

RETURNING SAFELY TO THE WORKPLACE

This document shares a set of best practices for tenants at Max Towers to evaluate using as they return to work post Lockdown due to Covid-19. This is to be followed in conjunction with all applicable Government guidelines.

5S

tagger

creen

ocial Distancing

anitize

tay at home

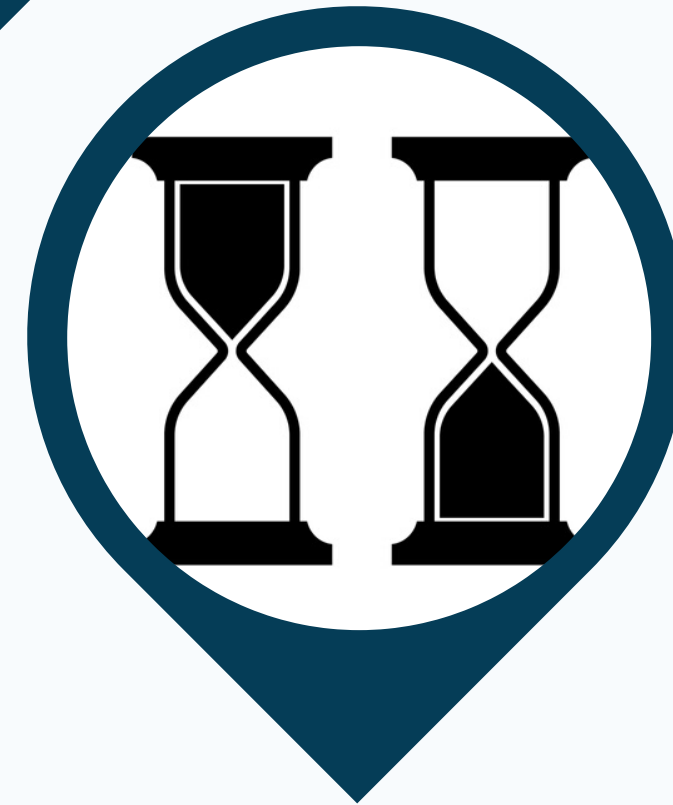
Note: This document is superseded by any updated government notification

