

A man in a dark suit, white shirt, and dark tie is walking through a glass revolving door. He is wearing a light blue surgical face mask and carrying a dark briefcase in his right hand. The background shows a modern office building with large windows and a glass facade. The overall scene is brightly lit, suggesting an indoor or well-lit outdoor environment.

# Stepping in to the new normal

A Guide to Recovery &  
Normalizing Operations  
Post COVID-19

**NUCLEUS**

OFFICE PARKS

Version 3.1

# Contents

■ A message from the CEO	02
■ Preamble	03
■ Task Force & Escalation Matrix	05
■ Incident management procedures	07
■ Guidelines for occupiers	08
■ Standard Operating Procedures (SOPs) and Protocols	11
■ Annexures	34

## We have been getting ready to welcome you



**QUAISER PARVEZ,**  
Chief Executive Officer

Nucleus Office Parks has always endeavored to create a world-class working environment at all its Office Parks. With the reopening of offices post the lockdown, we are working tirelessly towards ensuring your safety and business continuity and that we continue to provide the finest working spaces.

To create a suitable plan for welcoming you back, we at Nucleus Office Parks convened a COVID-19 Team and evaluated certain aspects of our operations to ensure your safety and convenience. In consultation with medical consultants, real estate leaders and technical experts, we have formulated various measures to be followed across our assets to mitigate the spread of the virus. These include:

- **Enhanced disinfection/sanitation procedures**, with a special focus on **high-frequency touchpoints**.
- Common area **social distancing strategies** supported by **reminders to follow protocols**.
- **New elevator procedures** to manage entry and exits and **limited passenger capacity**.
- **PPEs for all building facilities teams** including protective masks.
- **Support for personal hygiene** with readily available hand sanitizer.
- **Enhanced building-wide communication** with **prompt case reporting to occupiers**.
- **Collaboration with tenants on de-densification** of the workplace and employee-specific strategies.
- **Launch of NOP and One BKC app** to build a **seamless, contactless and safe experience for our occupiers** while entering the Park, inviting visitors or even ordering food.

All these measures are likely to help us fight against COVID-19 and help businesses to continue working at our assets. All occupiers are encouraged to utilize the SOPs and educate and train their respective employees/staff/agents on the processes that will be part of the new normal that we are all getting used to.

The comprehensive SOPs serve as ready reckoners to deal with certain situations, thus helping to collectively maintain a safe environment for employees and visitors alike and security for each person walking into any of our Parks.

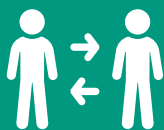
We look forward to everyone's continued cooperation and diligence.

A handwritten signature in black ink, appearing to read 'Q Parvez', written in a cursive style.

## Preamble

# Our objective

Re-opening of a safe working environment



Maintain social distancing requirements



Ensure hygiene, safety and security at all times



Robust and efficient operations



Stay connected and be responsive

# Preamble

It is Nucleus Office Parks' consistent endeavour to ensure a working environment where every person walking through the gates is safe, secure and gets a seamless experience under any circumstance. To ensure this, we have been taking proactive steps towards the following areas:



## BUILDING READINESS

- Disinfection and sanitization of common areas for touch surfaces such as door handles, lift call buttons, counters, turnstiles and washrooms.
- Availability of emergency services, including isolation rooms at a property level.
- Cleaning of Air Handling Unit (AHU), as per ISHRAE guidelines, as well as sanitization of machines and tools.
- Provisions for bio-medical waste disposal.
- Demarking for social distancing at entry/exit points, walkways, lobbies, stairwells and lifts.



## OPERATIONAL READINESS

- Task Force, with clearly defined roles and responsibilities.
- Clear signage at all access points to direct safe behaviour and social distancing.
- Defined protocols for incident management (detection, isolation and communication).
- Traffic & crowd control plan entry/exit points, walkways, lobbies, stairwells and lifts.
- Service provider workforce planning and training.

