

Let's Begin Work

A Communication by Administration Division

*Accept the challenges so
that you can feel the
exhilaration of victory.*

--George S Patton--



इंडिया ट्रेड प्रमोशन आर्गनाइज़ेशन
INDIA TRADE PROMOTION ORGANISATION



As the 3rd Phase of the Lockdown is underway
and with the easing of Restrictions

We at ITPO need to shoulder a greater responsibility now
For Us, For Our Families and For Our Communities

All of us would need to be out of our houses one day or the other
and
also be in our Offices according to the published rosters

So when one has to step out of the home
Attention should be paid to the “SOP-Covid-19-Pandemic”



Always Remember

Follow the Advisories and the Guidelines issued by the Government

when in home and outside

And when coming to ITPO for work

Anybody can be a Carrier of Covid-19 virus

Whether they are Showing Symptoms or Not

By strictly adhering to the Advisories and the Guidelines

Chain of the Coronavirus Spread is can be Broken

And help situation return to Normal in future



We at ITPO believe in

**One for All
All for One**

“One for All” means each person contributes to the whole. If there is trouble, every single person should do their part to help out.

“All for One” means nobody is left behind. If one person is facing a problem, then it’s a problem for the whole community.



Stepping Out of Home



- Check the status on **the 'Aarogya Setu' app**
- If it's okay, then only step out
- **Cover** nose and mouth
- **Sanitise** hands on touching any common surface
- Practise **Social Distancing** (at least 6 feet)
- Do not sneeze/cough openly or in hands but on the crook of elbow, handkerchief or tissue paper
- Spitting at any place is strictly prohibited





While Travelling to Work

One for All
All for One

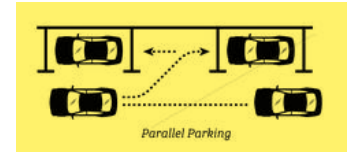


- **Work from Home**, as far as possible
- Go to office only if presence is unavoidable or according to the roster

- Use **personal vehicle**, as far as possible
- Carry **official I-Card** and vehicle parking permission to enter the premises



- **Cooperate** with the security personnel at entry point
- Park vehicle away from the buildings and **keep distance** amongst the parked vehicles

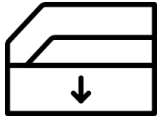




In case Public Transport is Unavoidable



- Make sure all the passengers and the crew of the bus/metro are **covering nose & mouth**
- Ensure that the **physical separation** is maintained inside as per the government advisory
- Ensure that in cabs maximum two passengers are on the rear seat apart from the driver in the front



- Avoid air-conditioning system, as far as possible, and **open the window for fresh air**
- **Sanitise hands** before boarding, after transacting & counting the money and after alighting the vehicle

One for All
All for One





On Reaching the Office

**One for All
All for One**



- Mark **Attendance** in the Attendance Register
- Make sure **not to contaminate the Register** by turning pages with saliva-wet fingers
- Sanitise hands afterwards



- **Keep distance** while using stairways
- **Avoid touching common touchpoints** like handrails, door handles, light switches etc.
- Do not gather in crowds and do not shake hands
- Ensure that the **workplace is clean & disinfected** like desk, chair & drawer handles, mouse & keyboard etc.





**One for All
All for One**

While Working in the Office



- Work from **one's own seat** and avoid going to others' seats
- Avoid meetings, as far as possible
- **Discussion/Interaction** should be through phone calls, meetings through call/video conferencing etc.



- **Avoid hard copy** of the files wherever possible
- Make use of E-mails & E-office and documents in **soft form**



- Strictly adhere to the **Social Distancing** of minimum 1 meter
- **Common printers & photocopier machines** should be only operated by single authorised person in each area

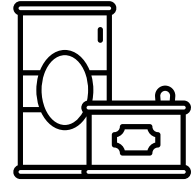




While in the Office



- **Nodal Officer** must be informed about the health status of self & family members, if any symptoms develop
- **Details of any journey** to outside the city must also be shared
- Bring **own food and water bottle**
- **Do not share items** such as stationery, electronic devices, food, beverages, water bottles, glass, utensils, towels etc.
- **Dispose of waste products** such as papers, used napkins/tissues, disposable glasses etc. **properly & responsibly**





**One for All
All for One**

In the Office



- Keep the **doors & windows open**
- As far as possible, avoid air-conditioning and **allow natural ventilation**

- Keep the **common office areas clean**, especially the washrooms & basins
- **Sanitise the hands** when leaving the workplace and after touching the common surfaces while going around the office



- **Avoid the entry** of delivery persons, friends & relatives into the office premises
- If unavoidable, collect the items at the entry gates and get the outer packaging disinfected there itself