1. Stagger

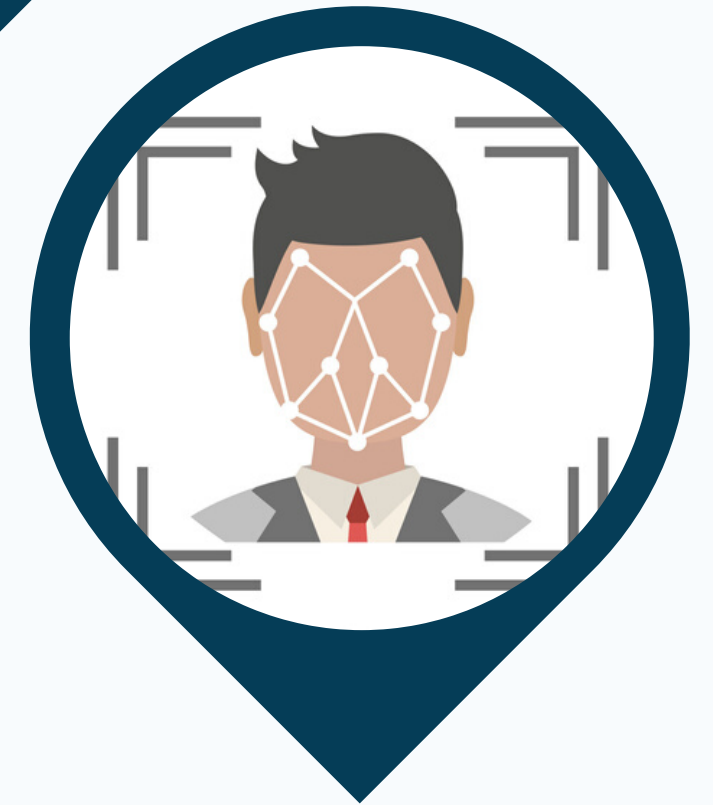
50-50 Staff



Staggered shifts



Gap between shifts



Attendance Scanners



2. Screen

Non Contact
Temperature



Arogya
Setu App



Non Contact
Deliveries



Audio/ Video
Meetings



3. Social Distance

Masks



Lifts



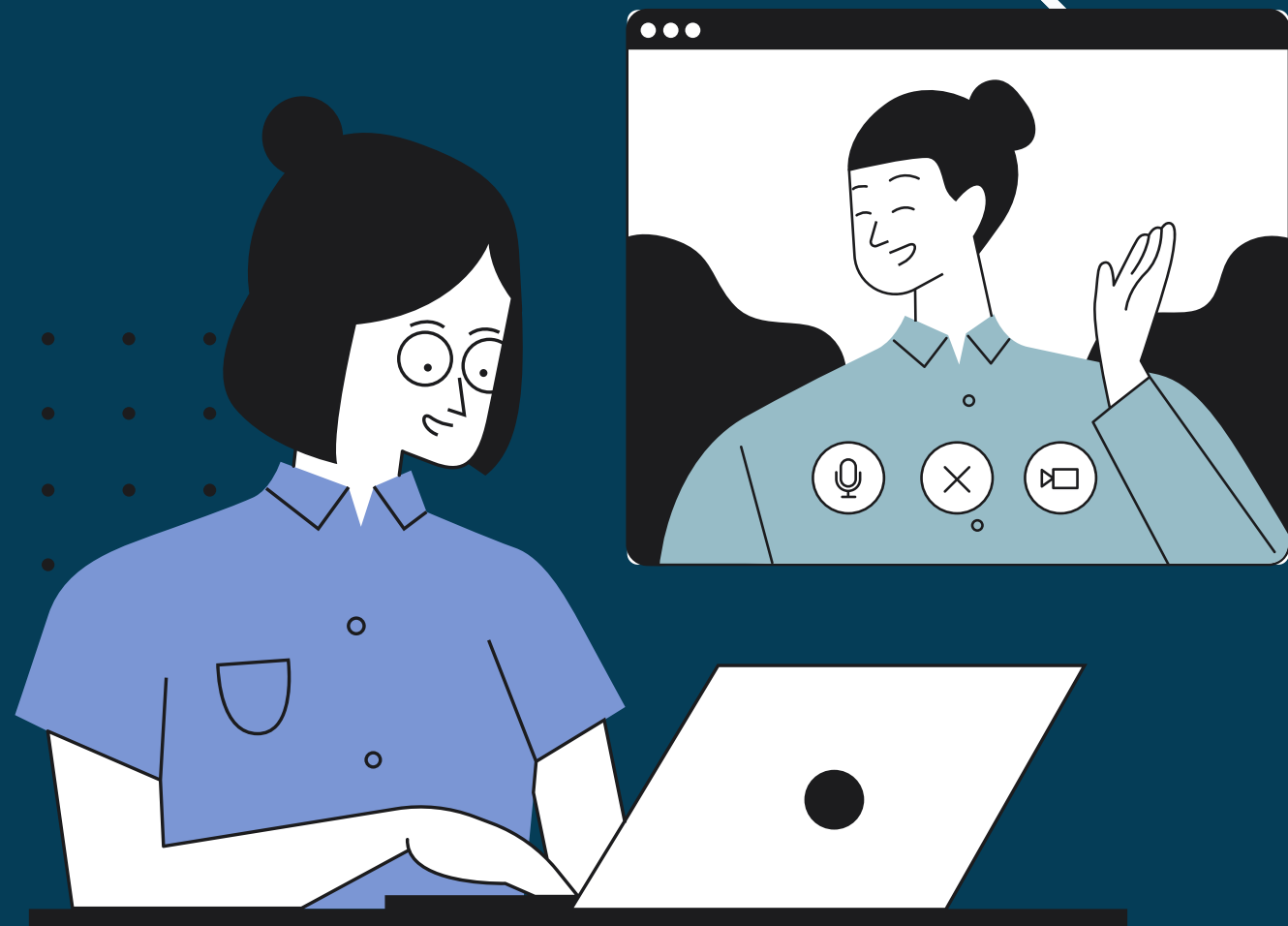
Washrooms



Markups
in Lobby



Alternate
Workstations



4. Sanitize

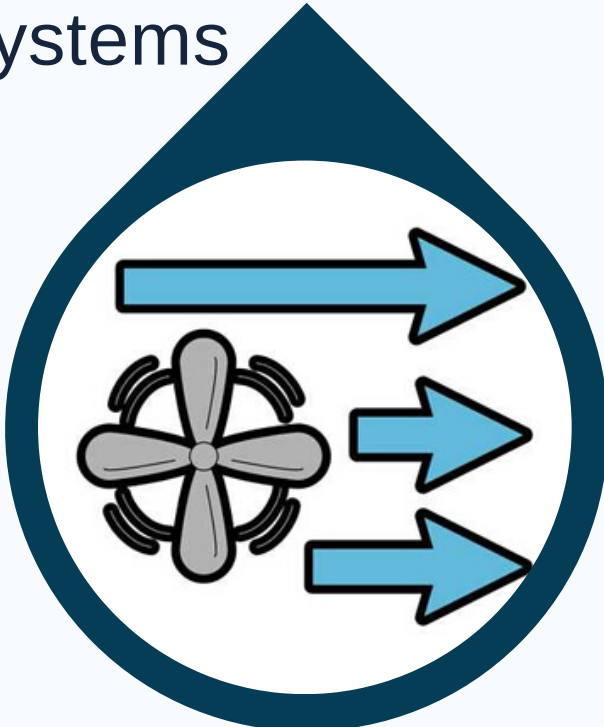
Non Contact Entry



Deep Sanitisation with Virex II-256



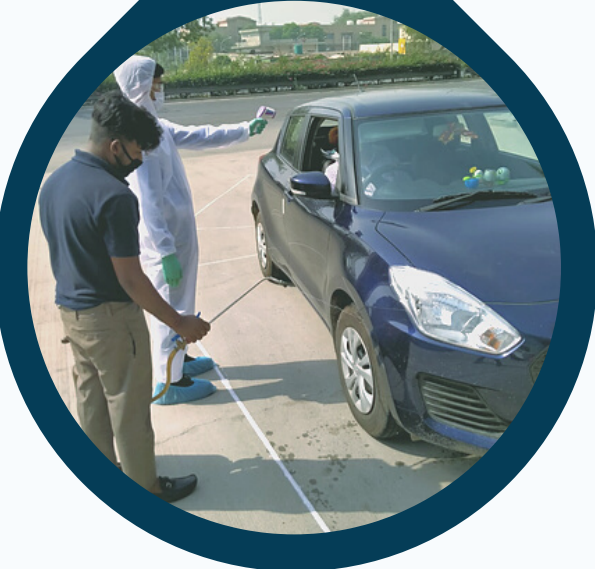
HVAC Systems



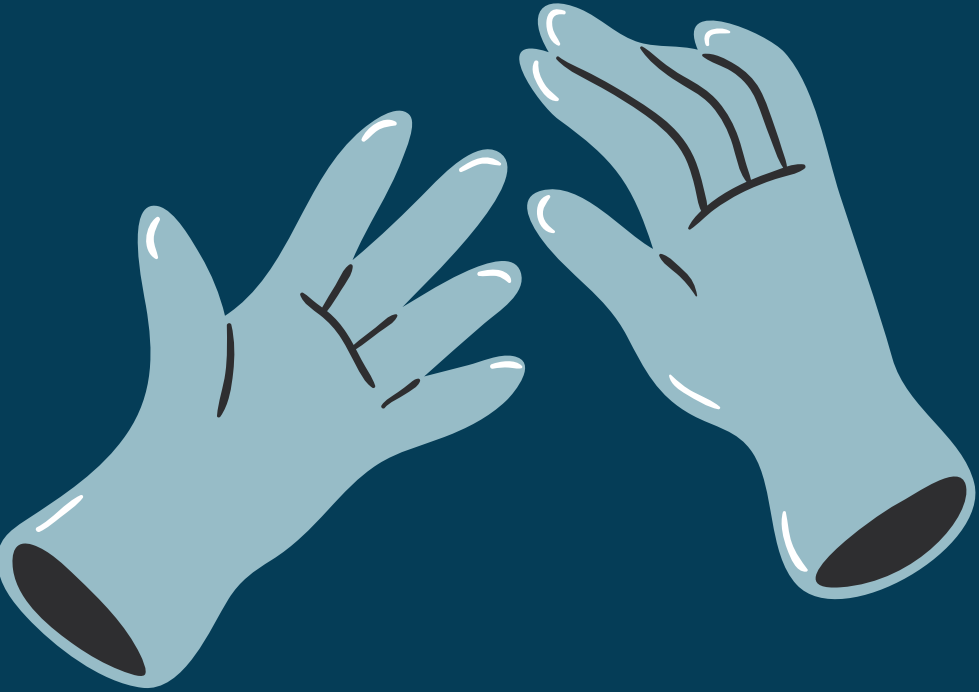
Closed Bins



Vehicle Disinfectant



Car Sanitization



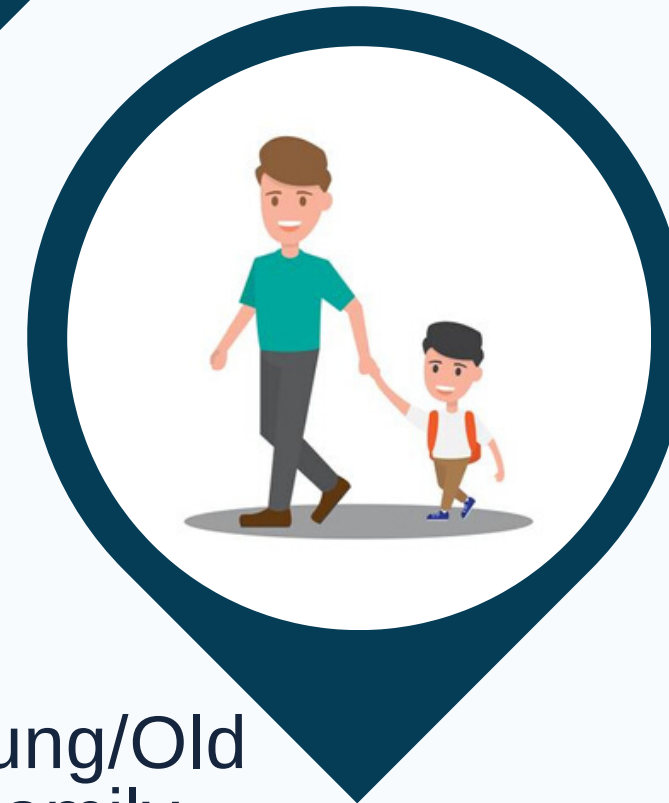
5. Stay at Home



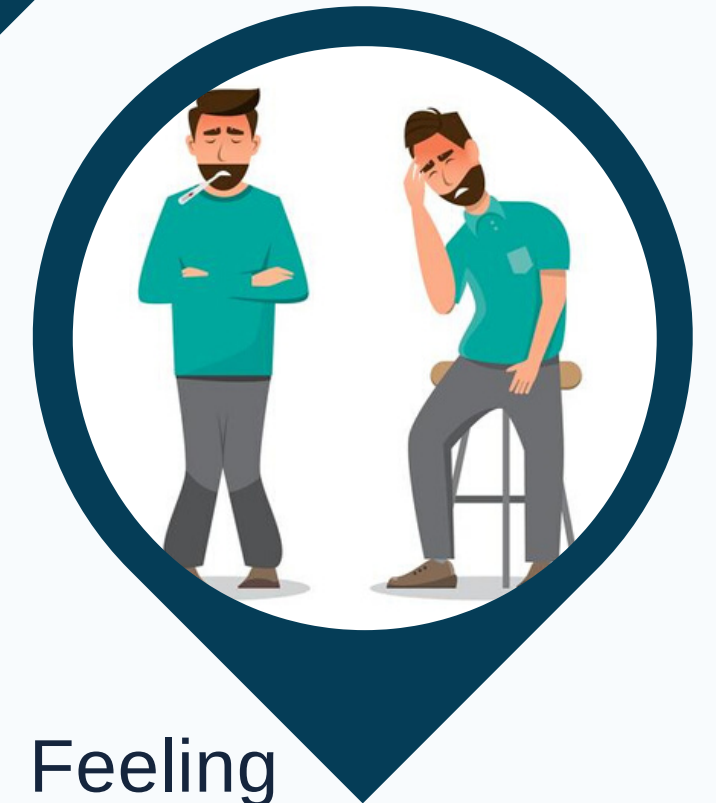
Self Declaration



Quarantine Zone



Young/Old Family Members at home



Feeling Unwell

Preparedness for Covid-19 at



