



**KEEPING  
YOU SAFE  
COVID-19**



WE ARE PREPARED

# PRECAUTIONS WE ARE TAKING AT AVANTA TO KEEP YOU SAFE



Global Hygiene  
Standards



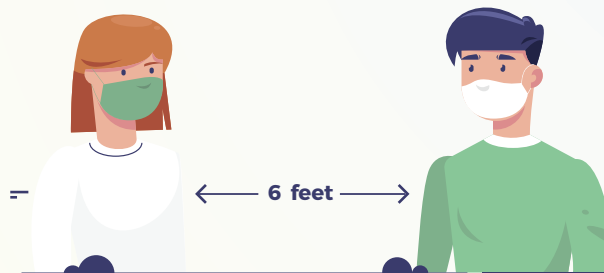
Stringent Sanitation  
Protocols



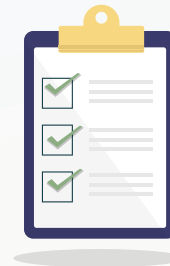
Temperature Check  
At Entry Point



No Contact Policy



Practice  
Social Distancing



Adherence To WHO  
And Government Measures

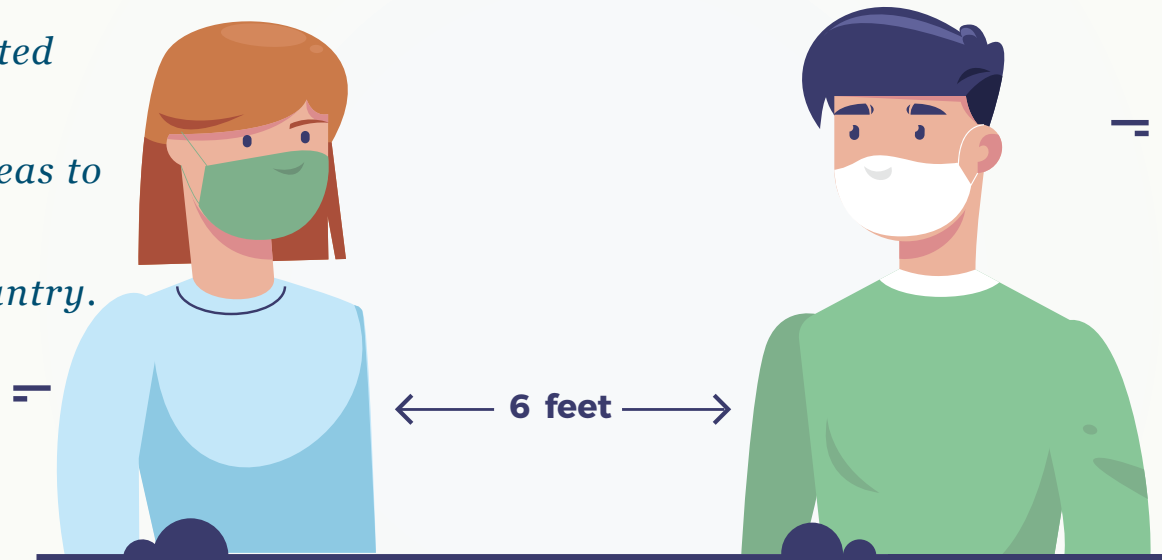
# ACCESS TO THE OFFICES

- *Anyone entering the Avanta facility will need to go through temperature screening.*
- *Visitors will not be permitted in the office or in the common area's (till further notice)*
- *All couriers and packages will need to be delivered at the reception and the client will need to pick them up directly, delivery boys will not be permitted on any other floor.*
- *Wear a mask as instructed by the government.*