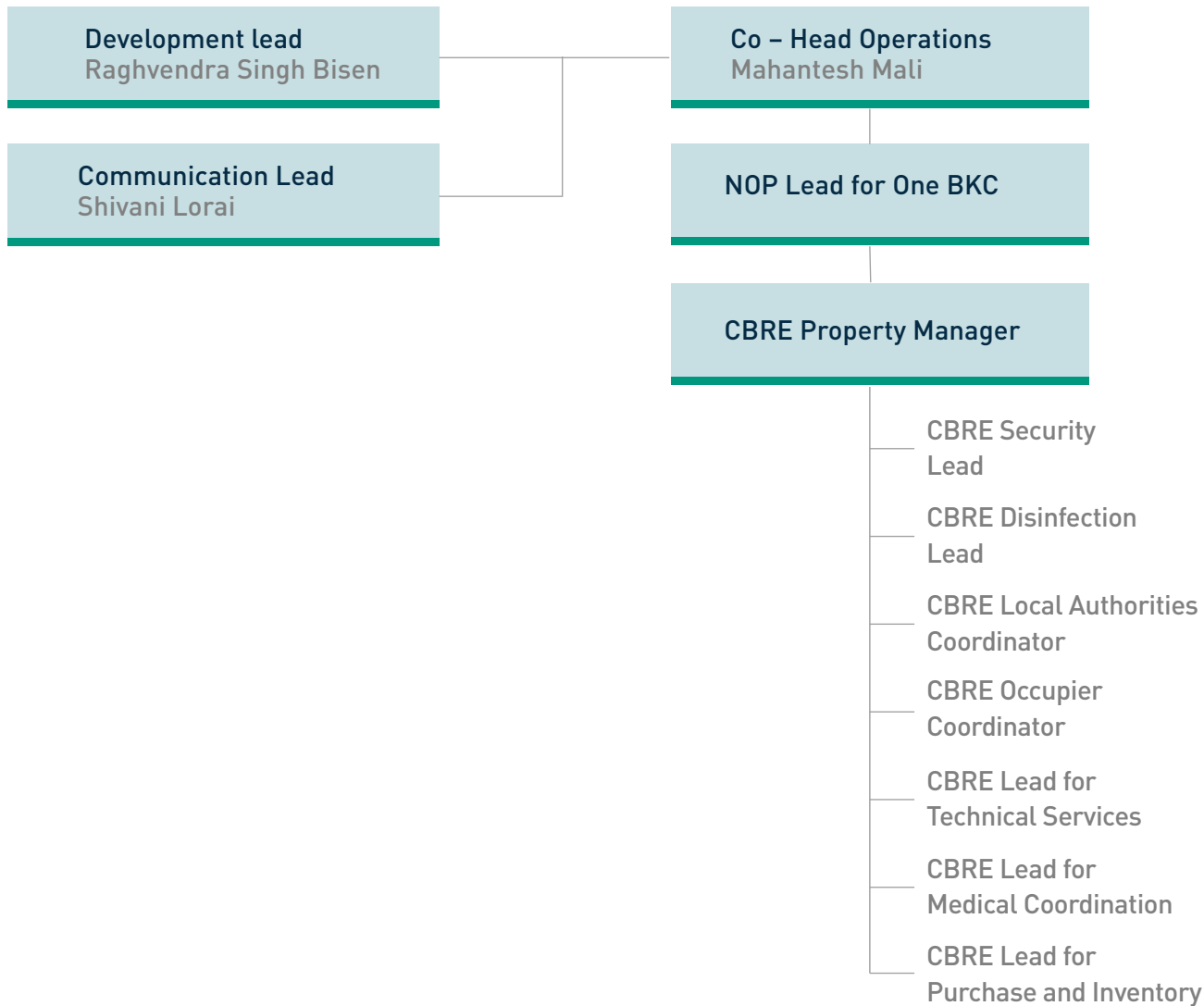


## GOVERNANCE AND PROCEDURES

- Entry and exit protocols – pedestrian, vehicular, goods.
- Operational plan for all key areas within the campus, specifically around disinfection and maintenance schedules.
- Health check and screening protocols for employees, visitors and service providers.
- PPE planning – quantity, specification, usage guidelines and disposal.
- Procedures for back office operations, goods movement, plant and equipment.

This document **provides information** on some of the steps that we have taken to ensure a safe environment **and protocols** to be followed that prevent the spread of COVID-19 and keep your employees safe, specifically in regard to, movement of employees, visitors, service providers and goods.

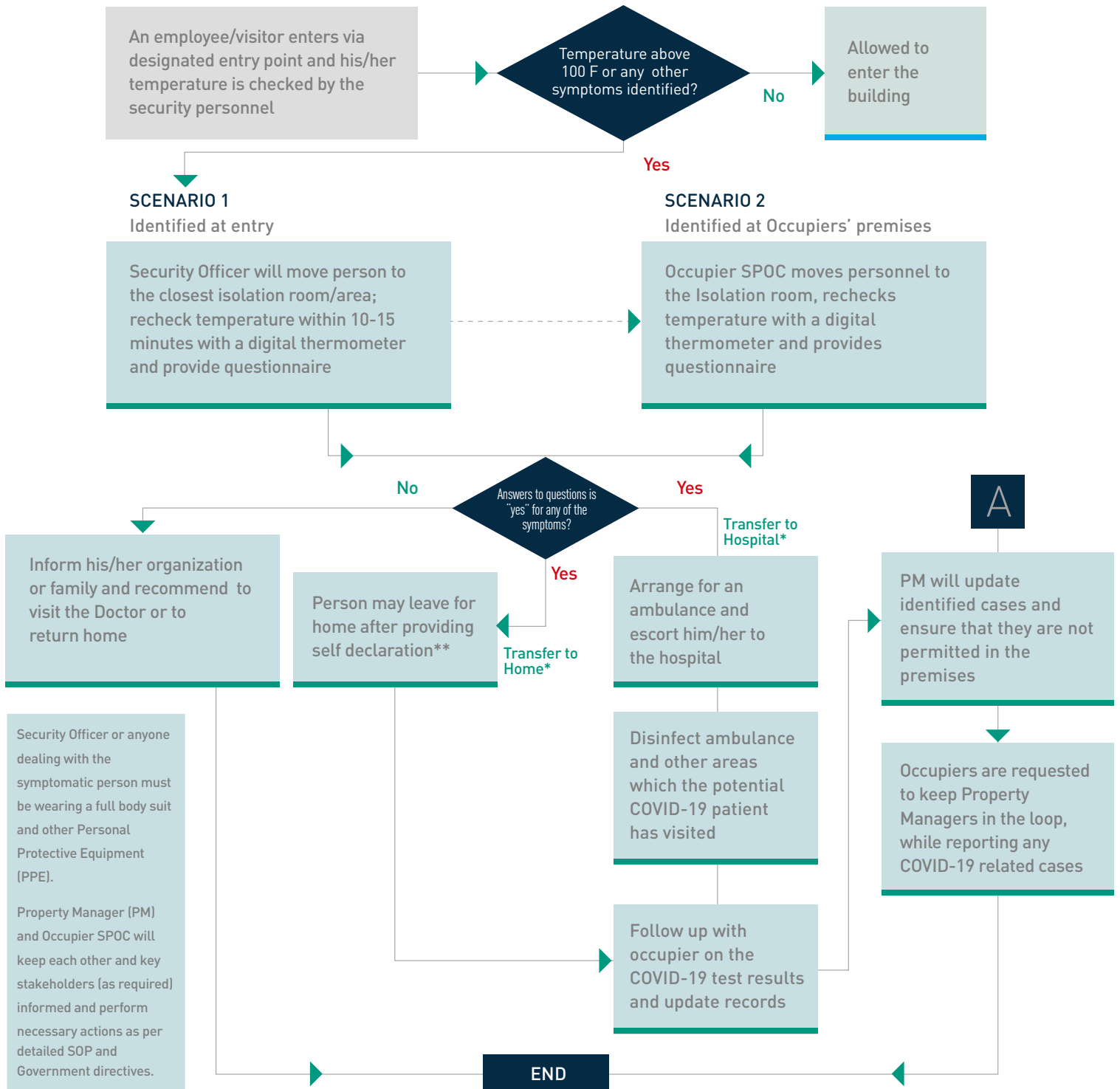
## One BKC Task Force & Escalation Matrix



