

निगम – मानव संसाधन
CORPORATE - HUMAN RESOURCES

Ref: BDL/04/C-HR/2021

Date: 23.02.2021

CIRCULAR

Sub: Preventive measures to curtail COVID-19-Reg.

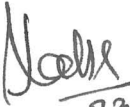
You must be aware about recent reports showing increase in COVID cases in states of Maharashtra and Kerala. It is extremely important that all of us should follow the COVID appropriate behavior and there cannot be any complacency or negligence in this regard.

3. All are advised to scrupulously follow the under mentioned guidelines to continue to fight against COVID-19:

- Wearing homemade reusable face cover mask at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- Maintaining 6(six) feet distance (2 gaj ki doori) in common places as far as possible.
- Continue frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty or use of alcohol- based hand sanitizers (for at least 20 seconds).
- Respiratory etiquettes to be strictly followed. Practice covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Installation & use of Aarogya Setu App.
- Moving in groups to be strictly avoided.
- Meetings as far as feasible, should be done through video conferencing.

4. The need of the hour is to keep the spread of COVID under CONTROL. This is possible only when each one of us strictly adhere to the notified Government guidelines from time to time in the interest of Self, Family, Organisation and Society. It is the time everyone to be united to fight the re-spread and safeguard the Organisation.

“LET US STAND UNITED AND FIGHT AGAINST COVID-19”
“THINK OF FAMILY THINK OF OTHERS”


23/Feb/2021

(SYED RAFFE)
GENERAL MANAGER(HR)

Distribution:

- All concerned
- Recognized union/Officers Association

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