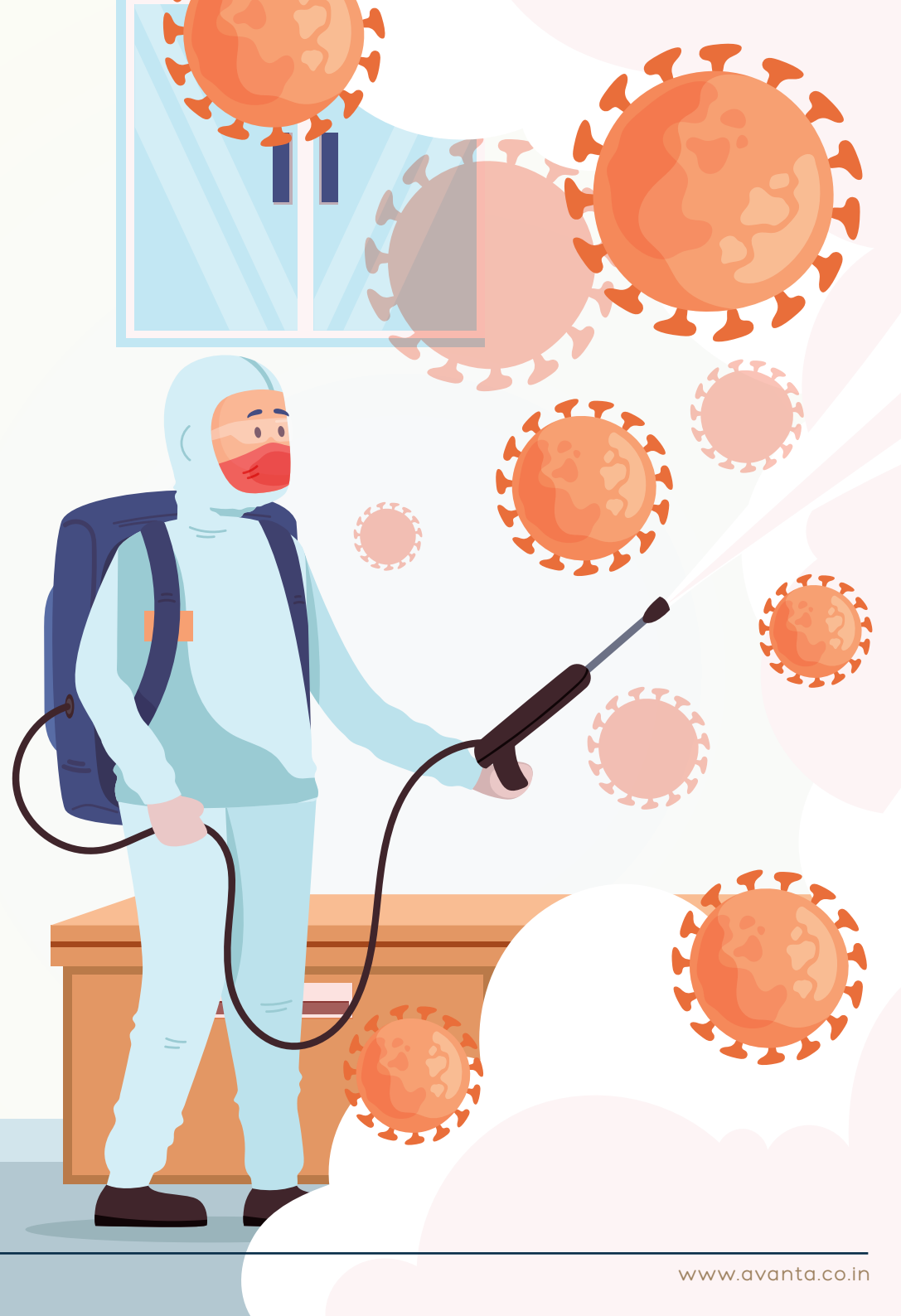
# SOCIAL DISTANCING

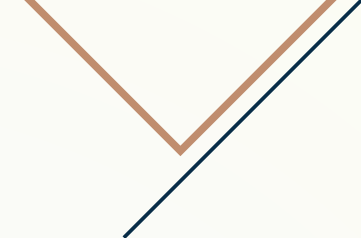
- *Follow floor markers where indicated. Everyone will adhere to social distancing by standing at circular indicators marked inside the office premise.*
- *Avoid contact with others, including handshakes.*
- *Keep at least 6 feet between yourself and others, even when you wear a face covering.*
- *Wear a face mask at all points of time as instructed by the government.*
- *Eat within your office and not in the common areas to avoid gathering at one place.*
- *Sit at least 6 ft apart in the Lounge and in the Pantry.*
- *Do not bring guests to your office or the common areas.*
- *Social distancing should be maintained even in the elevator, where possible use stairs.*
- *Maintain safe distance in the lounge while filling up a cup of coffee or a glass of water.*
- *We encourage you to bring along a bottle for water and fill you bottle from the water dispensers at the tea points, avoid using glasses.*
- *Ensure you sanitize your hands before and after touching common surfaces such as microwave, water dispenser, coffee machine etc.*



# SAFETY PRECAUTIONS

- *The entire Avanta facility has been regularly sanitized.*
- *Frequently touched points in offices like door handles, pantry surfaces, coffee machines, microwave are being sanitized every 30 minutes.*
- *Alcohol based hand sanitizer dispensers will be installed at the common areas of the office.*
- *All offices will be sanitized in the morning. Our housekeeping team has been instructed not to touch any of your belongings, so you are requested to leave your desks empty to ensure that we are able to sanitize your desk.*





*At Avanta we are committed to making this workspace safe, and it is not possible without your cooperation and efforts. You are requested to follow the guidelines and cooperate with Avanta's team when any loopholes are pointed out. If any person in your office is confirmed of COVID-19 or you see anyone who is suspected to carry the disease, please inform us immediately and we will take all necessary precautions by implementing the emergency plan.*

*We are continuously reassessing the situation and will be improving or modifying our procedures as the situation progress. We are keeping a close watch on the instructions issued by the government and various international medical agencies to ensure that we are implementing the best processes to keep you safe.*