Position	CBRE Occupier Coordinator	CBRE Property Manager
Name	Help Desk	Mr. Amit Jadhav
E-mail	helpdeskonebkc@nucleusofficeparks.com	amit.jadhav3@cbre.com
Contact Number	+91 22 26725600	+91 8108453326
Escalation Level	Level 1	Level 2

In case of any emergency, please contact your Property Manager on the phone number provided above

# Incident management procedures



\*Decision will be based on employee's consent

\*\*Suspect to be transferred to home by company vehicle, however if he / she prefers to self-drive, than same to be included in declaration

# Incident management procedures

## SCENARIO 3

If incident is identified when the person is outside premises or with a person in the family.

Occupier/Service Provider SPOC to inform the Property Manager, immediately and follow respective procedures defined for the same

Amit Jadhav  
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A



Security Officer or anyone dealing with the symptomatic person must be wearing a full body suit and other Personal Protective Equipment (PPE)

Property Manager (PM) and Occupier SPOC will keep each other and key stakeholders (as required) informed and perform necessary actions as per detailed SOP and Government directives

Please refer Annexure 3 for risk profiling of contacts as per Ministry of Health & Family Welfare



# Guidelines for occupiers

## 1

1. Occupiers will need to share the list of employees and visitors in advance, with the property management team on the following e-mail id : **amit.jadhav3@cbre.com** or **pramod.ghag@cbre.co.in**. Occupiers may also consider providing weekly or monthly passes in the form of e-mail or authorization letters to their employees which can be displayed at the security gate in case if required for the security purposes
2. Visitor entry process is required to be followed for any employee or staff who has forgotten the company ID. All occupiers are required to provide details of those visitors or employees, whose visit was not pre-planned before their arrival, in order to enable their smooth entry.
3. Occupiers are requested to encourage download and use of the Government's 'Aarogya Setu App' by all of their employees, visitors and service providers. In line with the government directives, all persons entering the premises will be required to display their 'safety status', on a recommendatory basis (till such time as required by government guidelines on recommendatory or mandatory basis).
4. Any person who wishes to exit the premises and return on the same day within the permitted office timings will need to follow the necessary protocols for entry and no exceptions will be entertained.
5. All personnel, except the driver to deboard the vehicle at the gate and follow the pedestrian entry process into the building.
6. All employees, visitors and service providers are requested to co-operate with personnel for implementing the guidelines. Employees are advised to plan for increased entry time, as the wait line and movement due to social distancing norms may take longer duration in open areas.
7. It is recommended that employees self-drive their vehicles. In case of chauffeur driven vehicles, employees are requested to deboard at the drop off point. and /or confirmation from Occupier Coordinator to be obtained for chauffeurs and co-passengers in order to maintain social distancing. Thermal scanning and self declaration of such persons will also be carried out. All company buses/cars are recommended to be sanitized prior to commencing any trip. All transport vehicles for employees to mandatorily follow social distancing norms and Government regulations.
8. Property Management may ask Occupiers SPOC to provide periodic declaration (daily/weekly) on behalf of their employees, visitors and service providers w.r.t health status and compliance to safety guidelines as per local government directives.
9. We will update or SOPs based on any changes in the guidelines issued by the Government or local advisories, to enable you to provide necessary guidelines to your employees, visitors and service providers.
10. If you would require any assistance from us and / or wish to inform us on any specific change in rule or advisory, you can write to us on the following e-mail id : **amit.jadhav3@cbre.com** or **pramod.ghag@cbre.co.in**
11. In line with MHA guidelines, all occupiers are encouraged to conduct thermal scanning at entry and exit points of their premises. We will be supporting the occupier efforts with thermal scanning at the time of entry to the property.
12. It will be mandatory to wear masks at all times while in premises, to follow the stipulated personal hygiene guidelines and to practice social distancing.
13. It will be mandatory to wear masks at all times while in premises, to follow the stipulated personal hygiene guidelines and to practice social distancing.

