

## **10.Dos & Don'ts during Coronavirus COVID-19**

### **A. Applicable for all people**

1. Physical distancing of at least 6 feet is to be maintained as far as feasible, wherever you go.
2. Use of face covers/masks is essential, whenever we go out of home.
3. Frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Alternatively, use of alcohol-based hand sanitizers (for at least 20 seconds) can be made, wherever feasible.
4. The toilets and bath rooms are to be kept clean and disinfected frequently.
5. Clean and disinfect common surfaces and objects in your home and office every day.
6. Respiratory practices to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
7. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
8. Spitting shall be strictly prohibited.
9. Installation & use of Arogya Satu App, as per Government directive.
10. People who are older and have underlying medical conditions, and children are at higher risk from the new coronavirus. Hence, they should avoid going out, and it is better to stay at home. Younger people can get it too and they risk spreading it to others.
11. People should also avoid large gatherings.
12. Wash fruits and vegetables under running water before you eat them. Scrub them with a brush or your hands to remove any germs that might be on the surface.
13. Though there is no evidence that anyone has gotten the virus from food packaging, it is better to wipe down, take-out containers or grocery items and let them air dry.
14. Wash or disinfect reusable grocery bags after each use. Wash used fabrics often, using the warmest water. Dry them completely.
15. The virus probably won't survive the time it takes for mail or other shipped items to be delivered. The highest risk comes from the person delivering them. Limit your contact with delivery people as much as you can. You might also leave packages outside for a few hours or spray them with a disinfectant before bringing them in. Wash your hands after you handle mail or a package.
16. If you want, you can disinfect the soles of your shoes and avoid wearing them indoors.
17. **Do Exercise:** Lockdown restrictions and SD measures should not stop you from staying fit. You might not be able to visit your gym but you can surely perform basic exercises and Yoga asanas in the comfort of your home. If exercising is not your cup of tea, maybe you can spare fifteen minutes of your day for dancing to your favorite music.

18. **Do Eat Right and Hydrate:** Eating right will help you to maintain your immunity and stay healthy. Eat food items that strengthen your immune system. Ensure a balanced diet. Keep drinking water regularly and stay hydrated.

19. **Do Stay Occupied:** It is important to stay occupied while SD to keep negative thoughts at bay. This becomes even more important if you are not involved in a job that can be done from home. Revisit an old hobby or try to learn something new online.

20. **Do Stay Social:** You can follow Social Distancing and still be able to meet friends and relatives – you can go virtual. Video calls are a great way of stay in social during the Coronavirus period. Use technology to stay in touch with the people that matter to you.

21. **Do Sleep Well:** With all the stress associated with the pandemic, your body and mind need rest. Sleep is a natural way of getting that daily rest. Ensure you sleep well for seven to eight hours during these tough times so that you are fresh and active to deal with the challenges that lie ahead.

22. **Do Obey the Rules:** Comply with the rules and regulations of your residential area. Some residential societies might have crafted rules for the members, for example – not using the public areas, collecting deliveries from the gate, etc. Obey the rules and cooperate.

23. **Don't Have Late Dinners:** Social Distancing, Lockdown, and staying indoors can disrupt the eating cycle. Dining late and then sleeping immediately without allowing the digestive system to actively perform its job can cause health issues. Consider having a gap of a few hours between eating dinner and sleeping.

24. **Don't Resort to Panic Buying:** There's no point in defying Social Distancing norms and gathering in large numbers at grocery stores and medical shops to lock up essentials. Authorities have assured that there will be an adequate supply of essentials so act accordingly.

25. **Don't Feel Hopeless:** Don't lose hope. Humanity will conquer the new Coronavirus and welcome a new dawn. Stay positive, surround yourself with good thoughts, and take care of yourself and your family.

## **B. For Office Goers**

### **I. When you leave for office**

1. Do not forget to wear a face mask before stepping out.
2. Carry a small soap bar or an alcohol-based hand sanitizer to office.
3. Carry your own glass, mug, bottle and spoon so that you can avoid using cutlery from the pantry.
4. Carry your own power bank and charger to avoid borrowing it from a colleague.

### **II. At office**

1. Avoid touching lift buttons or use a tissue to touch it. If you are taking the stairs, avoid touching the walls or railing.
2. Make sure there are not more than two-three people in the lift, else take the next one. While in the lift, do not face each other.
3. Do not remove the face mask at any point. It is recommended that you do not use the same mask daily.

4. Before beginning your day's work, disinfect the desk, the laptop/desktop and your seat. As you sit, make sure you leave at least a seat's distance between you and your colleague.
5. Maintain social distancing when you interact with people. Avoid shaking hands. In case of a meeting, make sure there are not too many people in the room at a time, so that you can maintain social distancing.
6. If you absolutely have to touch a handle or a door knob, sanitise your hands immediately.
7. At lunchtime, wash your hands properly before you start eating. Eat at a distance from others.
8. The toilets

### **III. After coming home**

1. When you come home, take a bath and put your clothes for washing separately, and not with other clothes.
2. Disinfect your mobile phone and other items you took to office.
3. Most importantly, avoid going to your workplace in case you feel sick or show some worrying symptoms.

### **C. For all commuters**

1. If you are using your personal vehicle, make sure to disinfect the most-touched parts of the car once more, including the door and door handle, steering wheel and gear lever, seat and seat belt, before you start. Clean your two-wheeler similarly, that is, sanitize the frequently-touched parts.
2. Do not share your two-wheeler with anyone to maintain social distancing.
3. If two people are travelling in a car, they should sit in a crisscross pattern in the front and back respectively to maintain distance.