Leaving Office & Reaching Home

- Follow the same precautions as coming to work
- Dispose off the mask (if single use one) properly and **wash hands thoroughly**
- Keep the bags & shoes at entry and disinfect them
- **Wash the clothes** and mask (if reusable) and take bath
- If groceries or other items are also brought, **sanitise the outer packaging and clean the contents** before storing





Remember to Follow the Advisories and the Guidelines

Cover mouth & nose ; Keep Social Distance ; Maintain Hygiene
At all the places inside as well as outside the ITPO premises

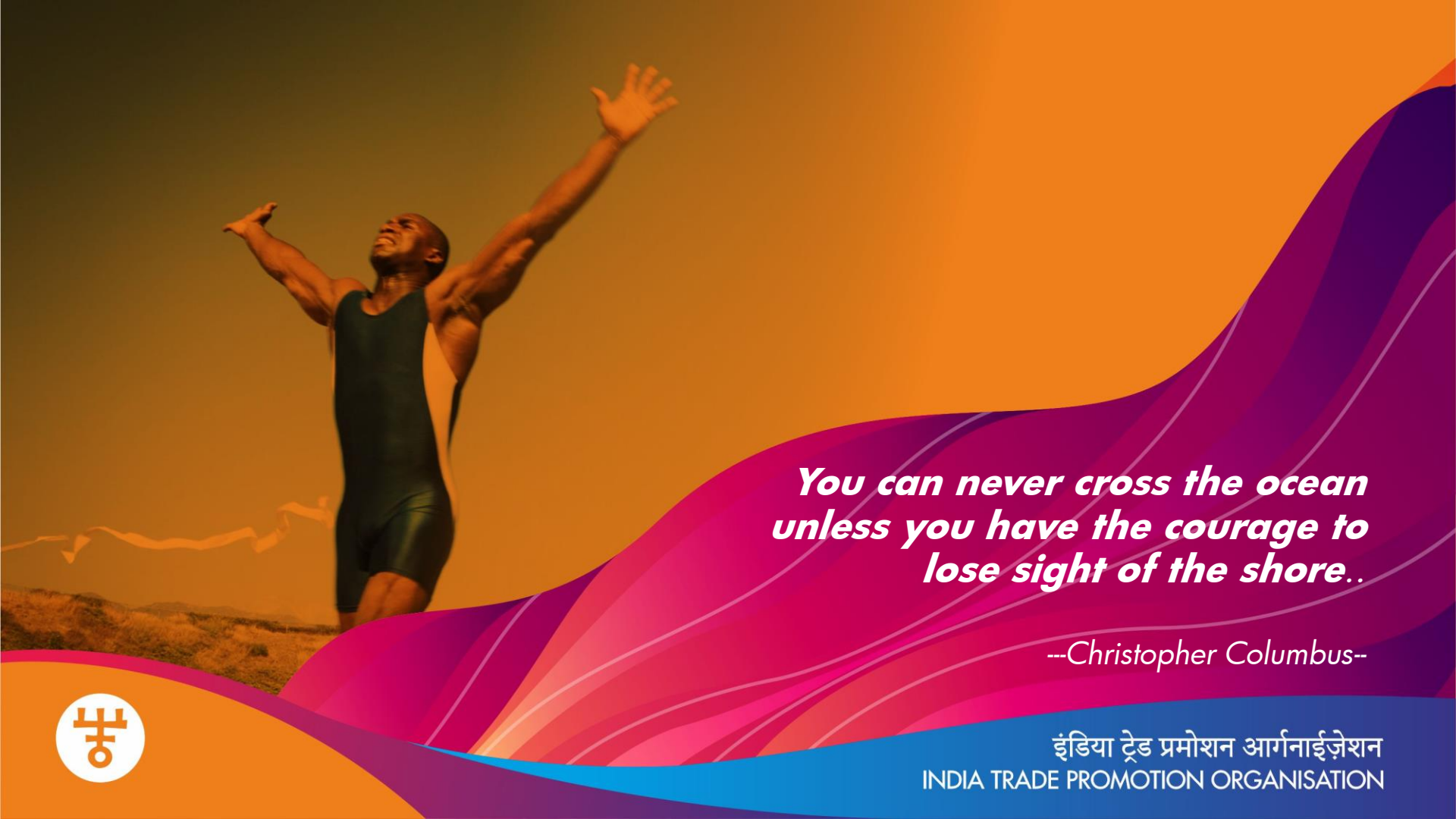
“Eat right, Exercise, Stay Healthy, Think Positive”

And Always Keep in Mind:

**One for All
All for One**

If each ***individual takes care of the community*** by doing their part then only the community stays safe from this pandemic

And this in turn would ensure that the ***community takes care of the wellbeing of its individuals*** by keeping them safe during this pandemic



***You can never cross the ocean
unless you have the courage to
lose sight of the shore..***

--Christopher Columbus--



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