



**LET'S  
UNCOMPLICATE  
CORONA**

ADVISORY DOCUMENT FOR CORPORATE INDIA

Powered by  
**Apollo Hospitals**

# KNOW CORONA NO CORONA...

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans..



Coronaviruses - Family of respiratory viruses, named for the **red crown-like spikes** on their surface

Notorious to mutate quickly and acquire new qualities

Cause diseases ranging from the common cold to the Middle-East Respiratory Syndrome (**MERS- CoV**) and the Severe Acute Respiratory Syndrome (**SARS-CoV**)



## PATHOGENESIS

- Lung epithelial cells - primary target of the virus.
- Binding between the receptor-binding domain of virus spikes and the angiotensin-converting enzyme 2 (ACE2) receptor – entry into the host cells
- These receptors are present in high propensity in Respiratory Tract and GI Tract
- Patients infected with COVID-19 - higher leukocyte numbers( TLC increased) initially and then lower counts, abnormal respiratory findings, increased levels of plasma pro-inflammatory cytokines and chemokines



- **Fu like symptoms**
- **Fever**
- **Dry cough,**
- **Breathlessness**
- **Pneumonia**
- **Fatigue**
- **Gastrointestinal symptoms like diarrhea**



# ARE THESE QUESTIONS WORRYING YOU...

## EMPLOYEES CONCERNS

What if I get sick at work

What if someone at my work is sick

What if someone at my home is sick

If I get sick and I am at home how do I manage work

If I get sick, how do I prevent others from getting sick



## BUSINESS LEADER'S CONCERNS

How do I keep my workplace and my employees safe

How do I ensure business continuity

- Immediate term
- Mid term
- Long term

Where can I get latest information

What are the best practices adapted by organizations in such times

How do I spread this information to all stakeholders?

How do I contribute to the society at large ?

# THREE PRONGED APPROACH

Organizations should be able to continue their routine work while preparing for developing situations in real time



## IMMEDIATE TERM

Stay updated on the government informed guidelines, provide adequate hygiene tools at workplace, have a plan to implement good hygiene practices, monitor and encourage hygiene practices



## MEDIUM TERM

Think ahead for the next one/two months on what could go wrong, anticipate workforce depleted work environment and mitigate accordingly, provide tools to workforce to mitigate risks ( work from home, remote working etc)



## LONG TERM

Have a working plan for infected workforce, initiate special help groups/ helpline for infected/quarantined associates, have a re-joining orientation plan for associates joining back from sick leave

Companies – 481 , Work from home required: 226, Work from home encouraged: 224

Events – 165, *Events cancelled: 58*

Universities – 26 , *Universities moving to remote teaching: 21*





# “3A” MODEL TO WORKPLACE RESPONSE

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**A**rgument • **A**pprise • **A**ssist



# AUGMENT WORKPLACE HYGIENE HABITS

## Encourage individual hygiene at workplace

- Provide instructions and reminders at prominent places in the work area for practicing “good hygiene practices”
- Provide sanitization tools – hand sanitizers at common areas, sanitized/ disposable tissues at workplaces, additional hand washes in handwashes

## Encourage workplace hygiene practices

- Have an internal “hygiene champion” who encourages good hygiene practices
- Provide Instructions at work desks as desktop backgrounds, table tops etc
- Review and encourage desk cleaning practices, - swiping surfaces with alcohol swabs
- Increase washroom cleaning cycles if necessary
- Maintain cough etiquettes

## Be supportive of sick employees

- Monitor employee health when at work – empathize and encourage health checks in case employee is not feeling well
- Leverage in house clinical strength for information dissemination
- Provide sick leaves for quarantined cases
- Have a mechanism to make employees on leave be a part of the system when on leave via regular updates
- Adopt hygiene guidelines as part of the regular work charter
- Replace handshake with Namaste
- Adapt the workplace sick leave policy as per the situation , relax working hours
- Consider extending support to the family of the employees, if sick, eg unpaid sick leaves for affected family members

# APPRISE THE WORKFORCE

## Identify communication channels and structure

- Ensure that all employees have access to real-time communication on COVID 19, including updates on internal policies
- Make a senior resource responsible for all communication and disseminate information via a single source
- Ensure the medium chosen to share information is accessible to all resources across hierarchy, display the information in prominent places . Use multiple channels of information

## Correct information at correct time

- Keep track of new developments from WHO, Govt. Of India, MoHFW
- Send information as and when It comes from verified sources
- No room for rumors policy
- Try setting up a special internal helpline number to help employees for addressing their queries

