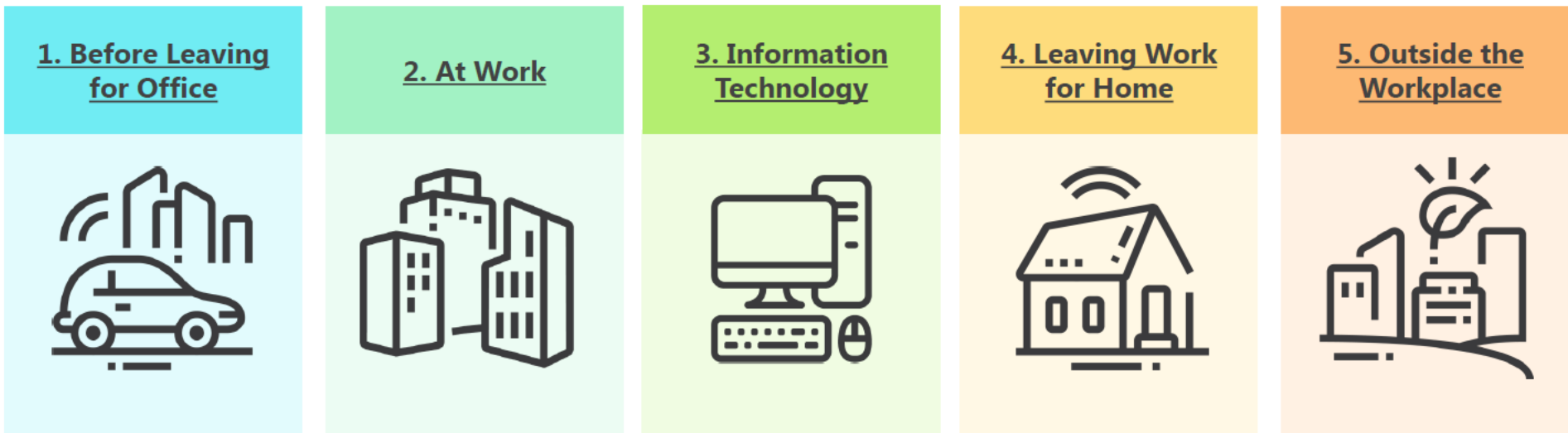




Return to Work: Employee Handbook

Overview

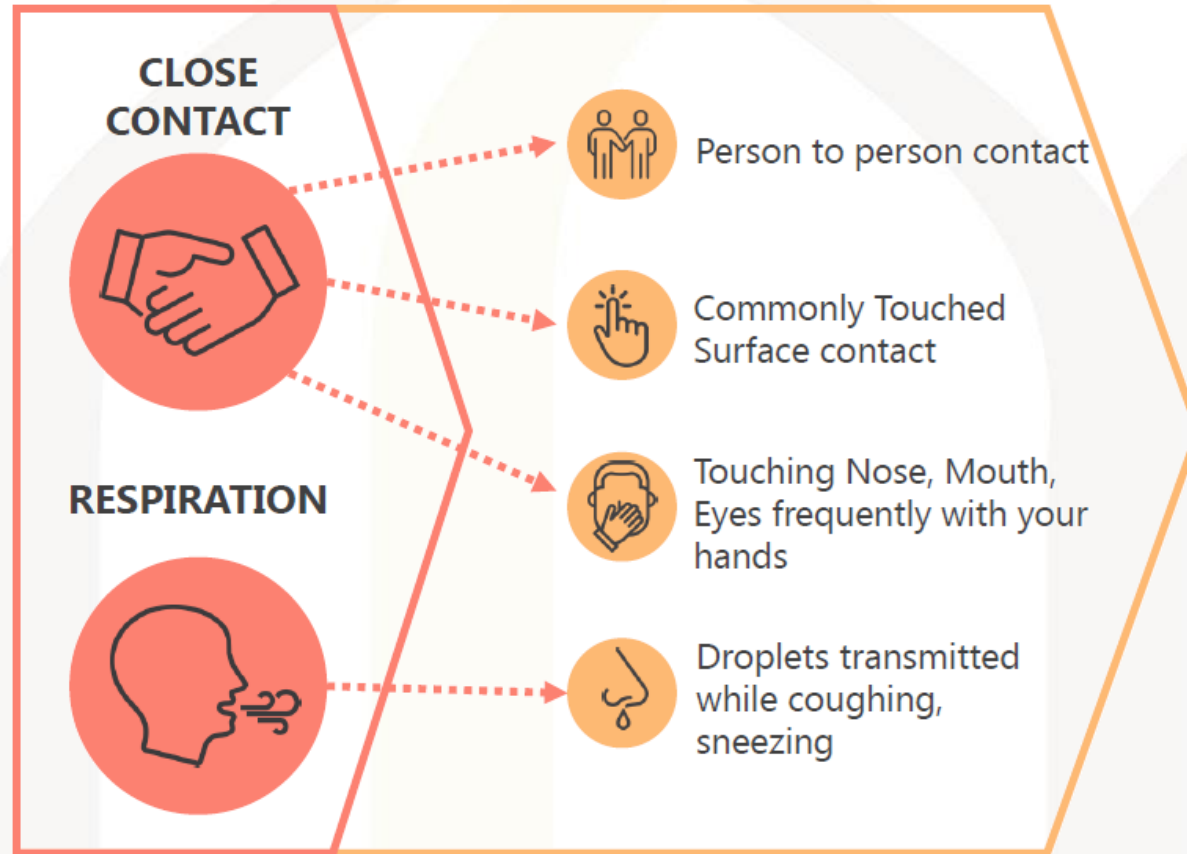
Let's consider our actions every step of the way. They have a direct impact on our families, teams and the business.



