

Making the Best Comeback: Advisory for employees

This pandemic is new for all human beings living in this world. Here are a set of recommendations for our employees working at our clients to maintain a safe environment at work and protect themselves and their peers from the virus.

Staying abreast with all guidelines and advisories from the Ministry of Health and Family Welfare is critical. The Ministry updates its guidelines frequently based on changing circumstances and thus, the following advisory should be updated to stay in-line with Ministry recommendations.

1. Go to the office or work only if you are healthy and scheduled to come to work. In case you feel sick or are having severe cough, sneezing or breathing difficulty, take permission from your reporting manager to go back home or stay at home under medical consultation.
2. If you do not have a mask, wear home-made face masks while at work so that respiratory hygiene can be maintained and any accidental cough or sneeze would not impact others.
3. For as long as the Ministry of Health and Family Welfare includes it in its advisory, social distancing should be maintained at all times. Adopt alternate seating arrangement in the workspace, canteen, pantry, meeting rooms, company bus etc. as applicable. A gap of 6ft from another person has to be adopted at entry, exit gates, queues, discussion areas, breakout areas, etc. as applicable.
4. Get your body temperature checked voluntarily before entering the workplace. Just in case your temperature is above-normal, avoid entry to the work premises and seek consultation with a doctor.
5. Wash your hands frequently with soap and water or alcoholic hand rub.
6. If you have been in contact with an infected person; self-declare and seek permission to work-from-home or be granted leave. Follow self-isolation for a period advised by competent health authorities.
7. Stop car / bike pooling, do not lend personal tools and equipment such as tools at work, bike, vehicle, laptop, mobile phone etc. to others. Check driver health before boarding a taxi or rickshaw and avoid touching surfaces as much as possible and disinfect hands after getting off public or private transport.

Working at Office / Work Facilities

1. Avoid using your hands while handling the frequently touched points such as doors, knobs, handles and various surfaces. Rather, use your elbows, feet or gloves for the hands. If you must use your hands, keep washing your hands frequently during the day.
2. Whenever transport facilities between districts and states open up, you must adopt all the prescribed precautions for travel.
3. Learn the etiquettes for attending the virtual meetings and follow the best practices.

4. Keep workspaces well ventilated by either by keeping windows and doors open periodically or by adequate ventilation systems.
5. Avoid inviting visitors to company premises. If it is essential, the following norms have to be followed:
 - a. Meet them in the specified areas within the premises,
 - b. Avoid personal contact with the visitor,
 - c. Ask the visitor to wear a mask and advise him/ her to maintain social distance while interacting with others while inside the premises
 - d. Ask the visitor to disinfect his/her hands and tools such as laptops if they are to be used during the interaction.
6. Follow best practices related to health and hygiene at home, for example homes with babies, infants, kids or elderly who might be at higher risk of infection need to adopt special measures. Similarly, there are guidelines to follow if there is a covid-19 confirmed case in the neighbourhood.
7. Educate friends and family on personal hygiene such as hand wash, respiration (cough and sneeze), usage of masks (including disposal), meeting etiquette and norms for remote working.

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