



DRUGS AND CHEMICALS LIMITED

COVID-19 POLICY

(Coronavirus Disease- 2019)

Preamble

At the end of December 2019, Chinese public health authorities reported several cases of acute respiratory syndrome in Wuhan City, Hubei province, China. Chinese scientists soon identified a novel coronavirus as the main causative agent. The disease is now referred to as coronavirus disease 2019 (COVID-19), and the causative virus is called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It is a new strain of coronavirus that has not been previously identified in humans.

The initial outbreak in Wuhan spread rapidly, affecting other parts of China. Cases were soon detected in several other countries. Outbreaks and clusters of the disease have since been observed in Asia, Europe, Australia, Africa the America and in other countries also. It is declared as Pandemic by WHO.

Signs and symptoms of COVID-19 may appear 2 to 14 days after exposure and can include: Fever, Cough, Shortness of breath or difficulty breathing, Tiredness, Aches, Runny nose, Sore throat. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

The virus is thought to spread mainly from person-to-person.

- a. Between people who are in close contact with one another (within about 6 feet).
- b. Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

There is no currently available vaccine for COVID-19. People infected with this virus should receive supportive care such as rest, fluids and fever control, to help relieve symptoms. For severe cases, treatment include quarantine for at least 14 days and care to support vital organ functions. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

Objective

It's important that we all respond responsibly and transparently to these health precautions and in order to deal with this public health situation, the corporate sector is required to play a vital role in implementing the strategic policy decision of social distancing, which is most crucial for reducing the rate and extent of the disease transmission at community level. To prevent the spread of the virus further, as good citizens, we are exercising extreme caution and this policy is made which is our step in direction to support the Government during this pandemic of coronavirus (COVID-19). This policy is susceptible to changes with the introduction of additional governmental guidelines and notifications.

Further, we have outlined the required actions employees should take to protect themselves and their co- workers from a potential coronavirus (COVID-19) infection.

Applicability

This coronavirus (COVID-19) policy applies to all of our employees & hire level management respectively in our organization.

Work from Home

1. If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
2. If you have recently returned from areas with a high number of COVID-19 cases, we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully recovered. You will also be asked not to come into physical contact with any colleagues during this time.
3. If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

4. If you're a parent and you have to stay at home with your children, request work from home. Follow up with your upper level authorities to make arrangements and set expectations.
5. If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you show no symptoms of COVID-19 or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
6. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

Board Members

Taking cognizance of the gravity of the public health situation and to overcome the outbreak of the coronavirus (Covid-19), the Government has in-principle decided to relax the requirement of holding Board meetings with physical presence of directors for approval of the annual financial statements, Board's report, etc. Such meetings may till 30th June, 2020 be held through video conferencing or other audio visual means by duly ensuring compliance of relevant rules.

Other Rules:

1. The organization will operate with only 50% of the staff capacity on alternate days whenever required.
2. No visitors are allowed in the organization unless in case of urgency with the approval of HR department.
3. A separate tray for couriers is kept at the reception area. Courier person can place the envelope/package in the tray and courier may be left untouched for at least 24 hours.
4. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
5. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Avoid close contact with people who are sick.
6. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

7. At the entrance of the premises wash your hands with soap and water for at least 20 seconds and habituate with the same frequently in the organization time to time. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. You can also use the sanitizers you'll find around the office. Wear a face mask when you are around other people.
8. Avoid touching others bag's, computers, laptops or tiffins.
9. Avoid ordering from outside from hotel, restaurant and from market via any means including Zomato, Swiggy, etc as far as possible. Avoid social activities such as going to pubs, restaurants, theatres and cinemas.
10. Open the windows regularly to ensure open ventilation.
11. Avoid public transport as far as possible.
12. Avoid gyms, garden, lobby and other exercise areas, where surface contact or air-borne contamination is inevitable.

Precautions are always blamed, when successful they are said to be unnecessary, by unfollowing this sentence we should take an oath to be stay safe and healthy and be aware and alert.