- *Non-compliance to listed guidelines is subject to disciplinary action.*
- *Lack of sensitivity to government guidelines is subjected to fines that may also lead to legal action*

How to prevent the spread of COVID19

What is the SOURCE?

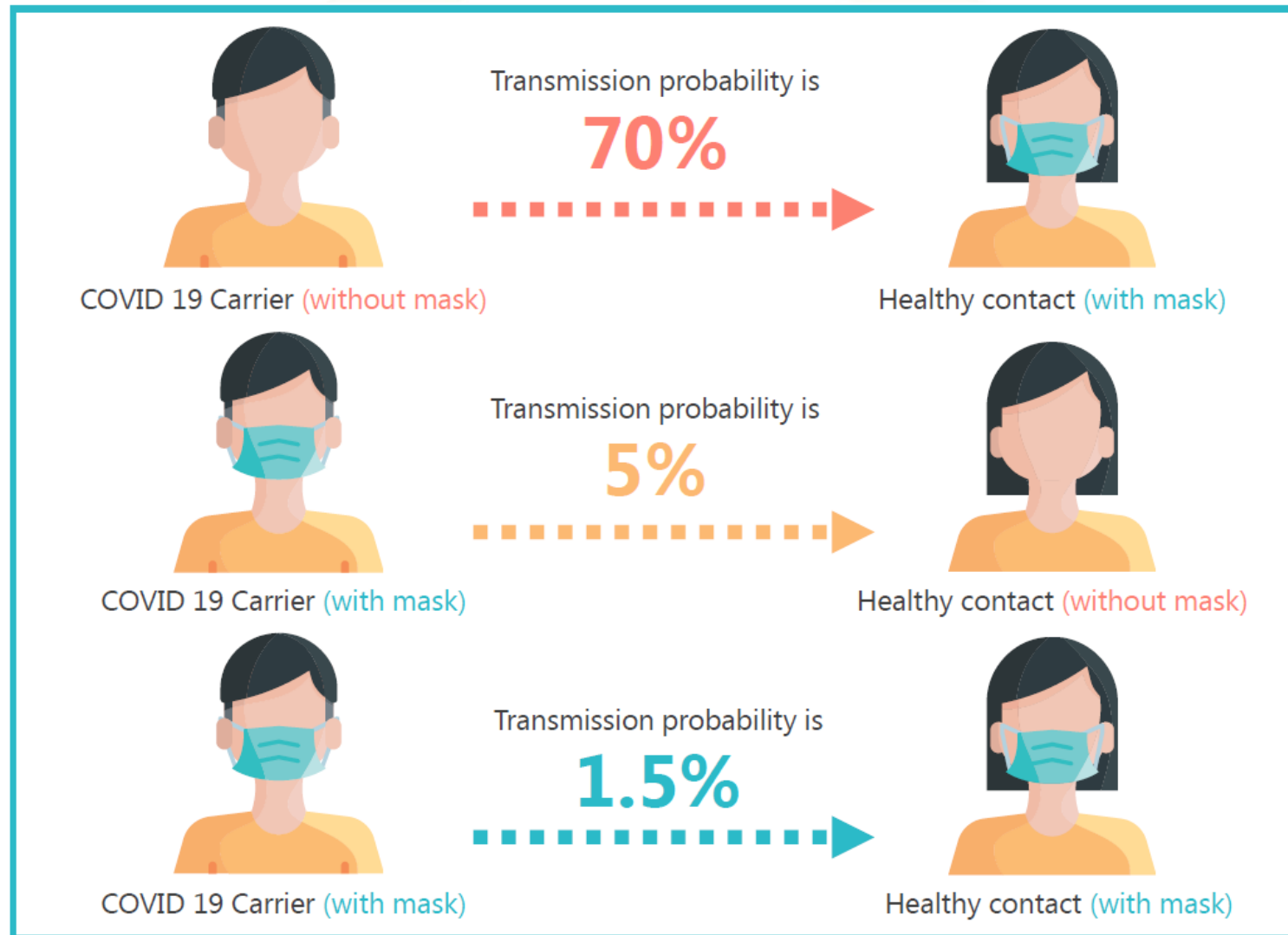


What are the means of SPREAD?

Scope of this Document MEASURES TO PROTECT



Why Wearing a Mask is Necessary



How to wear, take off & dispose the Mask

DO'S



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

DON'TS



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Occasional visit to Work

While we continue to still implement “Work from Home” practices for AGH/ MENA/ RR the following guidelines in addition to those mentioned in the subsequent slides apply:

- Any employee wishing/ required to work out of the Oberoi office occasionally would need to:
 - Familiarize & comply with this document;
 - Inform Olga in advance and email her the filled up [self assessment template](#) to Taisiia on the following email id: taisiia.zubova@aujan.com;
- No more than 10 people will be allowed to come to office for the time being, on any particular day
- Once you are in office you are required to sit on your own workstation only

1. Before Leaving For Office

1. Before Leaving for Office



Self-
Examination
Before
Leaving From
Home

Getting to
work in your
Private
Vehicle

Getting to
work using
the Public
Transport

1.1 Self-Examination Before Leaving From Home

BEFORE
COVID-19



No self examination

THE NEW NORMAL
AFTER COVID - 19

Self-examine for any of these symptoms. Inform your line manager and HR team, in case you are not well



Sore throat



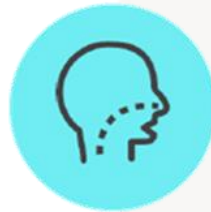