## Guidelines for occupiers

# 2

14. To ensure social distancing, the common areas for eating and seating will not be operational, including cafeterias, until further notice. Further, as a precautionary measure and creche facilities will also not be operational, until further notice.
15. We have shared 'COVID related guidelines and permissions for fit out works'. The occupiers are requested to follow such guidelines in addition to the existing permit requirements for fit-out works.
16. Restrict entry of visitors or avoid face-to-face meetings whenever possible and adopt virtual modes for meetings. Visitors should be discouraged; in case of an unavoidable visit, pre-approval shall be required.
17. Display of ID Cards beforehand at pedestrian and vehicular checkpoints is mandatory. The security guards have been instructed to maintain distance. Employees and service providers may need to display company ID card (with photo, if available) or show a Government ID (Aadhar Card, PAN Card, Driving License, Passport). Visitor will need to display their Government IDs.
18. Lifts will be operational from the Ground Floor and above only. Fireman lifts will be available for basements. The differently-abled will be assisted and will be provided with special access. Two different queues shall be maintained - one for the high rise floors and one for the low rise floors. Passenger capacity shall be controlled in line with social distancing norms. Employees and visitors to be instructed to follow social distancing guidelines while waiting and while inside the lifts.
19. No more than 2 to 4 people to be allowed in lifts or hoists as per the Government guidelines. Employees to be encouraged to use the staircase, while ascending up to the 4<sup>th</sup> Floor, in order to minimize crowding in the lift and lobby areas. Use of staircase, while descending is also to be encouraged, including for higher floors till the 10<sup>th</sup> as well.
20. In the event of detecting a suspected case: All Nucleus Office Parks have a designated isolation area (located in Basement 1 of B Wing). Please contact your Property Manager for any support in this regard. We recommend you have your own isolation area within your office premises and provide information to Nucleus Office Parks. In case of any suspected case found, you are required to provide details of such cases to NOP on an immediate basis. Further, occupier is required to arrange for transport to the nearest testing centre. Property has 1 ambulance(s) and will provide assistance based on availability.
21. Designated space has been allocated at the service gate for courier delivery. Respective occupier will be required to coordinate with the courier agency for delivery of the same. Provisions for hand sanitization will be made in the designated area. Occupiers are requested to conduct necessary sanitization of the parcel/courier.
22. Hospitals/clinics in the nearby area, which are authorized to treat COVID-19 patients, should be identified & the list should be available at the office at all times. Should you need any assistance, you may reach out to us on the following e-mail id : [amit.jadhav3@cbre.com](mailto:amit.jadhav3@cbre.com) or [pramod.ghag@cbre.co.in](mailto:pramod.ghag@cbre.co.in)
23. All HVAC equipment (high side and low side) will be maintained and cleaned as per ISHRAE guidelines. We recommend occupiers to follow similar guidelines for their equipment.

## Guidelines for occupiers

# 3

### Preferred Steps for Occupiers

1. In order to comply with the government guidelines of prohibiting movement between 7:00 PM to 7:00 AM, occupiers are requested to obtain necessary approvals and provide the same to the Property Manager. Occupiers are required to provide for a gap of 1 hour between shifts and cater to the sanitization requirements as per the guidelines issued by the Ministry of Home Affairs (MHA).
2. Occupiers are requested to discourage citizens above 65 years of age, parents of children below the age of 10, as well as people with existing premorbidities and/or pregnant women from coming to office.
3. Occupiers are requested to inform their employees, visitors and service providers that tobacco, gutka or any other form of tobacco is not permitted within the premises.
4. Occupiers are requested to take due care and conduct adequate checks to ensure that service provider staff are not coming from the Containment Zones. In case of any such instances, information is to be provided to us on the following e-mail id : [amit.jadhav3@cbre.com](mailto:amit.jadhav3@cbre.com) or [pramod.ghag@cbre.co.in](mailto:pramod.ghag@cbre.co.in), on an immediate basis.
5. As a part of resumption, occupiers may reach out to Nucleus Office Parks for ideas around workplace design de-densification.

### Garbage disposal process, specifically biomedical and food waste

The following guidelines established are for disposal of biomedical and need to be followed in the premises, including service providers of the occupiers:

1. There are bins with lids provided at common areas in the complex such as main gate, lift lobbies, service gate, exit gate, utility block and food court.
2. A biodegradable (> 51 microns) yellow colour bag is placed inside these bins to enable spill free transfers.
3. There is a closed storage bin identified near the service gate for collection from the above mentioned individual bins and the same is to be used by individual tenants for discarding any bio medical and domestic hazardous waste.
4. All housekeeping staff including occupiers handling garbage needs to ensure use of PPE like nose mask, hand gloves, goggles and safety shoes.
5. The collection bin will be sanitized / disinfected by ordinary bleach solution (5%) or sodium hypochlorite solution (1%) as per the schedule maintained by the Property Manager and every time the collection bin is emptied by the authorized vendor (YR Ventures Pvt. Ltd.).
6. The frequency of collection by the authorized vendor is planned for twice a week.

# Guidelines for occupiers

## 4

### Pedestrian and vehicular movement guidelines (including valet and parking procedures)

Occupiers are requested to note that the following changes have been made for maintaining social distancing:

- All co-passenger (s) are required to alight at the drop off point at Gate 4 for all wings and follow pedestrian entry process into the building from Gate 4 to Gate 3 (take left for Wing A, take right for Wing B & C). Social distancing squares are placed in these walkways. Thermal scanning will done at the point of entry to the towers.
- Valet service will be discontinued until further notice, so as to reduce touchpoints. Valet team will continue to remain at the property to provide directions for parking; and support the person parking the vehicle, without touching the vehicle (at basement and podium parking levels)

#### For basement:

1. Vehicle to be driven towards parking entry point of Basement 1 on Ground floor (from Gate 6). Security guard will conduct thermal screening at this entry point.
2. Post screening, vehicle would be directed towards automated parking systems at Basement 1. Valet team will guide the personnel to park the vehicle inside the parking lift (avoiding multiple touch points from security and valet teams). Vehicle exteriors will be disinfected (key touch points such as handles and mirrors), at the time of entry to Basement or inside the parking area. This will be subject to consent of the vehicle owner.

