

BACK TO WORK HANDBOOK



YOUR SAFETY OUR RESPONSIBILITY

Dear Colleagues,

We, at Tata CLiQ, believe that the safety and well-being of all our employees, workers, vendors and clients is of utmost importance. Times are changing and we are adapting to a new way of working and living.

We assure you that preventive and safety measures have been put in place for employees to seamlessly resume work.

There are stringent protocols in place so you can keep your family, colleagues and yourself safe. Only with strict compliance and cooperation can we fight this together and keep everyone safe and secure.


This handbook includes detailed guidelines for you & your employees and followed by our Logistic Partners presented by our little COVID warrior 'Ninja.' He lives by a simple motto,

“Safety before anything else.” Also, he loves two things - giving instructions like grown ups do and cool hashtags.

Regards,
Tata CLiQ
#WeCare
#SafetyFirst



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#BHOOL
NAJAANA

Safety precautions by Logistics Partners



DEEP CLEANING & SANITIZING

FMD / LMD and Sort Centers Pre-Opening Process

WHAT

- Entrance
- Workstations
- Furniture
- Floor
- Doors & Handles
- Shutters/Signage
- Equipment

HOW

- Deep Cleaning of entrance & warehouse working area
- Disinfect the area with the spray
- Use duster to clean racks

WITH

- Alcohol based disinfectants
- Use sanitizers with 60% of alcohol.
- Mandate to wear the protective gear (Gloves, Masks) while cleaning

MANDATES FOR STAFF – While starting from home

- Do Wear a mask daily & properly with clean hands when you step out of the house.
- Dispose of single-use masks immediately after use.
- Check your body temperature daily before leaving for work.
- If you have fever, cough, sore throat and other COVID-19 symptoms, please stay at home.
- Always carry & use alcohol-based Sanitizer with you while travelling to work.
- Download **Aarogya Setu Govt. app**, it has useful tips, important information & also e-pass.

AT FACILITY ENTRANCE

BEFORE ENTERING

- Maintain social distancing - cannot enter the place in groups. It's a strict NO.
- It is mandatory for employees to wear A MASK. You cannot enter THE PREMISES without A mask.

AT ENTRY POINT

- All employees to get screened BY THERMAL SCANNER, allowed to enter only if the temp is normal
- Employee to sanitize his/her hands with sanitizer at the entrance itself

Self care
is the BEST!

#JAAHAI TOH
JAHANHAI



Check your temperature.
If you have flu symptoms-
fever, sore throat, cold or
cough; **STAY @Home**



Inform your
reporting manager
and HR team and
apply for leave



Don't self
medicate, please
Consult a doctor



Resume work only after
your physician issues a
fitness certificate



Wash and sanitize
hands often



Btw, I bathe everyday
and wear fresh clothes.
You should too.



Wear a mask when
outside, gloves too.
It's a cool thing to do.



Go digital for
all payments!



Over crowded places
are a strict No-No

#READY
STEADY
PO

Getting Ready For Work!



Download



**Aarogya
Setu App**



and do a
Self-Assessment
It's mandatory!



Attend **ALL** safety sessions conducted by Corporate EHS and HR teams – they're mandatory too



Wear a mask at all times. Carry a spare in your bag



Keep disposable tissues and a sanitizer handy



Deep clean your car and disinfect all the surfaces



Don't forget to carry your tiffin, water bottle and cutlery! Nothing beats home cooked meals. Delivery of outside food will not be allowed in office.

#CHALTIKA
NAAMGAADI

Travelling To Work!

Two Wheeler

Single rider
only, no
pillion



Use your personal vehicle and inform Admin so they'll make parking arrangements



Follow vehicle occupancy rules as per your local government guidelines

**Four
Wheeler**
2 passengers
per Sedan

**Four
Wheeler**
3 per SUV
(including
driver)



Keep windows half open when using air-conditioning



Keep a sanitizer and disinfectant with yourself



Again, wear a mask at all times.
It's so important, can't say it often enough !



If you have a driver, she/he must follow all the safety protocols
Drivers to stay within premises till you exit, entering the office won't be allowed



I love company too but sorry, **NO Car Pool** for now



Please cooperate with the staff when they spray a disinfectant on the vehicles at the entrance

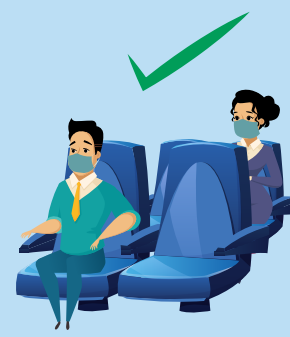


Travelling To Work!

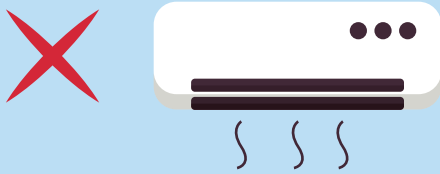


May seem like a lot of rules, but I only want to keep you and others safe!

