



# Guide to be Safe - **Door To Door**



# Need to Go Out?

## Just Follow These Fundamental Rules



Wear **Mask** Your Friend of All Time



Keep Your **Distance** - 6 Feet



**Sanitize Your hands** and say no to Handshakes



**Wash hands** Often for at least 20 Seconds





# Home to Office - A Safe Journey



Keep **Sanitizer** Close to You



**Mask** - Just Wear It



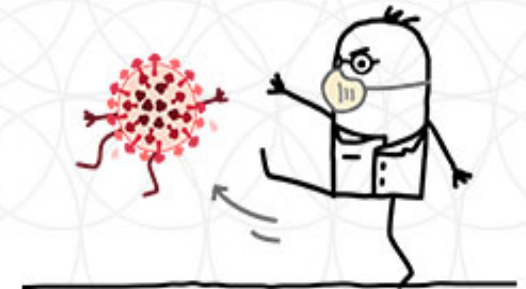
**Clean & Disinfect** What You Touch in Car



**Office ID** is a Must to Avoid Trouble



**Stay Home** If You Feel Sick



# Practice Safe Distancing on Public Transport



Wearing is Caring - Make sure everyone **use Masks**



**Sanitize Hands** before getting on and avoid touching anything



Keeping **Distance** is for everyone's safety (1 person each row)



**Avoid Air Conditioners**, Open windows to have some fresh air



**Clean your Hands** after leaving the Transport





# When In Workplace Confine mind the Golden Rules



Prefer **Stairways**



When in **Lifts**, Maintain **Distance**



Practice **Elbow/Arms** to **Open Doors**



**Insure** Workplace House, Desktop, Surface etc **Unit Sanitised**



Repeatedly **Sanitize your Hands** if you Touch any Surface like lift buttons , Door Handles etc



# In Office

## Keep In Mind



Prefer **e-Meetings**



**Conferences**, if at all, with **Distancing and Minimum Folks**



**Bring Lunch** from Home, Eat in **Your Space**, Dispose Responsibly



Dodge Moving to **others Floors**



Elude Repetitive **Entering** into and Out of **Workplace Premises**, Enter and Exit once





# Getting Off Workplace and Moving Home



Put **Masks** in Route



Keep Baggage at Entry and Shoes **Outside at Home**



**Wash Hands** and Disinfect Bag and Shoes



**Wash Garments** worn, **Mask** used, take **Shower**



# Practice To Disinfect

## Bags, Seats, Shoes



Wear **Mask**



Use Disinfectants **with Care**



Apply Disinfectants like **Savlon/Dettol** on mop in Appropriate Proportion



Seek After-Shave Lotions, **Cleanser** with High Alcohol Content (**>65%**)



**Wash Hands** Subsequently





# Summon Into Mind

## All Times



**Namaste** is the only way to **Greet**, Dump Handshake and stop Assembling in Crowd



**Use Disinfectants** **Desist** sharing Food, Water and Workplace Stationery



**Abandon Habit** of Turning Pages, Reckoning Cash with Spit wet **Hand**



Quit **Spitting**



Use **Tissue Paper** while Coughing / Sneezing



# Your Efforts can Show Door to **COVID-19**