#### For podium parking:

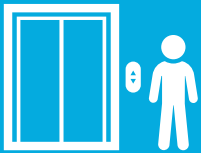
- Security guard will conduct thermal screening at podium entry points. Post screening, vehicle would be directed towards podium parking floors (P1 to P4). Vehicle exteriors will be sanitized (key touch points such as handles and mirrors), at the time of entry to Podium or inside the parking area. This will be subject to consent of the vehicle owner.
- Valet team will guide the personnel to park the vehicles at surface level. Stack parking to be utilized, only in case of heavy traffic (so as to avoid multiple touchpoints).
- While retrieving the vehicle, personnel will be required to take their vehicles from the podium parking slot.

# Standard Operating Procedures (SOPs) and Protocols



1. Entry Process - Pedestrian

Entry Process – Vehicular Entry (Access and Parking, at Basement) 2.



3. Waiting in common areas, usage of lifts / escalators and stairwells

Norms for usage of common facilities 4.



5. Movement of Occupiers' service providers

Goods Handling 6.

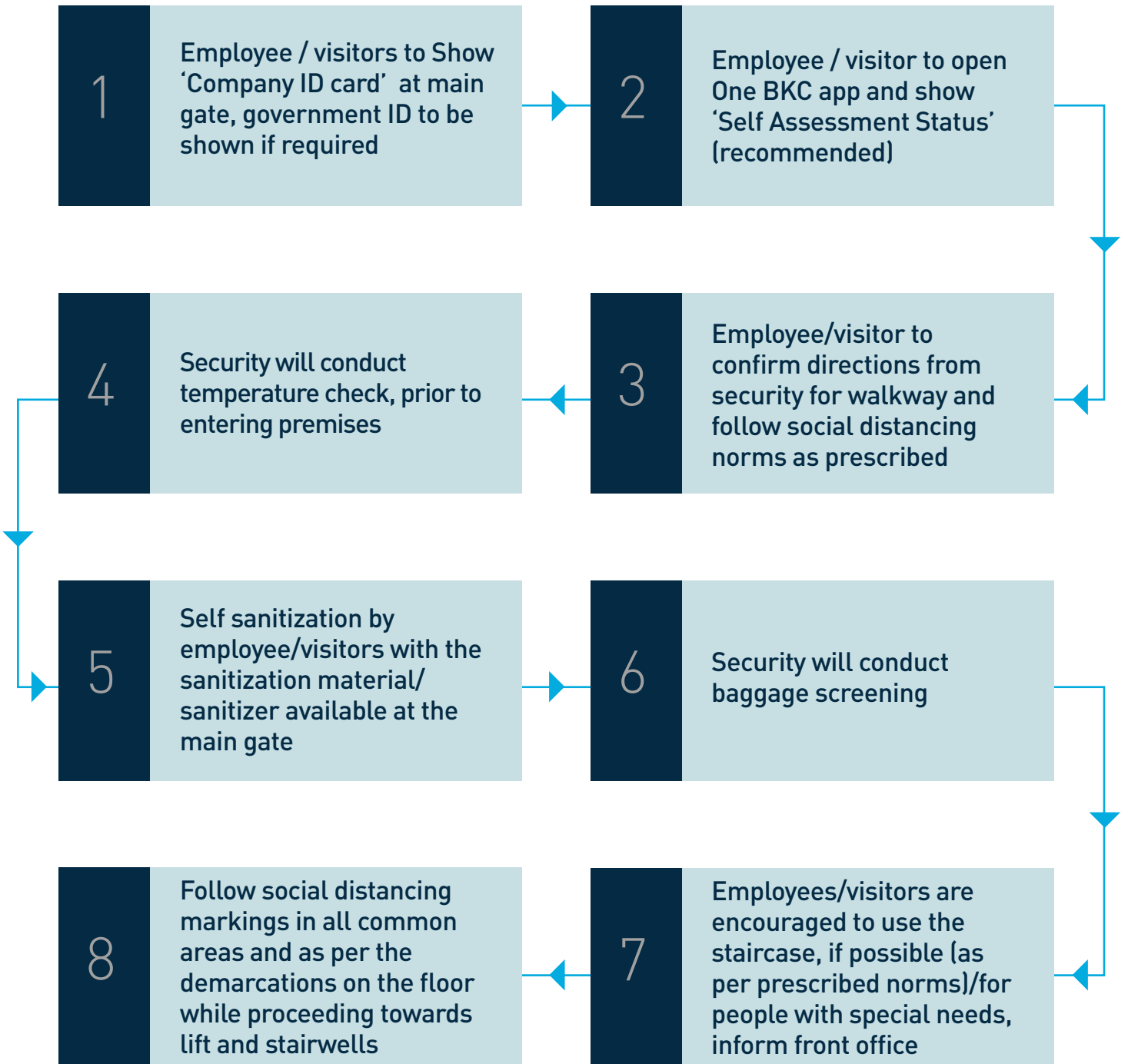


7. Food Handlers' Precautions

Exit procedures 8.



