



**MECON LIMITED**  
**RANCHI – 834002**

<b>Do's</b>	<b>Don'ts</b>
<b>Frequent hand washing –</b>	
<ul style="list-style-type: none"><li>▪ Frequently wash your hand with soap and water.</li><li>▪ Use Hand Sanitizers.</li></ul>	<ul style="list-style-type: none"><li>▪ Shake hands</li><li>▪ Touch your eyes, nose and mouth with unwashed hands</li></ul>
<b>Practice good respiratory hygiene -</b>	
<ul style="list-style-type: none"><li>▪ Wear Mask or cover your mouth &amp; nose with cloth/handkerchief while sneezing and coughing.</li><li>▪ Dispose off used tissue papers into closed bins immediately after use.</li><li>▪ Wash hands with soap and water or rub hands with hand sanitizer.</li></ul>	<ul style="list-style-type: none"><li>▪ Touch your face</li><li>▪ Spit in public.</li></ul>
<b>Social distancing –</b>	
<ul style="list-style-type: none"><li>▪ Stay more than one meter from others while interacting.</li><li>▪ Avoid crowd places.</li><li>▪ Avoid public transport as far as possible.</li><li>▪ Help others in need.</li></ul>	<ul style="list-style-type: none"><li>▪ Avoid going to crowded places.</li><li>▪ Avoid organizing and attending events, prayers, parties.</li><li>▪ Practice Social Stigmatization specially of people in frontline like Medical Staff, Cleaning and Sanitization staff, Police personnel</li></ul>
<b>Work Area -</b>	
<ul style="list-style-type: none"><li>▪ Avoid face to face meetings.</li><li>▪ Ensure Optimum usage of technology like video Conferencing, E Mail, Telephone.</li><li>▪ Avoid unnecessary movement in work area.</li></ul>	<ul style="list-style-type: none"><li>▪ Participate in large gatherings</li><li>▪ Panic &amp; Stress</li><li>▪ Spread rumours / false or fake messages, news</li></ul>
<b>If unwell -</b>	
<ul style="list-style-type: none"><li>▪ Consult a Doctor if feeling unwell (fever, difficult breathing and cough)</li><li>▪ Keep yourself mentally alert and physically healthy by doing regular yoga, meditation and exercise indoors.</li><li>▪ If you have signs/symptoms (fever, difficulty in breathing and cough), please call State helpline number or Ministry of Health &amp; Family Welfare's 24X7 helpline at 011-23978046/ 1075.</li></ul>	<ul style="list-style-type: none"><li>▪ Take medicines without consulting a registered medical practitioner</li><li>▪ Hoard essential items like Medicines, PPE Items, Ration</li><li>▪ Have a close contact with anyone, if you're experiencing cough and fever.</li></ul>
<b>Going out -</b>	
<ul style="list-style-type: none"><li>▪ Have patience and keep calm while shopping for essential goods/medical supplies.</li><li>▪ Always wear mask when going outside.</li><li>▪ Adhere to directions and guidelines issued by government authorities</li></ul>	<ul style="list-style-type: none"><li>▪ Avoid going out unnecessarily.</li><li>▪ Avoid frequent trips to the market to buy groceries/medical supplies.</li><li>▪ Don't allow visitors at home or visit someone else's home.</li><li>▪ Touch surfaces generally used by public like lifts, handrails etc.</li></ul>