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possibilities



Confederation of Indian Industry  
125 Years: 1895-2020



**BACK TO OFFICE**  
**BY**  
**CII IWN WEST BENGAL**



**READY TIPS**  
**BY**  
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## INTRODUCTION

- As Unlockdown 1.0 commences, we need to be extra careful.
- Some of us may not have the option of WFH & need to go back to office .
- Please go but only if it is unavoidable. Otherwise stay at home and minimize the risk of COVID – 19 infection.



- Check your office roster and ensure that you come to office only on the days mentioned.
- Check your mail regularly and pay heed to it.



## FUNDAMENTALS OF PROTECTION



Please remember the fundamental law of protection:

- Consider yourself an asymptomatic carrier of COVID – 19 , who is capable of infecting all around you.
- Similarly, consider everybody around you as an asymptomatic carrier of COVID – 19 and capable of infecting you.
- So try not to get infected nor infect others by taking all precautions at all times.



## FUNDAMENTALS OF PROTECTION



- Download the Aarogya Setu App.
- If your status does not show “SAFE”, please inform your HR Head.
- Please avoid office/ travel if you have cough/cold/fever
- Consult a doctor immediately if there are any such symptoms



## 4 GOLDEN RULES



- Wear **MASK** at all times.
- Practice **SOCIAL DISTANCING** ( 1-2 m)
- Wash hands frequently ( for 20 secs) with water and soap.
- Use a hand sanitizer when you do not have access to washing hands with soap and water.



## TIPS TO REMEMBER AND PRACTICE



- Preferably use your own transport.
- Carry a hand sanitizer and a soap in your bag. Try to wash your hands with soap and water as soon as you enter office.
- Wear a mask – a cloth mask is enough. No need to wear a N95 mask.
- No handshake, practice the art of Namaste with folded hands.
- Prefer stairways.
- In lifts maintain distance and don't overcrowd.
- Use elbows or arms to open doors.





## TIPS TO REMEMBER AND PRACTICE



- Ensure office space, desktops , table surface etc are sanitised.
- Frequently wash or sanitise your hands while in office.
- Do not touch your eyes, nose & mouth without washing your hands.
- If hand washing is not possible, use sanitizer liberally.
- Bring food from home, eat in your space & dispose responsibly.
- Please do not share food, water or office stationary.
- E- meetings are preferred



## TIPS TO REMEMBER AND PRACTICE

- Toilets have to be used very carefully. Ensure frequent cleaning by Housekeeping.
- Sanitise or clean the toilet seat after every use.
- Use flush liberally.
- Maintain adequate stock of soaps, sanitizers and toilet rolls.
- Dispose sanitary pads responsibly.
- No spitting , no turning pages or counting notes with saliva or wet fingers.



## TIPS TO REMEMBER AND PRACTICE



### OFFICE WEAR

- Wear comfortable, easily washable clothes to office.
- Avoid wearing jewellery , finger rings, bangles or bracelets etc.
- Remember you need to wash your clothes daily after returning from office.

### SHOES

- Wear simple shoes. Preferably ones that can be washed.



## TIPS TO REMEMBER AND PRACTICE



### BAGS & PURSE

- Carry a simple purse / handbag with only the items that you will need on daily basis.
- Remember to sanitise your handbag, mobile, keys on a regular basis.
- Sanitise or wash your spectacles on regular basis

### MOBILE

- It is best to put your mobile in a transparent zip pouch & use Bluetooth air pods to talk on phone.
- Zip pouch should be washed with soap & water or wiped with sanitizer regularly.



## RETURN HOME TIPS...



- Leave your shoes outside your home while entering.
- Once you are back, go straight to the washroom and soak all your clothes in soap solution.
- Shower thoroughly with soap. It is also advisable to wash your hair daily.
- Single use masks has to be disposed carefully, cloth mask can be washed and reused.
- Disinfect bags, shoes, keys, mobile and spectacles before reusing them.



## RETURN HOME TIPS...



- Practice coughing etiquette meticulously.
- Practice coughing or sneezing in the crook of your elbow.
- Avoid visiting salon.
- Ensure exposure to sunlight on daily basis for sometime.



## PUBLIC TRANSPORT USAGE & TIPS



- Wear your mask
- Ensure all occupants including the vehicle crew are wearing mask.
- Sanitise your hands before and after boarding.
- Non AC is preferable to AC commute.



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!!!THANK YOU !!!