# 1. Entry Process – Pedestrian



Please refer Annexure 1 for the Do's and Don'ts prescribed to contain the spread of COVID-19 as per MoHFW

# 1. Entry Process – Pedestrian

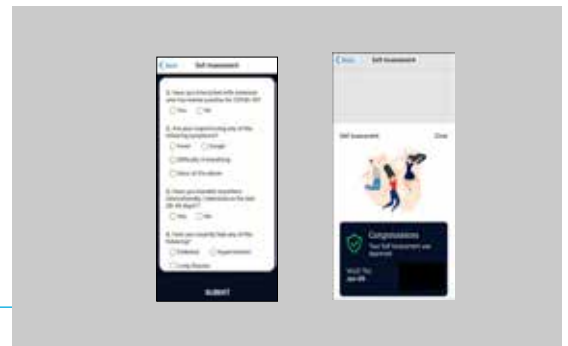
1

Occupiers may consider providing weekly or monthly passes in the form of e-mail or authorization letters to their employees which can be displayed at the security gate (in case required); along with company ID.



2

Employees will be requested to open One BKC app and show 'Self Assessment Status'. The app will be checked at the reception area of the individual towers. In case of absence of the One BKC app, employees will be requested to download the same, complete and show the self assessment.



3

Walkway is different for different wings. Security will guide the person towards the appropriate walkway, based on the wing to be visited. Everyone should stand within the social distancing markings made on the ground within the walkway.



4

Security personnel will scan your body temperature. Company HR will be intimated on individual basis, if the test fails.



# 1. Entry Process – Pedestrian

5

Everyone must sanitize hands (either with staff's help or through automated dispensers). Further, anyone without mask will not be allowed entry.



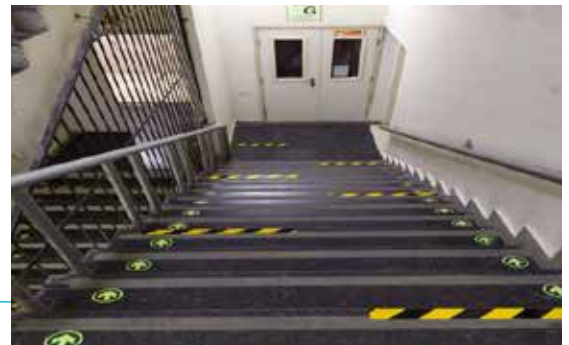
6

Baggage scanning to be done for the purposes of security for the premises and its occupiers.



7

The use of staircase is encouraged. People with special needs to proceed to the front office executive for assistance. It is advised that people requiring special assistance disclose the same, with an authorization from designated HR SPOC. Social distancing norms, are to be followed while using the staircase. Please refer section 3 of the document for lift & stairwell guidelines.

