

S.No	Item	Sub Item	Action Point
1	Travel - Official	International	No International Travel allowed. If Travelled already / under Journey - 14 days self Quarantine / Quarantine as per Respective Government advisory from the date of arrival in the country.
		Domestic	No Domestic Travel allowed. Will be allowed in specific cases with due approval from the MD.
		Intracity	Limited Intracity Travel. Approval to be taken from Campus Head. Log to be maintained at Reception / security gate.
2	Health	Illness	Any employee reporting to work with following symptoms like - cough / cold / fever, the HOD should ask them to take 3 day minimum leave. To Re-join duty after certificate from our Empanelled doctor or Company Doctor. Empanelled doctor list to be shared by HR of respective Location.
		Advise	Employees & their family members to be advised not to attend / conduct any functions / nor visit Public places.
3	Visitors Management		Strictly reduce the Visitor walkin in the office premises for the next 4 weeks
			Employees should avoid contacts with the visitors and avoid visiting other places/public places
			For special cases prior approval from the locational incharge is required
4	Workstation Sanitization		Individuals should ensure sanitization of the workstation is done, using 1% Hypochlorite Solution - Phenolic / Dettol / Lizol etc. Housekeeping is advised to very frequently clean Touch Points like doors / Handles / Washrooms / Taps - Responsibility : Campus Heads
5	General Advisory - Additional		Mobiles - to be cleaned using Sanitizers frequently. Not to share personal Phones
			Pens & Other small things - not to be carried Home & back
			Recommendation to change clothes after reaching home immediately.
			Stock essential commodity for 15 days @ Home
			Avoid eating cold foods (Like Cold Drinks, Waters / Ice creams / junk foods etc) No cold water/ junk food is to be served in the office premises
			General Medicine to be stocked for office. (Paracetamol, Pain Killer, Detol etc.) - Min. 2 Week stock.
			Patients (Self / Family member) taking regular medicine should stock medicine for a period of 2 months.
			Prefer Self-Drive to offices - Park vehicle - Sanitize Self - Then enter house / office.
	Maintain 1 meter distance between two persons while sitting, walking etc.		
	Defend yourself from creating panic, promote spreading precaution awareness		
6	Leave	Leave Approval	Every employee including interns / consultant / indirect staff has to take prior permission from Department Head before going to leave. Department Heads to discourage people to take leave. Only in exceptional scenarios, leaves may be granted by also informing the Campus incharge as per the Action Team Matrix.
		Return from leave	Those who are already on Outstation Leave and are intending to return to work, below point to be followed: Min. 3 days home quarantine after informing the return home status to HOD. HOD to inform the same to Action team of respective campus. HOD to take health feedback on daily basis. Work from Home feature to be solely on the discretion of HOD.