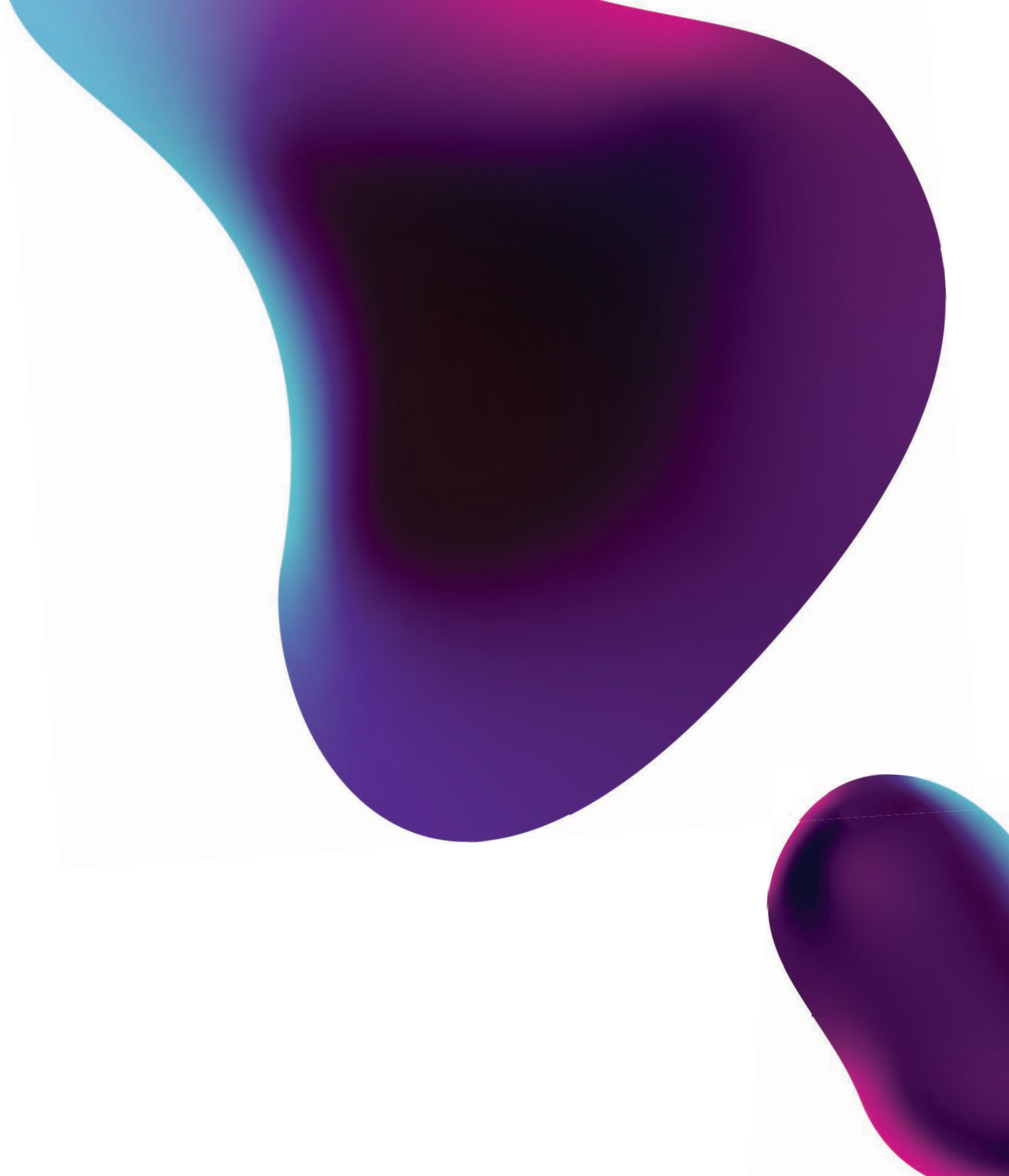


Office Safety Measures Protocol

Namaste Tourism



What are the Practices followed in our office to Mitigate Risk?

