

# COVID-19

## THE NEW NORMAL

### Office Settings

#### DO'S



Prescribe PPEs to those concerned



Use face mask mandatorily at all times at work



Follow social distancing rules at all times



Use separate dishes, bottles and mugs



Send soft copies of documents for approvals



Promote online meetings as much possible

#### DON'TS



Limit access to PPEs



Work in office spaces without a mask



Crowd common areas/assemble in one area for discussion



Use common dishes, bottles and mugs



Use hard copies of documents for correspondence



Conduct physical/offline meetings frequently

