** which carry unverified or negative information.



Do not **hesitate** to disclose your symptoms.



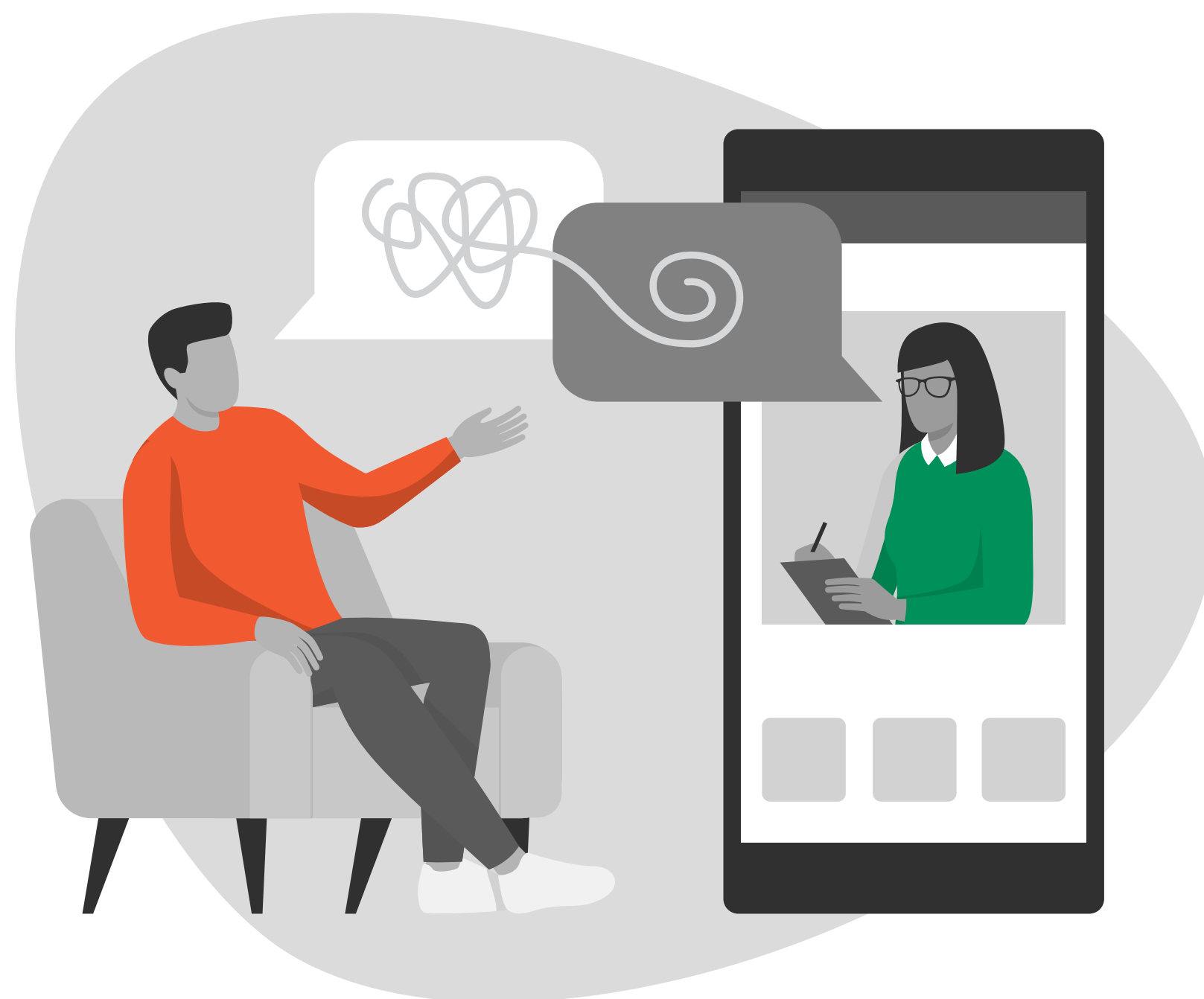
Call **national toll-free helpline number 1075** or state helpline numbers for all COVID-19 related queries or if you observe any COVID-19 related symptoms like fever, cough or difficulty in breathing.



Seek information on COVID from credible sources like the Ministry of Health and Family Welfare's website (www.mohfw.com).