Principles at Workplace

1. Sanitization of Entire Complex
2. Thermal Temperature Readers
3. Signage





1. Work Area Sanitization



Reception



Frequent
Cleaning



Shoe
Sanitization



Main Gate
Sanitization





2. Thermal Screening

- At Complex Main Gate
- Reception near Flap Barrier
- G1 Labour Entry Gate
- G3 Reception



#WorkSafe

Some golden rules you should keep in mind.

 6ft Keep a distance of at least 6ft.	 Let's get back to our roots. Say Namasté.	 Wash your hands with soap every hour for at least 20 seconds.
 Wash or sanitize your hands before or after any activity.	 Wear a mask. Be our superhero.	 Stay home if you are sick. Do not try and come to work.
 When you sneeze or cough, cover your mouth with a single-use tissue or your arm.	 Clean and disinfect frequently touched objects.	 Minimize and shorten face-to-face meetings.

- Always wear a mask
- Wash hands every hour
- Do not touch your face
- Practice physical distancing

Lobby

#WorkSafe

We've made things safer, so you feel safe.

Disinfecting surfaces Shared items (door handles, printers, break-rooms, remotes, restroom, light switches, etc.) will be sanitized three times daily.	Availability of sanitizer Sanitizers have been made available for use by everyone at various spots.
Physical distancing We have re-arranged work stations or staggered hours to increase space between staff, guests and clients. Anyone with symptoms will be discouraged from coming to work.	Contactless transactions Our customers pay online or over the phone where possible. We use contactless delivery to make sure there is no physical contact.

- Always wear a mask
- Wash hands every hour
- Do not touch your face
- Practice physical distancing

Reception

#WorkSafe

Elevator Manners

 Avoid overcrowding – take the stairs or wait for the next elevator.	 Limit the number of people in an elevator to ____
 Push buttons with an object or your elbow.	 Avoid touching your face after pushing the button.
 Wear a mask.	 Face away from each other.

- Always wear a mask
- Wash hands every hour
- Do not touch your face
- Practice physical distancing

Lift Lobby

3. Signages



Back to Working Well



Thank You

Important Government Resources

- 1930 Central control room of ministry of home affairs
- 1800419221 Integrated Control Room for COVID-19
- 18001805145 Helpline Numbers of Uttar Pradesh
- 011-22307145 Helpline Numbers of Delhi
- +91-11-23978046 Ministry of health and family welfare
- ncov2019@gov.in

Max SPOC-

Manish Gosain +91 98996 52696/ manish.gosain@maxvil.com

Property Manager-

Dharmendra Kumar Srivastava +91 98103 31265/

Dharmendra.srivastava@maxvil.com