## Educate

- Distribute / Display FAQs, Myths and Facts, Helpline Numbers, Symptoms and prevention at prominent places
- Get a medical professional to talk to the employees to instill confidence and clarify their doubts
- Extend the scope of information to employees family



**BE SAFE  
WHILE  
TRAVELLING  
FOR WORK**

**Travel Advisory**

**International**

- Indian citizens are advised to refrain from travel to China, Iran, Republic of Korea, Italy and advised to avoid non-essential travel to other COVID-19 affected countries.
- Passengers arriving directly or indirectly from China, South Korea, Japan, Iran, Italy, Hong Kong, Macau, Vietnam, Malaysia, Indonesia, Nepal, Thailand, Singapore and Taiwan must undergo medical

**Domestic**

- Use wet wipes for cleaning around your seats
- Don't touch your eyes, nose or mouth
- Cough or sneeze inside the elbow or use tissues
- Clean your hands with soap and water or hand sanitizer
- Sanitize your hands after touching railings, trolleys, poles, handgrips etc
- Follow the protocols as advised by respective airport authorities

**Public Transport**

- Cough or sneeze inside the elbow or use tissues
- Wash your hands often, with soap and water, for at least 20 seconds. This is the single most important way to control infections, and it's first among the guidelines for preventing the spread of disease on commercial aircraft
- Sanitise your hands after touching railings, trolleys, poles, handgrips etc
- Maintain 3ft distance with anyone who is coughing or sneezing
- Avoid touching your eyes, nose and mouth with unwashed hands



# ASSIST THE WORKFORCE

## Support employees and their families

- Empathize with employees who are sick or are on quarantine by relaxing work norms for them
- Relax work norms by means of work reallocation, work from home policies, relaxed working hours, minimizing large gatherings and meetings etc
- Create and implement interim policies for essential but vulnerable population like elderly and pregnant women
- Encourage them to work from home unless work critical
- Keep a tab on their health and encourage health checks if required
- Provide separate transport facilities if the need be
- Consider unpaid family care leave to employees

## Strengthen and learn from different companies in the same

- Learn, Reach out and communicate within and across industries for practices adapted by them to handle such situations

## Be part of the bigger picture

- Train leadership on maintaining high employee engagement and empathy
- Assist and “adopt” impacted areas and people in the nearby community

# MUST TO FOLLOW



## 1- GENERAL PRECAUTIONS

- Follow the culture of 'Namaste'
- Practice hand-hygiene at all times
- Avoid close contact, with anyone showing symptoms of respiratory illness such as coughing and sneezing.
- Wear a mask if you have respiratory symptoms such as cough or runny nose
- Follow Respiratory Hygiene / Cough Etiquette
- Maintain safe food practices, i.e eat well-cooked food which has been prepared hygienically
- Avoid travel to farms, live animal markets or where animals are slaughtered



# MUST TO FOLLOW



## 2-RESPIRATORY HYGIENE/COUGH ETIQUETTE

- Practice frequent hand-hygiene at all times. Wash hands with soap and water or use 60-95% alcohol based hand-rub, preferably 70-80%).
- Keep preferably at two arm's length, minimum one arm length / Maintain a distance of optimally 6 feet minimum 3 feet from a person who is sneezing or coughing
- Cough or sneeze into the inside of elbow or arms, not hands
- Whenever possible, use disposable tissues to cover your cough and cold.
- Discard the used tissues immediately into an appropriate waste bin and practice hand-hygiene
- Offer a three ply surgical mask to person who is coughing or sneezing



# MUST TO FOLLOW



### **3-If symptom of cough fever or if you have ben in contact with anyone who as been tested positive**

- Follow isolation and advised home quarantine
- Report to the government help line if you suspect that you have a problem
- Follow hand hygiene
- Follow cough etiquettes
- Ensure that shared spaces in the home have good ventilation / airflow
- Wear a disposable facemask, gown, and gloves when required
- Avoid sharing household items
- Monitor own health



# MUST TO FOLLOW



## **4-Employee Advisory in case of any family member detected with disease and advised home quarantine**

- Wash your hands frequently
- Have only the essential people in the home
- Ensure that shared spaces in the home have good ventilation / airflow
- Wear a disposable facemask, gown, and gloves when required
- Avoid sharing household items
- Maintain hygiene at home
- Wash laundry thoroughly
- Wear disposable gloves during handling patient-care items
- Monitor the person's symptoms
- Monitor own health

# SOCIAL DISTANCEING: What does it mean?

Social distancing is the practice of reducing close contact between people to slow the spread of infections or diseases. Social distancing measures include limiting large group of people coming together, closing buildings and cancelling events.