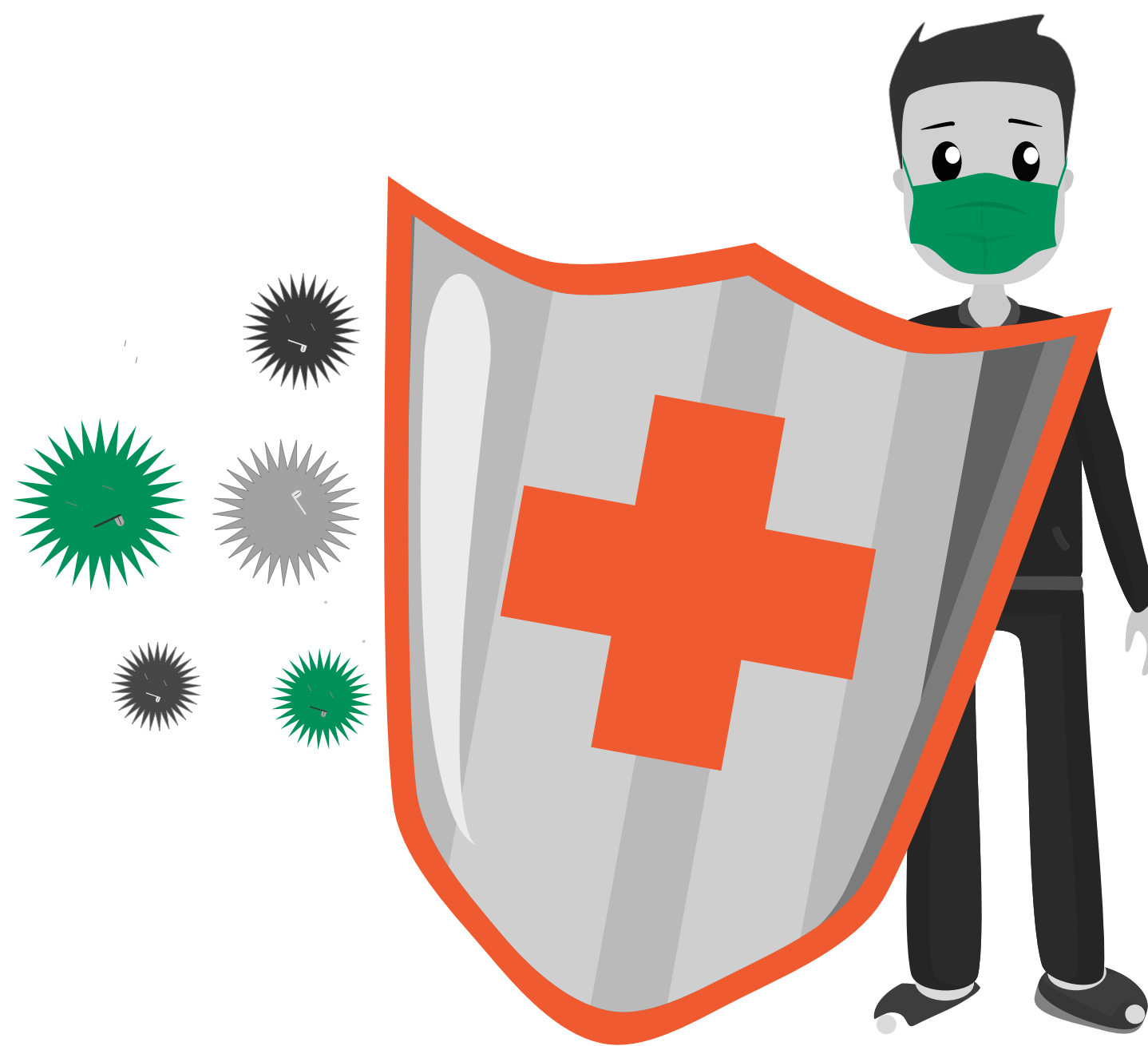
Seek **psychosocial support** in case of any distress or anxiety by calling on national psychosocial toll-free helpline number **08046110007**.



Regularly **clean and disinfect** frequently touched surfaces using chemical disinfectants.



Be safe, be healthy.



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Sharekhan

by BNP PARIBAS