Fever



Cough



Headache



Shortness
Of breath



Pneumonia

LEAVE FOR WORK ONLY
IF YOU FEEL HEALTHY

- Wearing a mask is mandatory, wear your mask before leaving home everyday and you are required to carry extra masks with you in case you need to change them
- Wearing gloves is optional and may be used as you deem best
- Non compliance can lead to penalty and fines, as per regulatory guidelines
- In case of emergency, should you need an additional mask/ gloves, the same may be obtained from Office operations during office hours
- Download the Al Hosn app and keep it active at all times when you leave your home. Keep abreast of latest regulations in the UAE from the official channels



1.2 Getting to work in your Private Vehicle

BEFORE
COVID-19



Car - pooling

THE NEW NORMAL
AFTER COVID - 19

Alternate seating



Sedan



SUV

COMMUTE MUST DO'S

- **Commuting in your own car:** Only 3 people including yourself are permitted in your vehicle
- **Commuting with others:** Its better than taking public transit (unless it's a shared cab) but make sure not more than 3 occupants are in the vehicle, including the driver
- Stagger your arrival/ exit time at work to avoid crowds



1.3 Getting to work using the Public Transport

BEFORE
COVID-19

Crowded Metro



THE NEW NORMAL
AFTER COVID - 19

Follow Public Transport Guidelines.
Practice Social Distancing while on the move.



COMMUTE MUST DO'S

- Avoid public transport, wherever possible
- Wearing a mask is mandatory while using public transport & wearing gloves is advisable (change of both when you reach work)
- Always carry & use hand sanitizers
- Ensure you wear/ discard masks & gloves as per protocol (refer WHO guidelines)

