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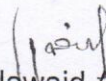
No. HFW 47 CGM 2020 (P)

Dated 4.3.2020

Advisory

Subject: Advisory to IT/BT company employees and staff

1. Avoid non-essential travel to COVID-19 affected countries and refrain from travel to China, Iran, Republic of Korea, Italy, Japan and Iran.
2. Employees other than those restricted Countries arriving directly or indirectly from China, South Korea, Japan, Iran, Italy, Hong Kong, Maccau, Veitnam, Malaysia, Indonesia, Nepal, Thailand, Singapore, Taiwan, UAE & Qatar must undergo medical screening at airport entry.
3. Employees arriving through all international flights entering India from any port are required to furnish duly filled self declaration form (including personal particulars – phone numbers and address in India) and travel history to health officials and immigration officials
4. Those employees having flu like symptoms may be allowed to work from home with advice of standard hand hygiene and cough etiquette.
5. Promote regular and thorough hand washing at work place.
6. Put sanitizing hand rub dispensers (alcohol based) in prominent places and provide access to places where staff can wash their hands with soap and water.
7. Surfaces (Example: Desks & Tables) and objects (eg: Telephone, Keyboards) should be wiped with disinfectants regularly
8. Promote good respiratory hygiene. Ensure that surgical mask and /or paper tissues are available at your work places only for those who develop a runny nose or cough at work along with closed bins for hygienic disposable of them.
9. Any passenger who has visited affected Countries in the past 14 days and come to Karnataka, he/she has to intimate the Health Department by calling Toll Free helpline No. 104.
10. Regarding any symptoms or travel history to COVID-19 affected countries kindly report to 104 Arogya Sahayavani (Toll free Help Line Number) and email to ssuidspbangalore@gmail.com.


(Jawaid Akhtar)

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