

## **SLNAC SAFETY GUIDELINES FOR STAFF AND PATRONS FOR CONVID19**

- Please make sure you wear the mask before entering the office premises.
- Make sure hands are sanitized using the alcohol based sanitizer provided at the entrance.
- Keep at least one meter (1M) gap at all times between the staff, clients and the officers with whom you have direct contact.
- Minimize the overcrowding of persons inside the office.
- Do not shake hands instead say 'Ayubowan'.
- Make sure to hygienically dispose used masks, wet wipes, paper tissues, paper serviettes etc. in the bins.
- Staff members going out on business / work should wash hands and sanitize hands with sanitizer immediately on return to work.
- Staff members to regularly disinfect surfaces (e.g. desks and tables) and objects (e.g. shared used telephones, keyboards, door handles, railings etc.) with a suitable disinfectant several times a day.
- Keep the doors open as much as possible (eg. non-air conditioned areas)  
–This will minimize the necessity to touch the door handles.
- In air-conditioned areas –open the doors with your body by pushing (this will minimize the contact of door handles, places, where you have to pull to open-it is advisable to use a disposable tissue for the door handle and immediately discard it appropriately)
- Employees to stay at home if anyone experiences a mild cough or low-grade fever (37.3 C or more) or if they have just mild symptoms of COVID-19 and should inform office immediately.
- Employees to inform the office immediately if they or family members are infected by the virus and take necessary precautions by quarantining themselves.
- **All Government Health and Safety regulations have to be followed.**

**THANK YOU.**

**VINO JESUDIAN - OPERATIONS MANAGER SLNAC**