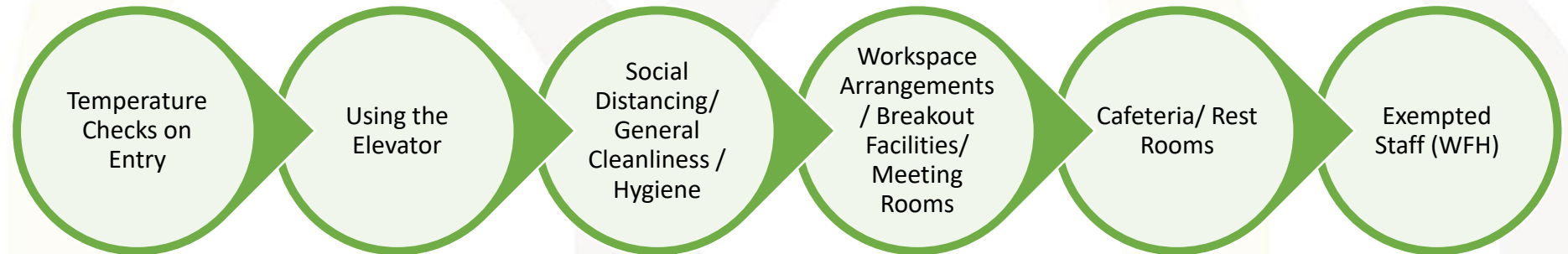


Follow RTA for
more
information



2. At Work

2. At Work



2.1 Temperature Checks on Entry

BEFORE COVID-19

No specific
temperature
monitoring or
reporting procedure.



THE NEW NORMAL AFTER COVID - 19



It is mandatory to get
your temperature
checked before entering
the office premises every
day



Always wear your masks
and gloves to work.

WE CARE ABOUT YOU

- Upon arrival before you park your car, have your temperature taken by the security staff present in the parking and proceed to the 32nd/ 33rd Floor
- During the day should you display non-acute symptoms or feel unwell kindly inform the HR Manager and leave for home. You may also consult with the a doctor/ tele-doctor on the same
- Should you be COVID19 +ve do let the HR Manager know so that we can initiate contact tracing across the office
- There are plenty of hand sanitizers dispensers placed around the office, ensure you use it periodically



2.2 Using the Elevator

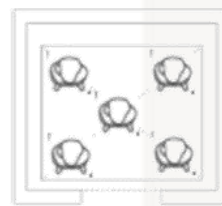
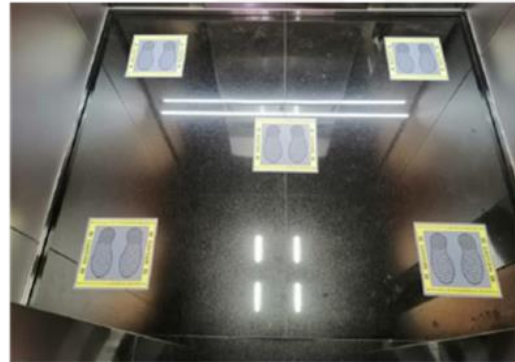
BEFORE COVID-19

Maximum 12 person



THE NEW NORMAL AFTER COVID - 19

- Practice physical distancing
- Maximum 5 people will be allowed in the lift
- Follow the markings on the floor



ELEVATOR TIPS

- Ensure you follow elevator social distancing etiquettes while queuing for and entering/exiting the elevator
- Remember to use the hand sanitizer after selecting the required floor
- Minimize elevator usage (i.e. smoking breaks) for your own safety
- If you are taking the stair case between the 32nd & 33rd floor remember to sanitize your hands after using the door handles/handrail



2.3 Social Distancing/ General Cleanliness / Hygiene

BEFORE
COVID-19

Shaking hands

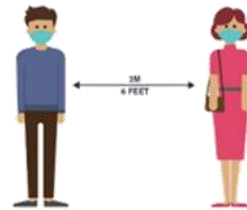


Basic cleanliness
& hygiene



THE NEW NORMAL
AFTER COVID - 19

Social Distancing



Sanitizing



Virtual Greeting



FIND NEW WAYS TO GREET OTHERS

- Ensure you wear your mask at all times, while in office, unless you are seated alone in a cabin
- Minimize movement around the office floor (e.g. printer room) unless necessary and sanitize your hands periodically
- Ensure you maintain 2 meters distance while seated or interacting with anyone and avoid any form of physical contact
- No general visitors (unless as a business exception) will be allowed. If you are inviting a guest, you are required to ensure they pre-fill in the self declaration form
- Protective screens/ signages will be set up at your workstations for your safety



2.4 Workspace Arrangements / Breakout Facilities/ Meeting Rooms

BEFORE COVID-19

No Social Distancing Before Covid-19



THE NEW NORMAL AFTER COVID - 19

Maintain Social Distance



WHAT CAN YOU DO?