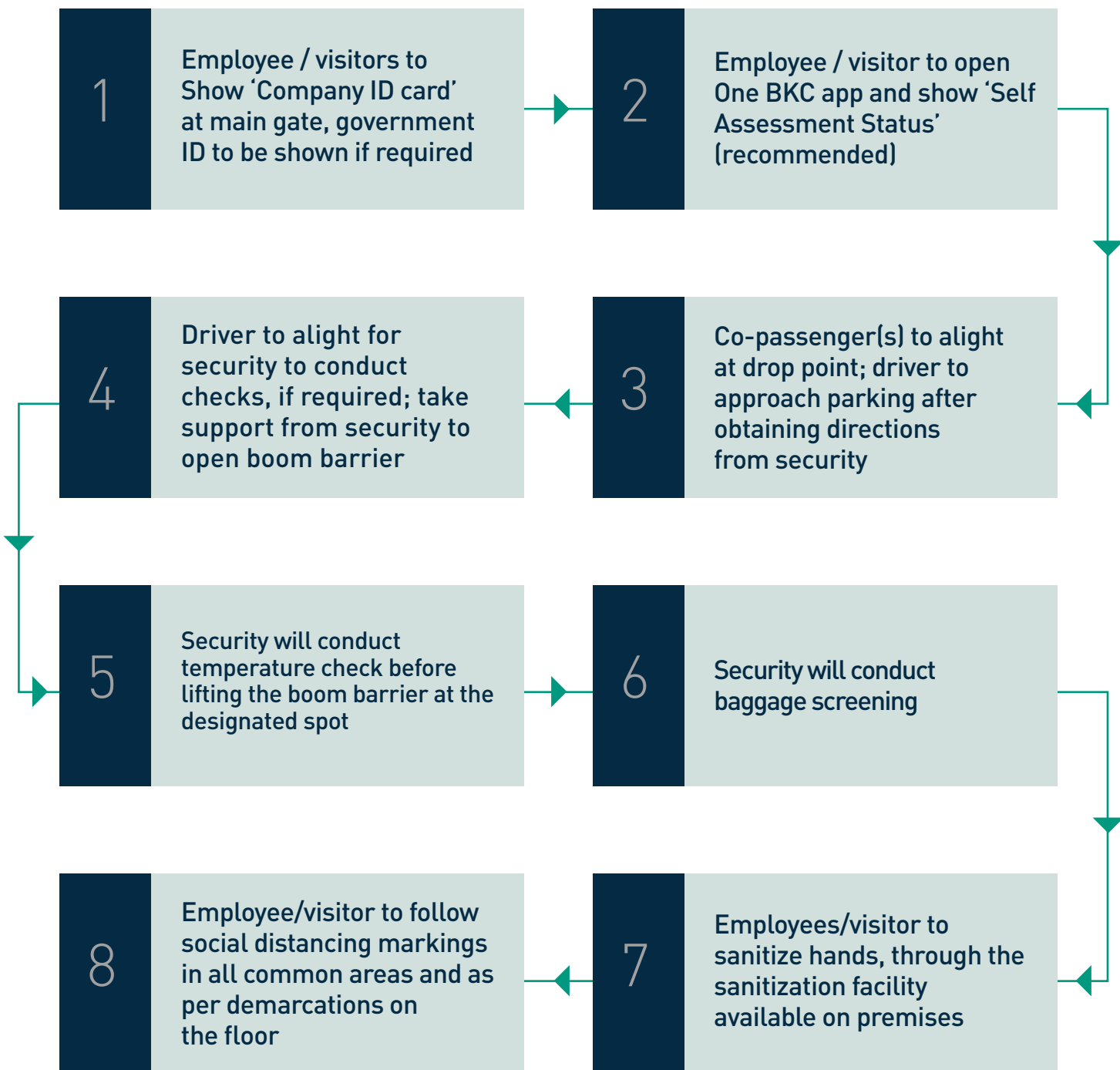


8

Everyone should stand within the social distancing markings made on the ground in the common area.



## 2. Entry Process – Vehicular Entry (Access and Parking, at basement)



## 2. Entry Process – Vehicular Entry (Access and Parking, at basement)

1

Occupiers may consider providing weekly or monthly passes in the form of e-mail or authorization letters to their employees which can be displayed at the security gate (in case required).



2

Employees will be requested to open One BKC app and show 'Self Assessment Status'. The app will be checked at the entry of the parking areas for driving passengers. In case of absence of the One BKC app, employees will be requested to download the same, complete and show the self assessment.



3

All co-passenger (s) are required to alight at the drop off point. If the driver is an employee/visitor, they may proceed with the vehicle to the parking area, based on directions from the security. No valet services will be available and parking will need to be done by person driving the vehicle.



4

Security guard to inspect the vehicle by standing away from the vehicle. The driver to get down and open the car doors and boot, to allow the security for inspection if required. Vehicle exteriors will be disinfected (key touch points such as handles and mirrors), at the time of entry to Basement/Podium or inside the parking area. This will be subject to consent of the vehicle owner



## 2. Entry Process – Vehicular Entry (Access and Parking, at basement)

5

Undergoing temperature scanning will be a must, prior to entry in the premises.



6

Baggage scanning to be done for the purposes of security for the premises and its occupiers.

Provisions will be made to reduce the touch surfaces (such as plastic enclosure, zip lock bags).



7

Everyone is requested to wear a mask and sanitize their hands (either with staff's help or through automated dispenser). Anyone without wearing a mask will not be provided entry in the premise.

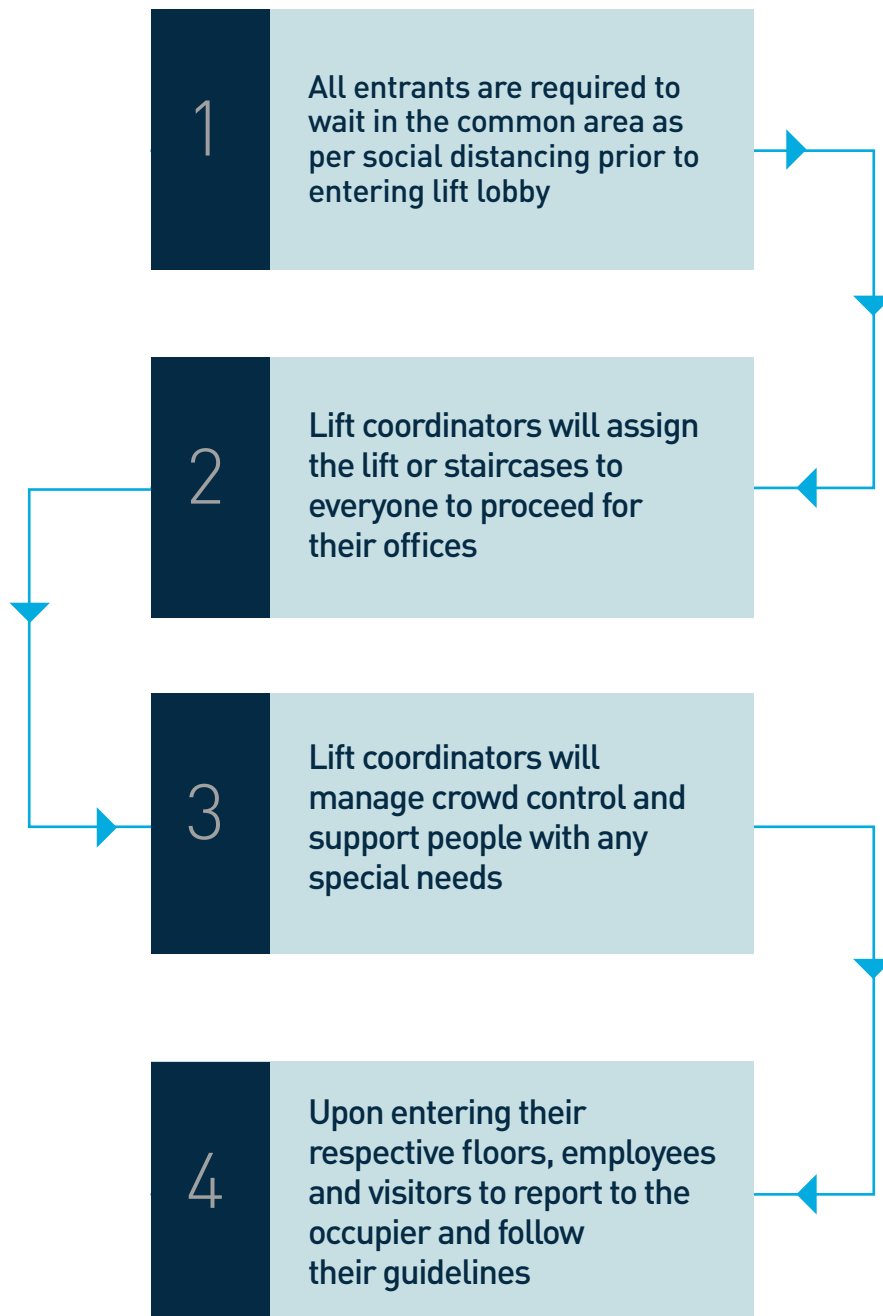


7

Everyone is requested to wait in the common area for elevators, maintaining social distance. Kindly bear with us, as there maybe some amount of waiting time at the common area due to social distancing requirement in the elevator as well.



