

# Health & Safety Guide



How to Protect Yourself, Your  
Family and Your Colleagues





# What is Coronavirus (COVID-19)?



**Coronavirus is a contagious viral strain that can be passed from one person to another, via**



**Direct contact (within 2m/6ft)**

**Respiratory droplets - sneezing, coughing, talking**



**Touching a surface infected with the virus**

To help prevent the spread of infection, always wear a mask



*Protect Yourself, Your Family and Your Colleagues*

**Maintain 6 Ft distance to stop the spread of the disease.**



***Protect Yourself, Your Family and Your Colleagues***



Wash your hands frequently for at least 60 seconds with soap.

If no soap is available use a hand sanitizer with at least 60% alcohol.

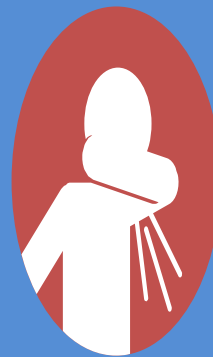
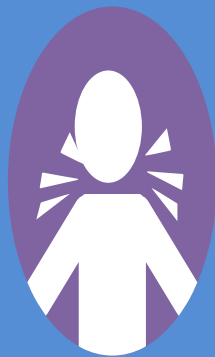
*Protect Yourself, Your Family and Your Colleagues*

Cover your mouth and nose with a disposable tissue every time you cough or sneeze. If no tissue is available, cough or sneeze into your upper sleeve



*Protect Yourself, Your Family and Your Colleagues*

**Avoid touching your eyes, nose, and mouth  
as they're the most common entry points of  
the virus**



***Protect Yourself, Your Family and Your Colleagues***

Clean your work surfaces (desk, conference table, lunch area) using spray or disinfectant wipes.



*Protect Yourself, Your Family and Your Colleagues*



Bring your own food and beverages, and  
enjoy some healthy, homemade dishes



*Protect Yourself, Your Family and Your Colleagues*

**Avoid Public Transport, Elevators.**

**If you must, ensure social distancing and other etiquette**



***Protect Yourself, Your Family and Your Colleagues***



**Wash hands after contact with  
frequently touched  
objects, such as doorknobs,  
light switches, computers, files  
and fellow staff**

***Protect Yourself, Your Family and Your Colleagues***



Talk less, email, text more  
Avoid face-to-face  
interactions as much as  
possible. Message, text, or  
email should be the  
preferred method of  
communication.

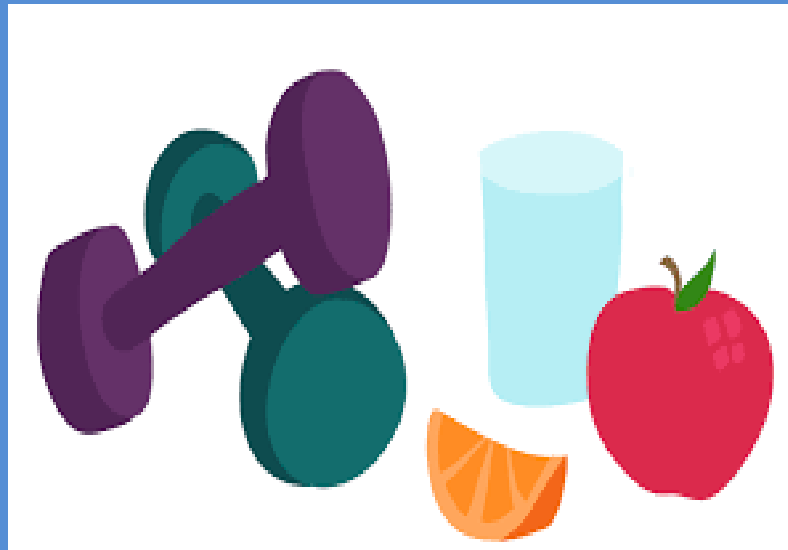
*Protect Yourself, Your Family and Your Colleagues*

**Go digital to communicate externally. If you need any technical support, consult with the IT Department**



***Protect Yourself, Your Family and Your Colleagues***

**Build a healthy immune system:  
sleep, eat nutritious food, exercise and reduce stress.**



***Protect Yourself, Your Family and Your Colleagues***

**Don't spread fake messages. Wait for confirmed,  
authorised information before sharing**



***Protect Yourself, Your Family and Your Colleagues***

Install and use “AAROGYA  
SETU” mobile app for  
proper information and  
awareness about COVID-19  
and the status of specific  
locations



*Protect Yourself, Your Family and Your Colleagues*



Thank you  
Stay Safe! Stay Alert!

*Protect Yourself, Your Family and Your Colleagues*