

## **Guideline: What to do if you're feeling unwell**

Here are some guidelines in the event any one of our employees is suspected of infection or showing similar symptoms. Please adhere to the steps given below.

### **If you're at Home:**

1. If you're at home, you must remain home.
2. You must inform HR immediately of your condition by calling <<Designated Contact + Phone number>>
3. HR will then immediately contact the Company Doctor giving the exact symptoms of the case.
4. The Company Doctor will then get in touch with you to understand the case, decide on the testing procedure and which hospital to report.
5. The Company Doctor will advise HR on the transport procedure and will coordinate the arrangements with you.
6. Educate your family on the importance of self-isolation at this time and encourage them to do so.

### **If you have symptoms while at Office:**

1. You must inform HR immediately of your condition by calling <<Designated Contact + Phone number>>
2. You must isolate yourself to a small meeting room and remain there until you receive further instructions.
3. HR will then immediately contact the Company Doctor giving the exact symptoms of the case.
4. The Company Doctor will then get in touch with you to understand the case, decide on the testing procedure and which hospital to report.
5. The Company Doctor will advise HR on the transport procedure and will coordinate the arrangements with you.
6. All employees on the floor in question will be sent home immediately and work from home until further notice.

7. To employees who have associated with the infected person, self-isolation will be mandatory for 14 days.
8. If any employee develops any related symptoms while at home, please inform HR immediately to go through procedure described above.
9. The floor in which the infected employee worked, will go through a total fumigation process before being ready for occupation on completion of quarantine period.