If you're travelling by the office vehicles:
Follow **Social Distancing Guidelines** prescribed by the driver



Sit diagonally, do not sit next to or behind another passenger



Use of air conditioning will be restricted, so open windows for fresh air



Boarding in the bus to start from last row seats preferably and vice versa for alighting



Avoid Public Transport if possible



However in areas where cabs are allowed by Govt. authorities to operate, continue to follow strict social distancing guidelines

On Arriving at Work



| | | | |
|---|--|--|--|
|  <p>Social Distancing is a MUST. Follow the 6-feet distance rule</p> | <p>ROSTER</p>  <p>Security staff will allow entry to only those who are on the roster for the day</p> |  No Mask  No App  No ID Card <p>= NO ENTRY</p> |  <p>Share your “Safe” status on Aarogya Setu App with security and get your temperature screened</p> |
|  <p>In case the security staff observes any visible symptoms of illness such as repeated coughing or sneezing the staff may prevent you from entering the premises</p> |  <p>You'll be asked to contact your HR Business Partner or Manager using your personal cell</p> |  <p>Sanitize your hands upon entering</p> |  <p>All access points will be kept open to minimize surface contact</p> |
|  <p>Use the stairs and get your steps in for the day. Avoid touching the railings</p> |  <p>Inside the lift, stand in the demarcated areas facing the walls</p> |  <p>No more than 2 or 4 people riding the lift</p> |  <p>Follow the safety guidelines and markings put up in office</p> |

At Work



#NAMASTEINDIA



Namaste is #TRENDING



NO hugging



No handshakes



No group selfies



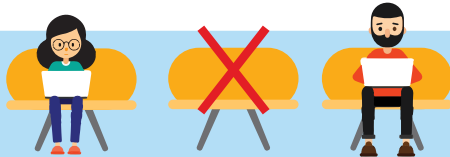
#6ftRule



- Don't forget the 6-foot distance rule while working, eating or meeting others



- Use of gutka, tobacco or spitting inside the campus is prohibited.



- Find your allotted work space. Don't occupy desks that are marked with X
- Wear your mask at all times. Sanitize your hands frequently.
- Stay indoors.
NO out-of-office breaks. (No smoke breaks) It's a good time to give up smoking.



- Follow signages for the cafeteria, pantry, washrooms, photocopiers & printers



- Save the planet. Avoid printing. If you do need a print, use the printer in your designated work area.

#SavePaper



- Couriers will be dropped & picked only at the office entrance. Staff will assist you.

Meetings & Visitors

#SABKI
SAFETY



MEETINGS



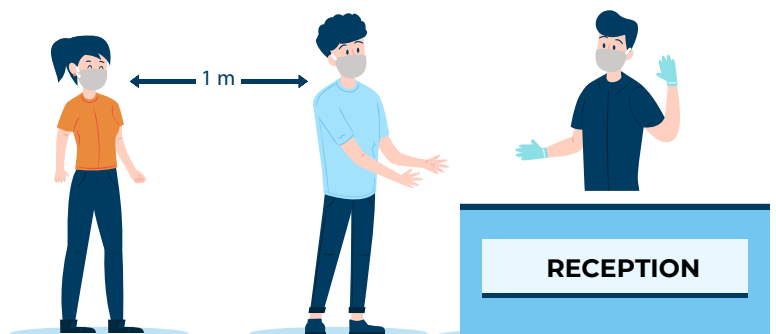
- 👉 AVOID 1-on-1 meetings as much as possible.
- 👉 Maximum 2/3 people in a team meeting & up to 5 people in the board room
- 👉 Take the size of the room into consideration and invite extra participants only if you can continue following the 6-foot distancing rule at all times

VISITORS

Visitors will have to be pre-approved by concerned Department / Regional Head on mail. Non essential visitors **will not be allowed**.

Approved visitors need to:

- 📱 Have **Arogya Setu App** on their phones
- 📄 Carry a self-declaration form (sent to them through WhatsApp or email in advance)



- 🧤 Wear masks and follow 6-foot distancing at all times
- 🏠 Conduct all meetings in designated rooms near the reception

Use of Common Areas

WASHROOMS

30 SECS



BUBBLE BUBBLE
LETS KILL
THE TROUBLE



PANTRY AND CAFETERIA:



Avoid overcrowding. Follow the staggered lunch time roster made by Admin Team.



There's self-service for tea and coffee.
Wash/sanitize your hands post lunch/usage of tea/coffee dispensing machines.



Carry your own Dabba, cutlery & water bottle.
Refill your water bottle as and when required.

[#PetPuja](#)

WASHROOMS:



ONE person at a time.
Wait for your turn.



6 FT



6 FT



Needless to say,
wash your hands !

#BHOOL
NAJAANA

After Work



1



Wear your mask and ID card until you reach home

2



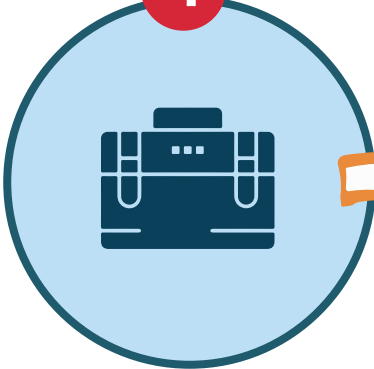
Avoid touching door knobs and doorbell. Call ahead!

3



Clean or leave your shoes at the door

4



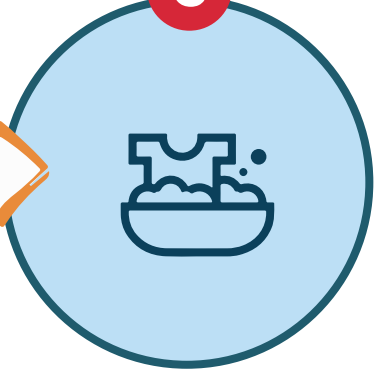
Keep office bag, car key, mobile, glasses, etc. in one place and disinfect them

5



Dispose / clean your face mask safely and sanitize your hands and disinfect surfaces you've touched

6



Put your office clothes to wash and take a nice, hot bath!