

## **Measures / Best Practices Adopted by Ravindra Heraeus Private Limited (RHPL) to Combat COVID -19 outbreak**

Dear PARTNERS,

As we all are aware that Coronavirus disease 2019 (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) which was first identified in 2019 in Wuhan, the capital of Hubei China, and has since spread globally, resulting in the 2019–20 coronavirus pandemic. Keeping in view the current situation and the health concerns, the safety of all RHPL clients, family, friends and staff comes first. Adhering to the higher precautionary standards against COVID-19 outbreak, we would like to take this opportunity to provide you with the following information:

### **A. Summary of the Advisory issued by RAVINDRA HERAEUS PRIVATE LIMITED**

“RHPL proactively closed down its major offices at Delhi, Mumbai, Bangalore etc including registered office situated at Udaipur, Rajasthan and allowed employees work from home (WFH).

- This has helped in social distancing.
- Employees were provided training on remote working platforms.
- All premises are being sanitized and disinfected.
- Thermal scanner were installed at entry and visitor movement were monitored.
- Detailed guidelines were issued enabling employees understand gravity of scenario and precautions towards wellbeing of themselves, families and partners.
- Sanitizers and n95 masks were distributed.
- All physical meetings were stopped and employees were encouraged to maintain a minimum distance of 2 meters in unavoidable meetings.
- All meetings that involve more than 5 people should make use of digital medium
- Employees has taken ownership of maintaining social distancing and with these proactive measures adopted by all concerned team of RHPL are safe & fine.
- All Local Deliveries and Overseas Shipments go through our extensive QC checks under extensive hygiene standards where wearing of face-masks and gloves are mandatory.
- We have increased the frequency of cleaning our public areas (including lobbies, elevators, door handles, toilets, etc.) and have continued the use of hospital-grade disinfectant.
- The company has also advised its staff to avoid travelling / attending any gatherings as well as crowded places etc.
- Employees are advised to avoid public transport and move to pooled cabs among office colleagues.
- Immediately inform HR and contact state-wise helpline numbers if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

### **B. Some key policies/ practices that RHPL have introduced, mainly in the past couple of weeks are as follows:**

- **24 x 7 HR Assistance:** To address any queries or assistance pertaining to the Coronavirus situation, we have introduced a 24x7 HR Assistance mobile number. Instances could be employees stranded during travel, visa issues, guidance on returning to work after illness or quarantine, medical emergencies etc.
- **Mandatory Quarantine for 14 days:** Employees returning from international travel should mandatorily quarantine themselves by staying at home for 14 days and consult their Group HR Head/HR Associate before resuming work.
- **Stay at home if unwell or cases if any in society premises:** Those suffering from cold, cough, fever or flu have been asked to compulsorily stay at home, and refrain from coming to the office until they recover. In the situation of any case(s) of Coronavirus being detected in any employee's society premises, employees should call their Group HR Head/HR Associate immediately before coming to work.
- **Attendance:** The biometric machines at all India office locations of RHPL have been deactivated. Hence, we will be marking 100% attendance (auto approved) for all employees till March 31st, 2020. This arrangement will be reviewed on March 31st, 2020.
- **Work from Home –** Businesses have been empowered to allow work from home. The same has been conveyed to businesses. To support continuity of work, the IT team is continuously working on making necessary resources in place for ex. Security measures, laptops to a few employees, network access for managing applications etc. Communication is sent out to employees regularly on how they can work effectively while being away from their teams.
- **Wellness measures at workplace:** We have increased the frequency of sanitising all office floors, door handles, elevator buttons and other frequently touched objects.
- **Non- Contact Infrared Body Thermometer** has been made available at all locations for checking all employees/ visitors entering the company premises. Sanitizers have been placed in elevators and canteen timings have been staggered to avoid crowd.
- **Leave Policy –** Any leave/ work from home taken on account of an employee showing symptoms peculiar to Coronavirus or being asked to stay at home as a precautionary measure will be on the company's account and not deducted from their leave account
- **In addition to this RHPL has also circulated some pdf documents enclosing the following information:**
  - ❖ *Presentation on the spread and how to prevent / control the coronavirus (ATTACHED)*
  - ❖ *Symptoms of the coronavirus*
  - ❖ *Statewise helpline number*

Our hearts and thoughts go out to all who have been impacted by this unprecedented event caused by the corona virus outbreak. We truly appreciate the healthcare workers, local communities, and governments around the world who are on the front line working relentlessly to keep us all safe.

Needless to say, we stand together at this crucial time and show our support and sensitivity by fulfilling our social responsibilities.

Let us know if you have any questions. We look forward to hearing from you soon.

**STAY HEALTY AND FIT!!**

**TEAM RHPL**

## “PRESENTATION ON THE SPREAD AND HOW TO PREVENT / CONTROL THE CORONAVIRUS”

### **Know How it Spreads**



There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

### **Take steps to protect yourself**

*Clean your hands often*



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

*Avoid close contact*



- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

### **Take steps to protect others**

*Stay home if you're sick*



- **Stay home** if you are sick, except to get medical care. Learn what to do if you are sick.

*Cover coughs and sneezes*



- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



*Wear a facemask if you are sick*

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



*Clean and disinfect*

- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

*Stay informed and follow advice given by your healthcare provider*

### ***Stay informed on the latest developments about COVID-19.***

- Follow advice given by your healthcare provider, your national and local public health authority on how to protect yourself and others from COVID-19.
- National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

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