

Policy Version: NEL/COVID/V1 dated 23th March 2020



Holdings Limited

**NEL HOLDINGS LIMITED
(NEL)**

COVID Policy

Pursuant to directive issued by Ministry of Personnel (Department of Personnel and Training) and Ministry of Health & Family Welfare, Directorate General of Health Services

**Preventive measures to be taken to contain the spread
of
Novel Coronavirus (COVID-1 9)**

This Policy shall come into effect from 23st March, 2020

COVID Policy Structure

In light of the COVID-19 (coronavirus) pandemic, We are taking proactive steps to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Even on mild conditions of Cold/Flu/Cough kindly use Mask to avoid cross infection.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Keep social distance - at least 6ft ; Do not over crowd.
- **Avoid / be cautious while using the Public transport like Metro and BMTC.**
It is advised to use personal transport system to reduce the risk for Self, Family as well as Colleagues.

We will provide alcohol-based hand sanitizers in common areas. Whereas it is also recommended to keep a personal Hand sanitizer.

Employees are encouraged to use telephone instead of face-to-face meetings as much as possible during this outbreak.

The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees. In this regard, it has been decided to issue the following advisory for the well-being of employees and in public interest.

Central Helpline Number for corona-virus: - +91-11-23978046

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms.
- To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number. or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
 - Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell don't panic and call your doctor or the nearest urgent care centre. They may be overwhelmed right now, but they will do their best to give you accurate answers about what you should do. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India.

By the Order of Management of NEL Holdings Limited