

## Precautions while Travelling

### Do's

- Use of self-transport is preferred and recommended option.
- Avoid Public transport like auto / cab sharing, Car pool, bus and train.
- Compulsory wear mask during entire travelling period.
- Social distance to be maintained (min distance – 1.5 metre) at all the time.
- Sanitize hand using alcohol-based Sanitizer immediately after the journey.
- Wash your hands properly before having food or water.
- Avoid food at crowded public places like dhaba, food stall and restaurants.
- Use separate water bottle, food plates, cups or glasses.
- A pocket hand sanitizer should be used on route for sanitisation purpose.
- Minimize use of currency paper notes and go for e-wallet, digital money.
- Use Aarogya Setu app in mobile.

### Don'ts

- Do not touch your eyes, nose and face frequently.
- Do not allow outside person in your vehicle
- Do not enter the vehicle into the declared critical zone under red category by the local authority. Avoid the routes and containment locality.
- Do not go for place of worship or crowded market place or restaurant.
- Do not touch unwanted things at public places.
- Do not use lift wherever it is avoidable.

## Precautions while returning Home

- Ring up home when you start from office.
- Someone at home should keep the front door open (**so that you don't have to touch the calling bell or door handle**) and a bucket of water with washing soap powder or bleaching powder added to it in the front door.
- Keep things (car keys, pen, sanitizer bottle, phone) in box outside the door.
- Wash your hands in the bucket and stand in the water for a few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.
- Wash your hands with soap water again.
- Now enter the house without touching anything.
- The bathroom door is kept open by someone and bucket of detergent soap water is ready, you take off all your clothes including innerwear and soak inside the bucket.
- Then take a head bath with a shampoo and body bath with soap.
- Wash your clothes put in washing machine with high temperature settings and dry clothes in direct sunlight.



## Precautions while working at Office

### Do's:

- Use mask at the office during entire work hours.
- Maintain social distancing of minimum 1.5 metre all the time.
- Sanitize your hand with alcohol-based sanitizer while entering the premises.
- Use Sanitization tunnel at the entering point.
- Use face recognition or online mode for attendance system
- Use your own dedicated chairs, stationary items and dedicated IT hardware.
- Sanitize your work place like laptop, PC, table, keyboard, mouse, etc.
- Use Skype for external meetings and communicator for internal meetings.
- Use dedicated plates and glasses for food and water.
- Use warm water and food only.
- Use proper ventilation system through opening the doors and windows.
- Use Aarogya Setu application regularly.

### Don'ts

- Avoid frequent touching of eyes, nose, mouth and face.
- Avoid touching external surfaces like door handles, table, chairs etc..
- Avoid Group meeting or mass gathering.
- Avoid usage of AC to greater extent.
- Avoid unnecessary circulation of paper. Use soft copy for communication.
- Avoid photo copy and printing unless it is critical & approved by unit head.

## Precautions while staying at home

### Do's:

- Sanitize your self while entering the home as per the guideline.
- Sanitize all the material entering at home with hypo solution.
- Wash vegetable and fruits with hot water before consumption.
- Cover your face while sneezing or coughing.
- Keep the surrounding clean and well ventilated.
- Wash your hand with soap every 3-4 hours.
- Discuss dos and don'ts with family member for COVID protection.
- Consume warm water and war food.
- Consume food to boost immune system which are rich in Iron, Vitamin C & Zinc.

### Don'ts

- Avoid touching your nose and face frequently.
- Avoid unnecessary travel to public places like mall, markets, hospitals etc...
- Avoid using public transport like share auto or cab, buses, train etc..
- Avoid travelling of senior citizen, person with lowered immunity and kids.
- Avoid close contact with sick people around you.
- Avoid working at office if you have COVID like symptoms in yourself or family.
- Immediately get yourself screened from doctor if you feel COVID symptoms.
- Use Aarogya set up App for your family.



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# Stay Safe against COVID-19