



Covid-19
Prevention & Protection
Member Handbook



What is Coronavirus Disease 2019 (Covid-19)?

According to the World Health Organisation, Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate symptoms.

Common symptoms: Fever, tiredness and dry cough.

Some people may experience:

- Aches and pains
- Runny nose
- Diarrhoea
- Nasal congestion
- Sore throat

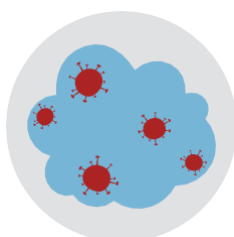


On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

People with mild symptoms who are otherwise healthy should self-isolate. Seek medical attention if you have a fever, a cough, and difficulty breathing.

How does Covid-19 spread?

When someone who has Covid-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the common flu.



AIR BY COUGH
OR SNEEZE



PERSONAL
CONTACT



CONTAMINATED
OBJECTS

How to prevent the spread of Covid-19 in your workplace?



Make sure your workplaces are clean and hygienic. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.

Promote regular and thorough hand-washing by employees, contractors and customers. AltF Coworking will ensure sanitizing hand rub dispensers are placed in prominent places around the workplace and that these dispensers are regularly refilled.



Avoid travel to infected areas, group gatherings and use non-contact greetings.

Adhere to the prevention measures and hand-washing guidelines that have been placed around the centre for you and your team members.



Advise team members to consume more fluids and vitamin C to improve immunity.

Ensure all team members wear face masks when travelling to and from work.



Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever needs to stay at home. They should also stay home (or work from home) if they have had to take simple 3 medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection.

Things to consider when you and your employees return from travel (after the travel ban has been lifted)

Make sure your organization and its employees have the latest information on areas where COVID-19 is spreading.

You can find this at www.worldometers.info/coronavirus/

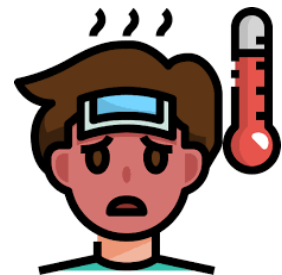
Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.



If they develop even a mild cough or low grade fever (i.e. a temperature of 99F or more) they should stay at home and self-isolate and seek medical assistance at the earliest. They should also inform their company and respective space's Community Manager.

When starting from home to work please ensure the following -

Check your temperature and watch out for any mild or severe symptoms.



Wear a mask and gloves while travelling.

Travel in your own personal vehicle only and follow the directives released by the Ministry of Home Affairs. One person per one wheeler and two people per four wheeler with one person sitting at the back.



Precautionary measures to prevent the spread of the virus are being taken across AltF Coworking centres.

AltF
CoWorking



Preventive Measures

For all CoWorking Spaces of AltF

Sanitization Routines

- **Industrial Level Sanitization** of Property before re-opening
- **Regular sanitization** of property every day after office hours with government advised Sodium Hypochlorite based product
- **Frequent deep-cleaning** of every area at property using Alcohol based Cleaners.
- **Industrial Sanitation Activity** at the space every week

Staff Training

- Every staff of AltF would be equipped with **Masks, Gloves, and Sanitizers**
- AltF Staff including Housekeeping Boys have gone through **rigorous Health and Safety Training**
- **Daily Temperature Checks** would be performed on every Staff entering the space.
- It has been made mandatory for every Staff of AltF to download **Aarogya Setu app** and keep themselves updated.
- Every partner has been trained with **contactless services experience** in Repair and Maintenance Activities. Frequent deep-cleaning of every area at property using Alcohol based Cleaners
- Industrial Sanitation Activity at the space every week

Changes Expected to See

- **New Refreshment Zone** giving the services of Tea/Coffee and Water keeping all Social Distancing in Place.
- **Strict Thermal Checks** before entering the space
- As per government guidelines, space would be getting operated between **08.00 AM to 06.00 PM**
- Space would be **closed on Sundays** for Sanitization Purposes
- **Restriction Tapes** reminding at every moment on what not to be touched

Do's and Donts to prevent the spread of the virus are being taken across AltF Coworking centres.

AltF
CoWorking



Mandatory Do's and Dont's

For all CoWorking Spaces of AltF

Do's

- Maintaining Social Distancing of 6 ft
- Wearing a Face Mask while entering the space and throughout the day
- Carrying Homemade Food & Bottle for the refilling of Water
- Carrying AltF Access Card
- Downloading and Installing Aarogya Setu app

Dont's

- Any kind of Social Gathering is strictly prohibited.
- Do not come to the office if feeling unwell or with high temperature
- Use of common water glasses and crockery
- Smoking and the use of Tobacco at premises is strictly prohibited



Frequency of the sanitization and cleaning process of the workspaces has increased.



Daily temperature checks are being carried out for each and every person coming into the space.



Restricting access to common areas

Systematic and regular cleaning of AHU filters will be carried out.
Nearest hospital's details and phone numbers will be shared with all team members coming into work.

Meeting Rooms

Social distancing can be achieved by reducing the number of chairs. Please rely on video conferencing for meetings and when not possible, please host meetings in open, well-ventilated areas with proper social distancing.

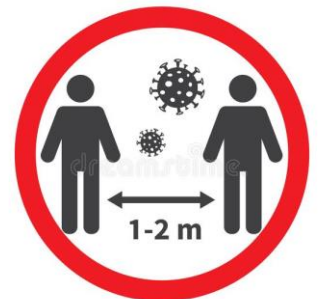


Visitor Policy

Entry points into the centres shall be restricted for visitors. Anyone entering the space shall be thoroughly screened. For any visitors entering the centre, prior information needs to be provided to the Community Manager.

Elevators

Kindly ensure social distancing is followed while waiting for an elevator to arrive. Inside an elevator, please maintain distance and not more than 2 people should be within the elevator at a particular time.



References

- <https://www.who.int/>
- <https://www.cdc.gov/>

All the information gathered in the 'Covid-19 Prevention and Protection Member Handbook' is a collection of information that is available on the above mentioned portals. These guidelines are only for reference purposes. The ownership of these guidelines solely rests with these organisations mentioned and AltF Coworking shall take no responsibility or liability for the same.