## AVOID

- Group Gatherings
- Sleep overs
- Play Dates
- Concerts
- Theatre outings
- Athletic Events
- Crowded Retail Stores
- Malls
- Workouts and Gyms
- Visitors in your house
- Non-essential workers in your house
- Mass Transmit Systems



## USE CAUTION

- Visit a local Restaurant
- Visit Grocery Store
- Get Take out
- Pick up Medications
- Play tennis in a Park
- Visiting the Library
- Church Services
- Travelling



## SAFE TO DO

- Take a walk
- Go for a Hike
- Yard work
- Play in your Yard
- Cleaning out a Closet
- Read a Good Book
- Listen to Music
- Cook a meal
- Family Game night
- Go for a Drive
- Group Video Chats
- Stream a favorite show
- Check on Friends
- Check on Elderly Neighbor



# To know more...

## State Wise Helpline Numbers

S. No	Name of the State	Helpline Nos.
1	Andhra Pradesh	0866-2410978
2	Arunachal Pradesh	9536055743
3	Assam	6913347770
4	Bihar	104
5	Chhattisgarh	077122-35091
6	Goa	104
7	Gujarat	104
8	Haryana	8558893911
9	Himachal Pradesh	104
10	Jharkhand	104
11	Karnataka	104
12	Kerala	0471-2552056
13	Madhya Pradesh	0755-2527177
14	Maharashtra	020-26127394
15	Manipur	3852411668
16	Meghalaya	9366090748
17	Mizoram	102
18	Nagaland	7005539653
19	Odisha	9439994859
20	Punjab	104
21	Rajasthan	0141-2225624
22	Sikkim	104
23	Tamil Nadu	044-29510500
24	Telangana	104
25	Tripura	0381-2315879
26	Uttarakhand	104
27	Uttar Pradesh	18001805145
28	West Bengal	3323412600
S. No	Name of Union Territory (UT)	Helpline Nos.
1	Andaman and Nicobar	03192-232102
2	Chandigarh	9779558282
3	Dadra and Nagar Haveli and Daman & Diu	104
4	Delhi	011-22307145
5	Jammu & Kashmir	1912520982, 0194-2440283
6	Ladakh	1982256462
7	Lakshadweep	4896263742
8	Puducherry	104

**Central Helpline Number for COVID19**  
**+91-11-23978043**

<https://www.mohfw.gov.in/>

<https://www.mohfw.gov.in/SOPforquarantine.pdf>

<https://www.mohfw.gov.in/GuidelinesDT13032020.pdf>

<https://www.mohfw.gov.in/ConsolidatedTraveladvisoryUpdated11032020.pdf>

<https://www.mohfw.gov.in/AdditionalTravelAdvisory10032020.pdf>

<https://www.mohfw.gov.in/AdditionalTravelAdvisory1homeisolation.pdf>

A background image showing two hands shaking in a firm grip. The hand on the left is wearing several beaded bracelets, and the hand on the right is wearing a black leather watch. The background is a blurred office or meeting environment with a desk, a water bottle, a jar of snacks, and a pen holder.

# LET'S PROTECT WHAT'S TRULY PRICELESS



# POSTER



**SMART IS SAFE  
SAY NO TO  
CORONAVIRUS.**

HERE ARE 6 EASY STEPS

- Follow cough etiquette 
- Use a hand sanitizer 
- If in doubt contact nearest govt center 
- Avoid handshakes 
- Wash hands frequently with soap water 
- Avoid unnecessary travel 



**MYTHS  
VS FACTS**

**CORONAVIRUS:  
THE FACTS BEHIND  
5 POPULAR MYTHS**

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**Myth:** People receiving packages from China are at high risk of acquiring the coronavirus.  
**Fact:** No, coronaviruses do not sustain on objects for a long period of time. the virus only survives 48 hours
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**Myth:** Coronavirus can spread to humans from their pets.  
**Fact:** While the coronavirus transmitted by unsanitary meat products, direct contact with pets does not cause the viral infection.
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**Myth:** Antibiotics can help alleviate symptoms of coronavirus.  
**Fact:** Not true. Antibiotics are only effective against bacterial infections. Coronavirus is a viral ailment for which no vaccine or cure has been discovered yet.
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**Myth:** A pneumonia vaccine could protect against coronavirus infection.  
**Fact:** No, there is no vaccine yet for the coronavirus infection.
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**Myth:** Eating garlic guarantees the coronavirus cannot affect the body.  
**Fact:** No doubt that garlic is a powerhouse of natural antioxidants, anti-inflammatory and antimicrobial compounds. However, there is no evidence to suggest it is a definitive preventive food to avoid coronavirus infection.

