

We have received the following Circular from H.O. for strict compliance by all the officials and employees. Violators will be imposed penalty as per the below guidelines.

QUOTE:

CIRCULAR

Preventive measures to be taken for containment of COVID-19

In view of number of COVID positive cases increasing day by day, all officials are advised to take the following precautionary measures in order to contain spread of COVID-19.

- 1) Wearing of mask is mandatory for all employees. Any employee found not wearing the mask will be levied a fine of Rs. 500/- for each such violation. If a non-employee or family members of an employee are found to be moving outside their residences in IFFCO townships without wearing a face mask, the matter will be reported to the local police and all consequences will have to be borne by the person not wearing the mask.
- 2) People should maintain social distancing at least 2 yards between them while walking or seating and queuing up for entry in and exit from the building premises.
- 3) Gathering of 5 or more persons at any place in the office are strictly prohibited.
- 4) No conference should be done physically. Meetings, as far as possible, may be organized through video conferences. Wherever, holding of physical meetings becomes unavoidable, physical distancing of 2 yards should be maintained.
- 5) chairs placed in the Officers chambers/Conference rooms/Meeting halls may be arranged in a manner so that social distancing may be maintained. In case this is not possible, alternate chairs may be kept vacant in the Officers chambers/Conference rooms/Meeting halls to maintain physical distance.

- 6) Desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
- 7) All the employees should avoid touching their eyes, nose, and mouth with their hands.
- 8) When one is alone and not wearing the mask, he/she should cover his/her mouth and nose with a tissue while coughing or sneezing or use the inside of their elbow and thereafter throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
- 9) Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- 10) Employees suffering from any of the following symptoms must not attend office. All officials are advised to take care of their own health and look out for symptoms such as following and take immediate medical advice:
 - a) FEVER – Fluctuating up and down
 - b) SORE THROAT
 - c) COUGH (mainly dry)
 - d) CHEST PAIN
 - e) DIFFICULTY IN BREATHING
 - f) LOSS / CHANGE IN TASTE OR SMELLING POWER
 - g) IRRITATION IN EYES/ Conjunctivitis
 - h) DIARRHOEA
 - i) BODYACHE/ HEADACHE/ TIREDNESS
 - j) SKIN RASH, URTICARIA, DISCOLORATION OF FINGERS OR TOES.
- 11) All the rooms/offices are being properly sanitized on a daily basis. Common areas like handrails, lift, doorknobs, stairs, washrooms etc. are being sanitized.
- 12) Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers can be made wherever feasible. Hands free sanitizing dispensers have been provided at various places.

- 13) Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- 14) Employees should try and use stairs as far as possible except those who may have problems in using the staircase.
- 15) More than 2 persons in the lift are not allowed. Inside the lift, the persons should stand facing the walls of the lift and not facing each other.
- 16) Group lunches should be avoided strictly.
- 17) The persons who have given their samples for testing for COVID- 19, may immediately inform Administration and should not come to office till the result is available.
- 18) Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
- 19) Employee should strictly avoid spreading of rumours.
- 20) Entry of outsiders in IFFCO Townships should be restricted. People engaged in supply of essential services should be allowed to enter the township after temperature check at the Security gate. They should be asked to sanitize their hands before supplying the essentials. No Vendor from containment Zone should be allowed entry in IFFCO Townships even for supplying essential services.

Sd.

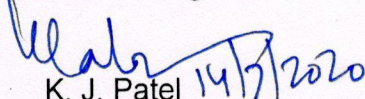
(R. P SINGH)
DIRECTOR (HR & LEGAL)

DISTRIBUTION:

All employees
All Notice Boards

UNQUOTE:

With warm regards,


K. J. Patel 14/7/2020
Executive Director