Practices to mitigate risk...



01

We carry out temperature checks at entry points of our office

02

We ensure that the person entering our office is wearing the mask properly

03

Hand sanitizers are provided at the entrance to sanitize hands post which one can enter the office

04

We have necessary and limited staff working in office and ensure proper physical distancing between them

05

We have plans ready to handle people displaying Covid19 symptoms

06

Visitors, clients or partners are not encouraged to visit our office unless necessary. We make use of technology to meet them virtually through online meetings

07

We encourage our staff to use their own office equipments like the calculator, stapler, pens, etc.

08

We regularly disinfect our office and clean the contact surfaces thoroughly

Do we have standard
operating procedures to
mitigate risk in office
premises?

Standard operating procedures

- Office premises are sanitized regularly and deep cleaning is conducted twice a week as recommended
- All touch points in public areas like door handles, counter tops, tabletops, etc. are cleaned continuously using a sanitizer/disinfectant.
We ensure **availability of hygiene and sanitation equipment** at pro-active replenishment like hand sanitizers/wipes for surface cleaning, Face/eye masks, disposable gloves, biohazard disposable waste bag.
- We ensure **necessary association with medical practitioner/hospital** for effective response to emergencies
- **Emergency numbers are displayed** at all office rooms and made available with all employees
- **Separate area is earmarked** to accommodate in case of sudden illness of any employee/visitor
- We ensure that **masks, gloves etc. are disposed carefully** based on usage guidelines
- We ensure the **premises has fully functional CCTV cameras** to ease tracking and tracing of infected personnel movement

**Does our staff follow
standard operating
procedures to mitigate risk?**

Standard operating procedures

- We ensure all staff wear masks and practice physical distancing and hygiene within the office premises
- We ensure that all staff has downloaded Aarogya Setu mobile application
- We ensure daily temperature check via thermal gun thermometer before they enter office
- We ensure that proper attendance logs of entry and exit of our staff are maintained
- We ensure all staff have undergone medical screening and have active medical insurance
- We ensure training of staff in hygiene and sanitation practices and troubleshooting risks
- We ensure updates on the health condition of staff and upkeep of facilities etc is done on a regular basis

What would be our Booking norms?

Our booking norms...

- Booking and travels plans would be accepted for tourists with no medical history of the virus especially in case of inbound travelers
- Necessary medical proof or declaration may be sought
- Bookings are required to be made online or via an online platform with cashless transactions only. Office visits for bookings should be avoided.
- Proper record and logs would be maintained for each traveler
- Information on age, medical history, allergies etc. are recommended to be captured for each traveler and we request your cooperation for the same
- Detailed itinerary would be provided to each tourist with details on vehicle, stay, layovers, activities, vouchers, etc. (in digital format only)
- All information to the tourists would be disseminated digitally
- Small group tours are recommended with a maximum of 8 to 10 people for ease of implementing physical distancing

**What are the tips to get
through these stressful
times?**

Tips for coping with stress, fear and worry ...

Stay informed - but don't obsessively check the news

- Stick to trustworthy news sources
- Limit how often you check for updates
- Be careful what you share

Focus on the things you can control

- Washing your hands frequently
- Avoiding touching your face
- Staying home as much as possible, even if you don't feel sick
- Avoiding crowds and gatherings of 10 or more people
- Keeping 6 feet of distance between yourself and others when out
- Get plenty of sleep, which helps support your immune system

Take care of your body and spirit

- Be kind to yourself
- Maintain a routine as best you can
- Take time out for hobbies you enjoy
- Get out in nature, if possible
- Find ways to exercise
- Avoid self-medicating

How to travel during COVID19?

6 ways to travel safely...



01

Wear reusable masks

02

Maintain physical distance of
1 metre at all times

03

Wash hands thoroughly with
soap & water or sanitizer. Also
clean the surfaces

04

Avoid mass gatherings

05

Be empathetic towards others

06

Monitor your health regularly



Namaste Tourism encourages safe &
responsible travel

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