Opening a world of possibilities
BACK TO OFFICE
BY
CII IWN WEST BENGAL

READY TIPS
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INTRODUCTION

- As Unlockdown 1.0 commences, we need to be extra careful.
- Some of us may not have the option of WFH & need to go back to office.
- Please go but only if it is unavoidable. Otherwise stay at home and minimize the risk of COVID – 19 infection.
• Check your office roster and ensure that you come to office only on the days mentioned.
• Check your mail regularly and pay heed to it.
Please remember the fundamental law of protection:

- Consider yourself an asymptomatic carrier of COVID – 19, who is capable of infecting all around you.
- Similarly, consider everybody around you as an asymptomatic carrier of COVID – 19 and capable of infecting you.
- So try not to get infected nor infect others by taking all precautions at all times.
• Download the Aarogya Setu App.

• If your status does not show “SAFE”, please inform your HR Head.

• Please avoid office/ travel if you have cough/cold/fever

• Consult a doctor immediately if there are any such symptoms
4 GOLDEN RULES

- Wear **MASK** at all times.
- Practice **SOCIAL DISTANCING** (1-2 m)
- Wash hands frequently (for 20 secs) with water and soap.
- Use a hand sanitizer when you do not have access to washing hands with soap and water.
TIPS TO REMEMBER AND PRACTICE

- Preferably use your own transport.
- Carry a hand sanitizer and a soap in your bag. Try to wash your hands with soap and water as soon as you enter office.
- Wear a mask – a cloth mask is enough. No need to wear a N95 mask.
- No handshake, practice the art of Namaste with folded hands.
- Prefer stairways.
- In lifts maintain distance and don’t overcrowd.
- Use elbows or arms to open doors.
Ensure office space, desktops, table surface etc are sanitised.

Frequently wash or sanitise your hands while in office.

Do not touch your eyes, nose & mouth without washing your hands.

If hand washing is not possible, use sanitizer liberally.

Bring food from home, eat in your space & dispose responsibly.

Please do not share food, water or office stationary.

E- meetings are preferred
TIPS TO REMEMBER AND PRACTICE

- Toilets have to be used very carefully. Ensure frequent cleaning by Housekeeping.
- Sanitise or clean the toilet seat after every use.
- Use flush liberally.
- Maintain adequate stock of soaps, sanitizers and toilet rolls.
- Dispose sanitary pads responsibly.
- No spitting, no turning pages or counting notes with saliva or wet fingers.
OFFICE WEAR

- Wear comfortable, easily washable clothes to office.
- Avoid wearing jewellery, finger rings, bangles or bracelets etc.
- Remember you need to wash your clothes daily after returning from office.

SHOES
- Wear simple shoes. Preferably ones that can be washed.
BAGS & PURSE

- Carry a simple purse / handbag with only the items that you will need on daily basis.
- Remember to sanitise your handbag, mobile, keys on a regular basis.
- Sanitise or wash your spectacles on regular basis.

MOBILE

- It is best to put your mobile in a transparent zip pouch & use Bluetooth air pods to talk on phone.
- Zip pouch should be washed with soap & water or wiped with sanitizer regularly.
RETURN HOME TIPS...

- Leave your shoes outside your home while entering.
- Once you are back, go straight to the washroom and soak all your clothes in soap solution.
- Shower thoroughly with soap. It is also advisable to wash your hair daily.
- Single use masks has to be disposed carefully, cloth mask can be washed and reused.
- Disinfect bags, shoes, keys, mobile and spectacles before reusing them.
• Practice coughing etiquette meticulously.
• Practice coughing or sneezing in the crook of your elbow.
• Avoid visiting salon.
• Ensure exposure to sunlight on daily basis for sometime.
• Wear your mask
• Ensure all occupants including the vehicle crew are wearing mask.
• Sanitise your hands before and after boarding.
• Non AC is preferable to AC commute.
!!!THANK YOU !!!