



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक उद्यम)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

Ref: CHR/Coronavirus Advisory/Infm Cir/March2020

Date: 27.03.2020

To: All SBU / Function Heads

**Sub: Advisory on ways to prevent the spread of Coronavirus (COVID-19) in the workplace and public places**

Our Company has taken stringent measures as per directives of the Government of India for containing the spread of the Coronavirus and circulars were released in this regard. As per a letter dated 26<sup>th</sup> March 2020 from the Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, Government of India it has been advised that hygiene at the workplace and in public places is of utmost importance to prevent the spread of COVID-19.

DOPT has shared guidelines for workplace of COVID-19 issued by of National Centre for Disease Control (NCDC) for information and necessary action. For updates on these guidelines issued from time to time, please visit the website of NCDC - <https://ncdc.gov.in>

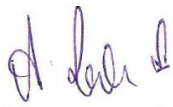
When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects such as desks, tables or telephones. People could get infected with COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can get infected by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar manner like flu.

**Simple ways to prevent the spread of COVID-19 in your workplace as per NCDC**

- Make sure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Promote regular and thorough hand-washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the workplace
- Ensure that face masks (surgical mask) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Refrain from unnecessary travel both local and international.
- In case of unavoidable travel to locations reporting COVID-19:
  - Make sure your organization and its employees have the latest information on areas reporting COVID-19 available at <https://www.who.int/emergencies/diseases/novelcoronavirus-2019/situation-reports/>.
  - Regularly check travel advisories of MoHFW and accordingly share it with employees.
  - Make sure all persons travelling are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner) and know what to do and who to contact if they feel ill while traveling.
  - Avoid sending employees at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)

- Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
- Ensure that your employees comply with instructions from local authorities where they are traveling.
- Employees who have returned should monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate and report to the nearest designated health facility (information can be taken from 01123978046) and inform workplace. This means avoiding close contact (one meter or nearer) with other people, including family members.

All the above guidelines are for strict compliance. Let us together contain the spread of Coronavirus and stay safe!



**[A Ratna Sekhar]**  
**Director [HR&CA]**

Cc: C&MD / D[MB] / D[F] / D[SB] / CVO

Cc: RHR Heads / SBU [HR] - Kindly ensure wide circulation.