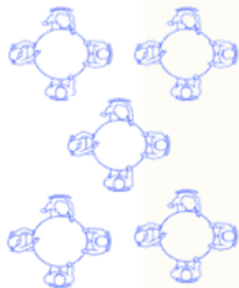
- You are encouraged to continue with e-meetings vs. physical meetings. Additionally, the meeting capacity of the following rooms has been reduced as follows (with masks worn by all during physical meetings):
 - *Boardroom: 4-6 people,*
 - *Meeting Rooms: 2 people*
 - *Cabins: 2 people*
- Breakout facilities (e.g. Foosball Table, etc.) are not open to use
- Frequently sanitize your workstation, desk phone, laptop, etc. We will be providing you with the cleaning equipment however if you prefer you may also bring your own
- Avoid using any one else's phone/workstation and work tools



2.5 Cafeteria/ Rest Rooms

BEFORE COVID-19

All facilities open



THE NEW NORMAL AFTER COVID - 19

Alternate Seating Arrangement



KEY POINTS

- Pantry capacity will be limited to 1 person per table so kindly plan your lunch time accordingly. You are also reminded to be mindful of others while eating so as not to take too long
- Those who are seated alone in their cabins may choose to eat there alone.
- Self service shall be in effect for all pantry services. Ensure you wash your hands before/ after use of common sugar/ tea bag dispensers & carry your own utensils/ cutlery
- Sealed disposable bottles however will be placed on your workstation regularly
- You are encouraged not to order via food deliveries and instead get food from home. Also ensure you do not share food with others.
- Only one person will occupy the washroom at any given points of time. Do not over crowd outside the washroom;
- Ensure you wash your hands thoroughly for 20 seconds before leaving the washroom.



2.6 Exempted Staff (WFH)

BEFORE
COVID-19



THE NEW NORMAL
AFTER COVID - 19

Work from Home



Work from Office (with adequate precautions)



KEY POINTS

- We advise that the following people do not come to office and may continue to work from home, if they meet any of the below listed criteria:
 - *Are above the age of 55;*
 - *Suffer from chronic ailments;*
 - *Have children aged 6 years or less at home;*
 - *Are pregnant (or spouse is pregnant);*
 - *Have aged parents/ people of determination, as dependents living with them;*
 - *Have a spouse working in airport/hospital*
- The company reserves the right to amend this from time to time in accordance with local regulation and business requirements



3. Information Technology

3. Information Technology



IT Support

3.1 IT Support

1. IT Systems Access

- All IT Systems are accessible from home and from office – no change is required;
- VPN access for some systems is only required when working from outside office.

2. IT Collaboration Tools

- BlueJeans is the company standard for conferencing;
- Microsoft Teams for conferencing with TSI and KACC.

3. IT Support

- Email ITHelpDesk@Aujan.Com or call if urgent support is needed;
- IT Helpdesk Contacts for Oberoi (contacts for other locations can be found on MyAujan-ITApplications)
 - Sylvia Noronha 056 995 2050
 - Manoj Kumar 052 668 6539
 - Vikram Rao 050 708 6564

4. Your Computer

- Is regularly scanned for vulnerabilities, virus, malware and unauthorized software;
- The IT HelpDesk will contact you should your PC be at risk or non compliant;
- Prioritize time to have it fixed if not you may not be to login to Aujan IT systems.

5. Cyber Security

- Read CyberSecurity communications on MyAujan to be aware of risks and take action;
- New IT Security Policies will be issued in response to the increase in Cyber Security Threats.



4. Leaving Work for Home

4. Leaving Work for Home



Protocols to
Follow upon
Reaching Home

4.1 Protocols to Follow upon Reaching Home



Don't touch anything without washing your hands



Leave your bag, wallet, keys, etc. in a box at the entry of your home



Remove and wash your clothes immediately



Have a shower if you can't wash all the exposed areas



Sanitize your hands every time you enter your car



Clean your phone / specs / sunglasses with alcohol-based disinfectant



Clean and disinfect all the bags you brought from outside



5. Outside the Workplace

5. Outside the Workplace



Safe Shopping
Guidelines

5.1 Safe Shopping Guidelines



Only go out to buy essential supplies



Instantly sanitize the handle of your shopping cart or shopping basket and your hands



Maintain physical distance of atleast two meters between you and other customers and cashiers



Observe all safety precautions before leaving the house



Be patient and stay in line to get food items stores in refrigerators, freezers, vegetable stands and shelves



Avoid using banknotes and replace it with a credit or debit card, and sanitize the card along with your hands after payment



Choose the correct time to shop by avoiding peak and crowded times.



Shop alone to reduce the number of people in the store and help make physical distancing easier to achieve.



After buying what you need and upon arriving home, take out the purchased items from the store bags and dispose of the bags then sanitize all your purchases and wash your hands properly.



Use online delivery services wherever possible



Avoid hoarding and purchase only necessities to avoid food and medicine shortages



Stay Safe.