

Coronavirus Preventive Measures

FOR CIRCULATION AMONG FACTORY AND OFFICE STAFF

We're closely monitoring the updates around the coronavirus (COVID-19) outbreak. Although for the time being Kerala and Tamil Nadu is mildly affected, we want to act fast and ensure we're taking all the precautionary measures to avoid any risks. This is why we'd like you all to pay extra attention and implement the following guidelines:

Sick leave:

- If you're feeling sick, leave the office/factory immediately and stay at home until you're completely asymptomatic. Common COVID-19 symptoms are coughing, difficulty breathing and fever, but we ask you to inform your immediate supervisor and leave even if you have the slightest symptoms in order to prevent potential infection in the workplace. If you are an office staff, please use your sick leave.
- If you are an office staff and diagnosed with COVID-19, use your sick leave as usual. You can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

Travel policy:

- As of today, all business trips to high-risk areas are canceled. If you had a trip planned to those areas (e.g. for training or to attend a conference), we will try to rearrange that when we have official assurance that it's safe to travel.
- If you have traveled to any of the high-risk areas (or if you're currently there), please contact Office Admin as soon as possible. We might ask you to work from home for 14 days until you're fully asymptomatic and avoid all in-person contact with colleagues in the meantime.
- The above applies even if you didn't travel, but you live with someone who did travel to a high-risk area recently (e.g. a spouse, a flatmate or a child).

Please don't hesitate to reach out to Office Admin if you have any doubts about which areas are considered high-risk. Also, as guidelines on international travel guidance are regularly updated, be mindful of any upcoming trips you've booked, including those in areas that are currently low or moderate risk.

Work from home:

- If you're catering for a family member who's been diagnosed with COVID-19, but can work, you can request to work from home. Talk to your manager to see if this is possible, based on current projects and team needs; if not, we'll ask you to use your paid leave.

ALPHONSA

CASHEW INDUSTRIES

Hygiene:

We're already cautious when it comes to factory, production and office hygiene, but in times like these, we ask you to ensure you follow these official guidelines:

- Wash your hands regularly throughout the day for at least 20 seconds at a time. Please follow the official hand washing procedure at this time.
- Use hand sanitisers with at least 60% alcohol. These have been distributed to all of our factories and offices and you can ask one for yourself for free from your supervisor. Please replenish as and when needed.
- Avoid touching your face - especially eyes, nose, and mouth - with your hands.
- Cover your mouth with your elbow when you cough or sneeze.

Your health is our top priority, so we will keep an eye on any developments around the coronavirus outbreak and will let you know if there are any extra precautionary measures we all need to apply.

There's no need to panic - let's all contribute to keeping our workplace safe.