



HSE Bulletin # 84

BREAK THE CHAIN OF CORONA VIRUS TRANSMISSION STAY SAFE & STAY AT HOME



25.03.2020

Social distancing has been implemented to limit corona virus spread. One prime measure to implement social distancing at workplace is to work from home - a challenging new situation. During such work routines, work stations will be changed and we will have to work with our family around instead of our colleagues. In case of working from home, treat it like any other day in the office although it's different but we can do it by adopting some following measures:



Have a **dedicated workspace** at home, at least two meter from other contacts at home (**Sit apart**) at a well ventilated place with sufficient light. Take care of your sitting posture to avoid backache etc.



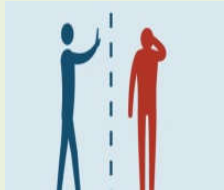
Create morning and evening routines to stay consistent and focused. **Share your schedule** with your team and colleagues to be on the same page. **Get dressed into working clothes** to mentally switch to work mode.



To **stay mentally and physically active**, meditate or do yoga, exercise at home, or chat with your kids and family.



Maintain **hand hygiene and respiratory etiquettes** even at home. Observe good personal hygiene, keep your nails trimmed and do not wear jewelry.



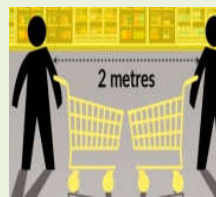
If you have fever or cough, contact Company doctor. If he advises to go for test and test is positive, self isolate at home. **Stop social interactions**. Contact your company doctor if symptoms get worsened.



If you had contact with confirmed case of COVID-19, stay home for 14 days and observe for any symptoms. Do not indulge in work from home when you are in quarantine state or in isolation due to COVID-19.



If you have to go out to consult doctor, wear mask, inform at reception that you have symptoms of corona virus infection and sit apart by keeping two meters distance with others who are waiting at reception of doctor's clinic.



If you have to go out to visit for doing grocery, wear mask, **stand apart, maintain two meters distance**. Wash your hands after reaching home, change your clothes and wipe clean and sanitize all touched contact surfaces.



Clean and disinfect frequently touched surface i.e. doors handles, stairs railing, drawers knobs, keys, mobile, lap top case, light switches, counter tops, toilet faucets etc with detergent solution and then with alcohol wipes.



Clean floor surfaces and then disinfect with **bleach solution**. Make this solution with care; it can cause soreness of eyes and respiratory passages.

HEALTH SAFETY & ENVIRONMENT SUI NORTHERN GAS PIPELINES LIMITED

