

Subject: Covid guidelines

Keywords: Covid, social distancing,

1. These guidelines shall override all earlier guidelines issued.
2. Staff members having symptoms like fever, headache, dry cough shall voluntarily take sick leave. They may join back only after these symptoms are no longer present and they test negative for Covid (RT-PCR test only).
3. Staff members who have primary contacts of known covid patients must take minimum of one week casual leave. They can join back work only no symptoms present and they test negative for Covid (RT-PCR test only).
4. Staff members having breathing problems must immediately undertake HRCT and blood test at Tapadia diagnostics. This will help prevent aggravation of symptoms and help in timely treatment.
5. Staff members who have tested positive for Covid can join back work only after 2 weeks from having no symptoms and after they have tested negative for Covid (RT-PCR test only).
6. Dr. Ashok Upadhyay shall provide tele-consulting as per the following details:
  - a. Dr. Ashok Upadhyay (mobile: 98480 43325) is a very good doctor/physician who have been looking after my aunt for several decades. I have requested him to provide tele-consulting to our staff members, their family members and workers at our site.
  - b. His consulting hours are 10am to 12 noon and 3pm to 5pm, 6 days a week. You can send him reports by whatsapp. You can also connect to him via whatsapp video call.
  - c. His consultancy charges will be Rs. 400/-. This will be valid for 2 tele-consulting sessions within a period of one week.
  - d. All staff members are strongly urged to consult him for medical advice, especially related to Covid.
7. 50% of the cost of the above test/consulting shall be borne by Modi Properties, provided advance intimation is given to HR.
8. Staff members may apply for work from home (WFH) permit from HR. permit shall be granted subject to approval from respective manager and availability of laptop and internet facility. In such cases 50% salary shall be paid. Similar policy shall be extended for staff members with other medical problems.
9. Social distancing norms:
  - a. All staff members shall return back to their respective desks (including lady engineers and other staff members who have been posted at site. Eg.: CR staff, accounts staff.).
  - b. Sitaram, Rama Rao, Waseem and Lateef shall continue to work from training room.
  - c. All staff members must wear masks at all times.
  - d. Drivers and maintenance staff shall be seated in the ground floor of SM Modi Complex.
  - e. Contractors and vendors shall not be permitted to visit HO – except with prior approval of senior managers.
  - f. Contractors and vendors shall not be permitted to enter site offices. Meeting shall be held in open spaces.
  - g. Serving of refreshments are banned across all sites including HO. However, self service shall be permitted. Water bottles and cooldrinks may be kept in conference rooms for customers.
  - h. Schedule for using lunch room at HO shall be prepared. Staff may no longer have their lunch on their desk.
  - i. Purchase division to be shifted to VSC by 30.09.2020.
  - j. Sales/promotions meeting shall be continued to be held on Zoom.

10. Pickup and drop service:

- a. Pickup and drop service shall continue as before.

11. Office timing:

- a. Hereafter office timing at HO shall be from 10am to 6pm. Saturdays 10am to 3pm.
- b. Sites 9.30am to 6pm. Site staff may be permitted to leave early only on alternate Saturday at 3pm (not more than 50% can leave on a Saturday).
- c. Select lady staff members may be permitted to leave at 5pm subject to fresh approval from HR.
- d. All staff members shall work 6 days a week.

The above guidelines shall be effective from immediate effect.

Soham Modi.

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