



Help Fight Covid-19 Together we can ...

**Precautionary Measures to
follow at our Premises ***

*These measures are based on advisory is issued in wake of recent MHA order declaring .
The measures apply to all our locations, offices , and branches, etc.



Measures While Coming to Office

- **Temperature Check**

Avoid coming to office if feeling sick .

- **Use of Personal Transport**

Make sure each person who travels to office come in personal vehicle and can travel with one at back seat. People coming in 2w should travel alone.

- **Avoid Public Transport**

In case unavoidable, wear Masks & Gloves, Avoid touching anything, Don't use shared autos & cabs, Immediately use a sanitizer once journey is complete

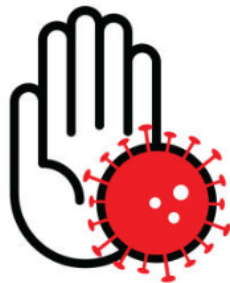
- **WFH**

WFH if don't have personal vehicle , travel in public transport to be avoided till further order .

- **Disinfect All Objects and Vehicles**

Make sure all objects (tools and equipment, etc) including the vehicle used for travel is properly disinfected at least twice a day.

**PROTECT
YOURSELF**

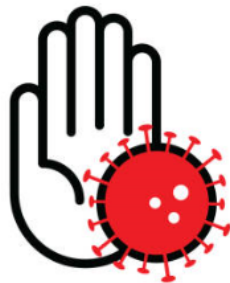




Employees and Visitors Safety – At Main Entrance

- **Optimum Number of People**
Avoid Visitors , Make sure no one is allowed entry if there are already more than 3 people inside the premises; A person should man the main entrance at all times
- **Hand Sanitizer**
Make sure everyone and every time one enters, hand sanitizer is applied; kept sanitizer handy at the main entrance
- **Cover Mouth & Nose**
Keep some supply of surgical mask at the main entrance, or ask people entering to cover their mouth and nose with a cloth
- **Regulate Loose Objects**
Request visitors to take minimum number of loose objects with them inside the premises; ask them to leave their belongings outside or put them inside their pockets
- **People with Symptoms**
Never allow anyone who has any symptoms such as coughing, sneezing, running nose, etc. If possible do thermal screening of all people who enter the premises

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Measures Inside The Premises

- **Social Distance**

Please ensure that minimum distance between any two people at any time while inside or around the premises is 2m or 6 feet.

- **No Physical Contact**

Make sure that no one person makes any physical contact (touch, handshakes, hugs, etc) with any other person; also ensure no objects are touched by multiple people

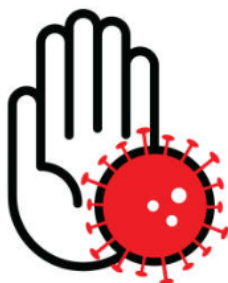
- **Mouth & Nose Covered, Hands Sanitized / Soap-washed**

Keep some supply of surgical masks and hand sanitizer at different locations inside the premises; encourage everyone to keep mouth and nose covered, and apply hand sanitizer at regular intervals. People inside the premises for a long time should wash their hands with soap every two hours

- **Disinfect Every Morning and Evening**

Disinfect all objects that have been touched by anyone each morning and evening; ask them to leave their belongings outside or put them inside their pockets

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Other Guidelines

- **Travel**

Avoid outstation travel s .

- **Clip Chart**

Follow guideline given in Clip Art .

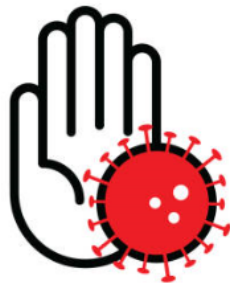
- **Outside Food**

Avoid delivery of outside food in office premises and sharing of food and materials

- **Proper Permissions**

Make sure all the requisite permissions from the local authorities are available for opening of your premises, or before any travel is undertaken for door-step service.

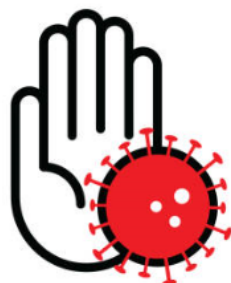
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THANK YOU

TOGETHER

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Disclaimer: Hero Enterprise is not an authority on health and hygiene issues. Consider contents of this document as advisory. We however strongly recommend that all measures to be strictly followed at all Hero Enterprise locations. There is more detailed and comprehensive information available at mygov.in/covid-19 and in other Government repositories.