

**BHARAT DYNAMICS LIMITED
CORPORATE OFFICE
GACHIBOWLI, HYDERABAD**

Ref: BDL/04/C-HR/2020

Date:19-07-2020

Sub: COVID-19 positive case -Disinfection of Corporate Office premises on 20.07.2020 - Reg.
Ref: Circular of even number dated 26.06.2020

A COVID-19 positive case is reported in 3rd floor of Corporate office (Finance department) on 18.07.2020. As per the Government guidelines, the work of disinfection is being carried out in Corporate Office on 19.07.2020 & 20.07.2020.

2. The Corporate office will remain closed for 48 hrs and shall reopen on 21.07.2020. Accordingly, all the employees of Corporate office shall work from home on 20.07.2020.
3. All employees (Executives and Non-Executives) of 3rd and 4th Floor in Corporate Office, who attended office on 17.07.2020 (Friday), can be either Primary/Secondary contact (due to closed work environment). Hence, they are required to undergo COVID test which is being organized, at Football ground of Kanchanbagh Unit on 20.07.2020 (Monday), from 10 a.m to 2.00 p.m on chargeable basis through Dr. Remedies Health First India Pvt. Ltd. The charge is Rs.2750/- per head and payment can be made through Cash/Google Pay.
4. The family members of Primary/Secondary contacts can also avail the facility.
5. Those who are undergoing tests shall follow all the prescribed guidelines viz., shall compulsorily wear mask, maintain 6ft distance from each other at all times etc. They shall also bring a copy of their Aadhar card.
6. The test results are expected to be available on 21-07-2020 (Tuesday) or 22-07-2020 (Wednesday) evening. All those who are tested negative shall attend Office on the next day i.e on 22.07.2020 or 23.07.2020 as the case may be and till then they shall work from home. If anybody is tested positive, he/she shall continue to be in isolation and contact CMO/COVID response team for further assistance.
7. The remaining employees of 3rd and 4th Floor not undergoing test / not attended office on 17.07.2020 (Friday), shall attend office daily from 21.07.2020 (Tuesday) till further communication. Further, all employees of 1st and 2nd Floor shall attend office from 21.07.2020 (Tuesday) as per their roster.
8. As COVID-19 cases are going up rapidly, it is the duty of every employee to protect themselves and each other and help prevent further spread of disease. Therefore, apart from other guidelines, the following should be scrupulously followed:
 - (i) Anyone with cold/cough/fever or any COVID symptom of self or any family members should apply leave and stay at home. They should contact CMO/ respective HR invariably before attending office.
 - (ii) Always keep Aarogya Setu app, Mobile data and Bluetooth on to enable early identification of potential risk of infection and thus act as a shield for individual, organisation and community.

“ AVOID COVID-19 NOT COVID-19 PATIENTS”

“ THINK OF FAMILY THINK OF OTHERS”



**(SYED RAFFE)
GENERAL MANAGER (HR)**

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