

Stylized, glowing purple and blue virus particles with spiky protrusions, positioned in the top-left, middle-right, and bottom-right corners of the dark blue background.

  
Confederation of Indian Industry  
125 Years: 1895-2020

# COVID-19

**BACK TO WORK  
PROTOCOL**

# Getting back to Routine to Work?



- We are on the verge of entering Lockdown 4.0; some restrictions have already been lifted, more are likely to be eased by the Central and State Governments.
- The New Normal and work at home has been effective for most of us, so we must continue the good work and stay at home until the risk is neutralized or minimized
- However, the organizations may require some of us to be back in office, but only if it is unavoidable



# Ways to prevent the spread of COVID-19 in your workplace

## Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



# Before you leave home



**CHECK TEMPERATURE  
BEFORE SETTING OUT,  
IF ABOVE NORMAL,  
CONSULT YOUR  
DOCTOR AND STAY AT  
HOME**



**MAKE SURE YOU WEAR  
A MASK OR  
COVER YOUR FACE  
AND WITH A CLOTH**



**ALWAYS CARRY  
ALCOHOL-BASED  
HAND SANITIZER**



**WEAR FULL SLEEVES  
SHIRT OR CLOTHES TO  
COVER YOUR ARMS**



**USE YOUR OWN  
TRANSPORT**



# Before you leave home

- Carry your office identity card at all times
- In case you must use public transport:
  - Sanitize your hands before boarding and after deboarding
  - Make sure other travelers are wearing masks
  - If possible, avoid air conditioning, open the window for fresh air
  - Follow prescribed seating arrangement, keeping in mind the physical distancing norm

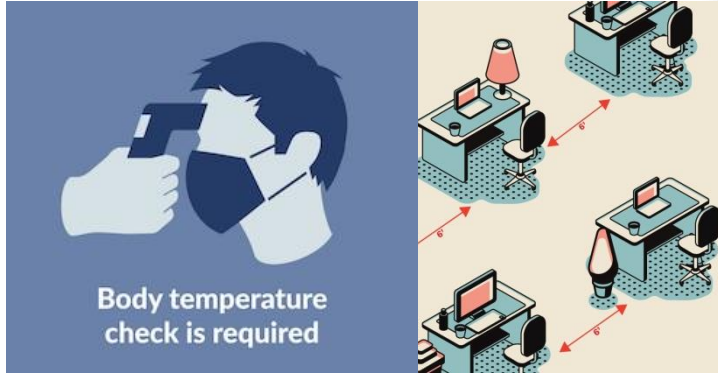




# When in office



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- Ensure arrangement is in place to check temperature before entering office
- Maintain social distancing from colleagues / contractors / visitors
- Avoid taking lifts, instead take staircase to the extent possible. If using lifts, maintain distance from Co-passengers.
- Do not touch doors knobs, handles, lift buttons. Instead, use elbows / arms.

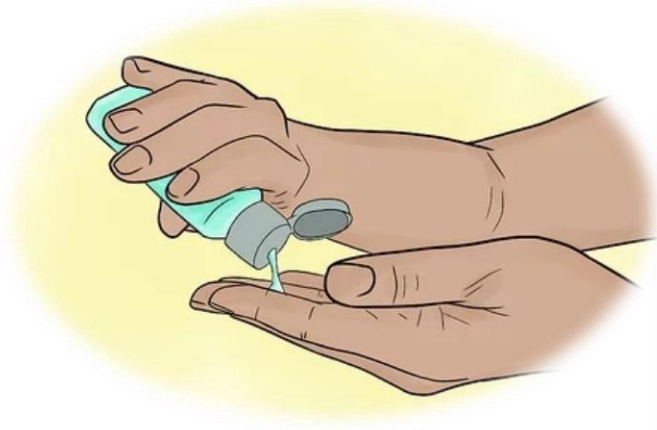




- Preferably offices should have auto-door opening facility with inbuilt sensors
- Ensure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) are to be wiped with disinfectant regularly
- Promote frequent handwashing by employees, contractors, and visitors (for minimum 20 secs)
- No handshakes, greet everyone with Namaste

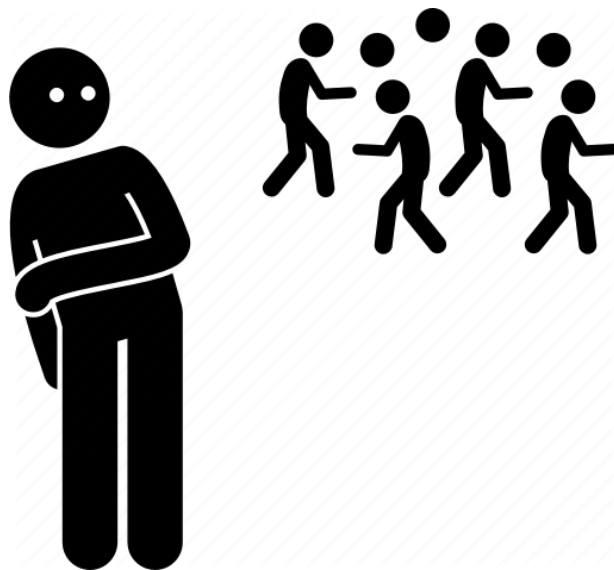






- Avoid touching your eyes, nose, ears, and mouth
- Sanitize your hands on touching any surface such as lift buttons, doorknobs, windowpanes.
- Ensure hand sanitizer dispensers have been put in prominent places around the workplace and are refilled regularly
- Avoid employees' physical meetings, instead talk over landline extensions or through e-meetings





- Carry your own lunch and water from home. Avoid sharing.
- Do not go to other floors unnecessarily
- Avoid going in and out of office repeatedly, enter and exit once



# Returning

# from

# Work





- Do wear your mask on way back home
- Leave shoes, bags, keys and mobile phone at the entry of your house. Disinfect them, before bringing them inside.
- Wash your hands and face / shower with soap and warm water
- Keep drinking warm water or other fluids regularly



**STAY SAFE!  
STAY PROTECTED!**