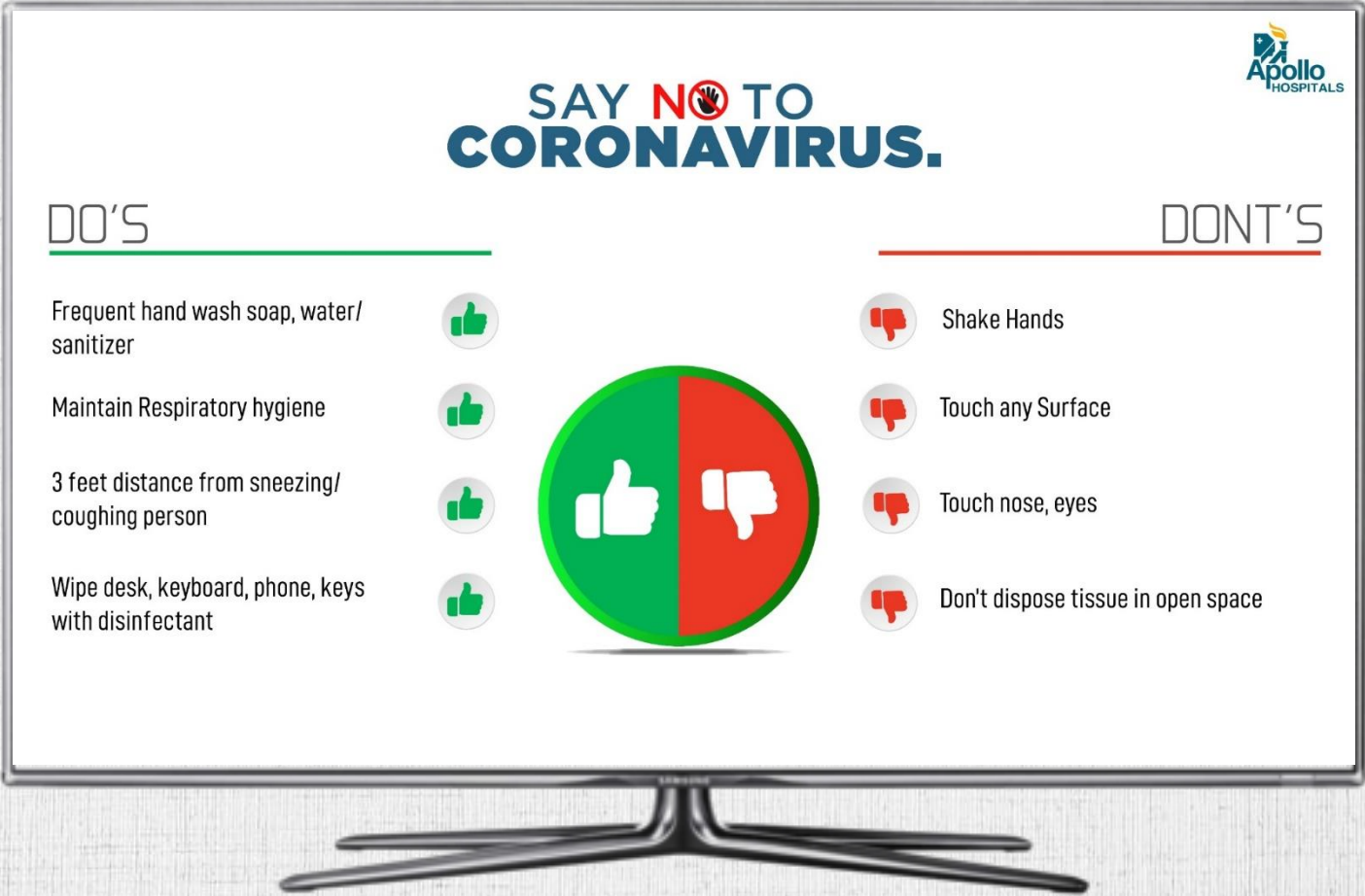


# MIRROR STICKER









# SCREEN SAVER








**SAY NO TO CORONAVIRUS.**

**DO'S**

- Frequent hand wash soap, water/ sanitizer 
- Maintain Respiratory hygiene 
- 3 feet distance from sneezing/ coughing person 
- Wipe desk, keyboard, phone, keys with disinfectant 

**DONT'S**

- Shake Hands 
- Touch any Surface 
- Touch nose, eyes 
- Don't dispose tissue in open space 





# HAND SANITIZER SPOTS



#SAYNOTOCOVID