### 3. Waiting in common areas & usage of lifts, escalators and stairwells



### 3. Waiting in common areas & usage of lifts, escalators and stairwells

After crossing the main gate/reception security, everyone is to wait at the common area and queue for lift lobby. All turnstiles/barricades/gates/doors to be kept open during office hours and sanitized as per FM guidelines.

No one will be permitted to touch turnstiles/gates/doors. Queue to be maintained with social distancing norms for entry in the lift lobby.

1

In case any entry/exit is closed, Occupiers are requested to inform the FM/security team.



Lift coordinators will assign the lift or staircases to everyone to proceed for their offices.

Lift coordinators will form 2 separate ques for staircase and lift usage. They will inform the tentative wait time and lift number to be used to everyone.

2

Displays will be put up in B&C wing to highlight the closest lift to the occupant's office.



### 3. Waiting in common areas & usage of lifts, escalators and stairwells

3

The security team will need to ensure crowd control and support people with any special needs.

Social distancing marking will be done on all floors and lift areas.



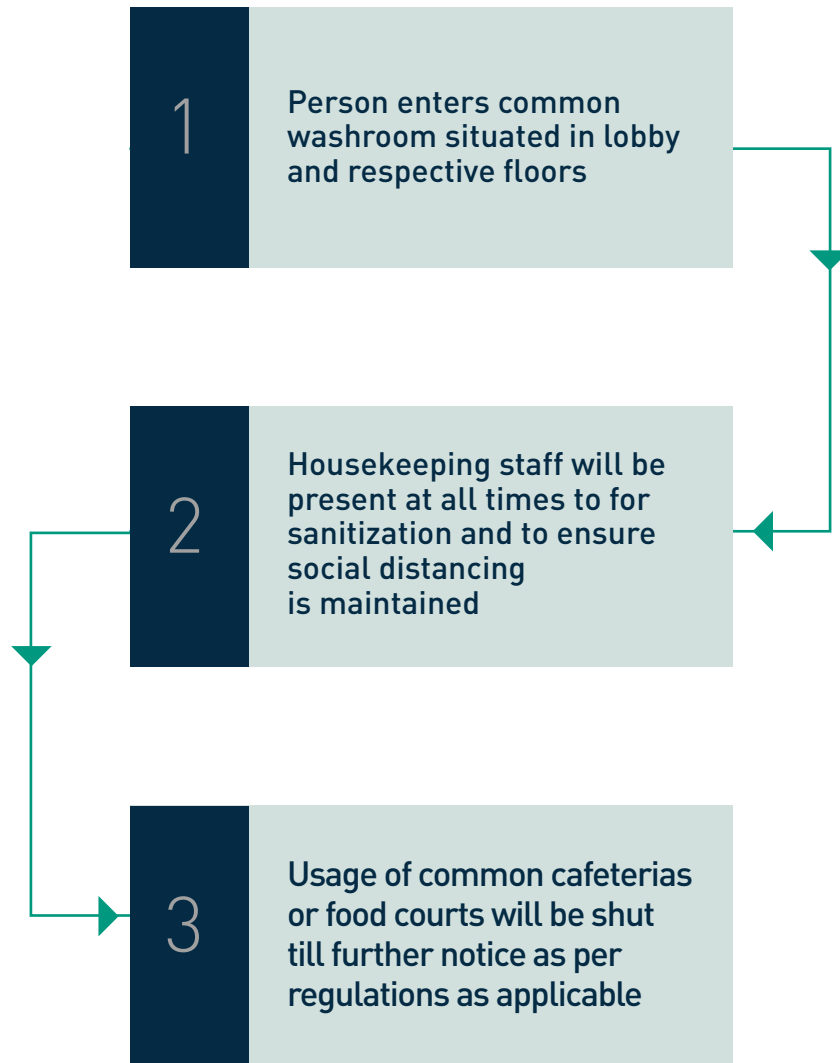
4

On reaching their respective floors, employees/visitors will need to report to the occupiers and adhere to all guidelines/advisories prepared by the occupiers.

Occupiers need to confirm to the FM team that all persons who have entered the office premises, are as per the list shared. Any deviations need to be highlighted.



## 4. Norm for use common facilities



Please refer Annexure 2 for the guidelines on Disinfection of Office Space as per MoHFW

## 4. Norm for use common facilities

1

All washrooms in common areas will be open to employees/visitors (unless specified) and deep cleaned thrice a day and mopped every 30 minutes. Visitors are requested to adhere to the hygiene guidelines and social distancing norms. Everyone is requested to not litter or throw garbage.



2

Housekeeping staff to be present in the washroom. The area will be disinfected as per cleaning schedule for next use. Visitors are requested to adhere to the guidelines in washrooms and as directed by the housekeeping staff.

3

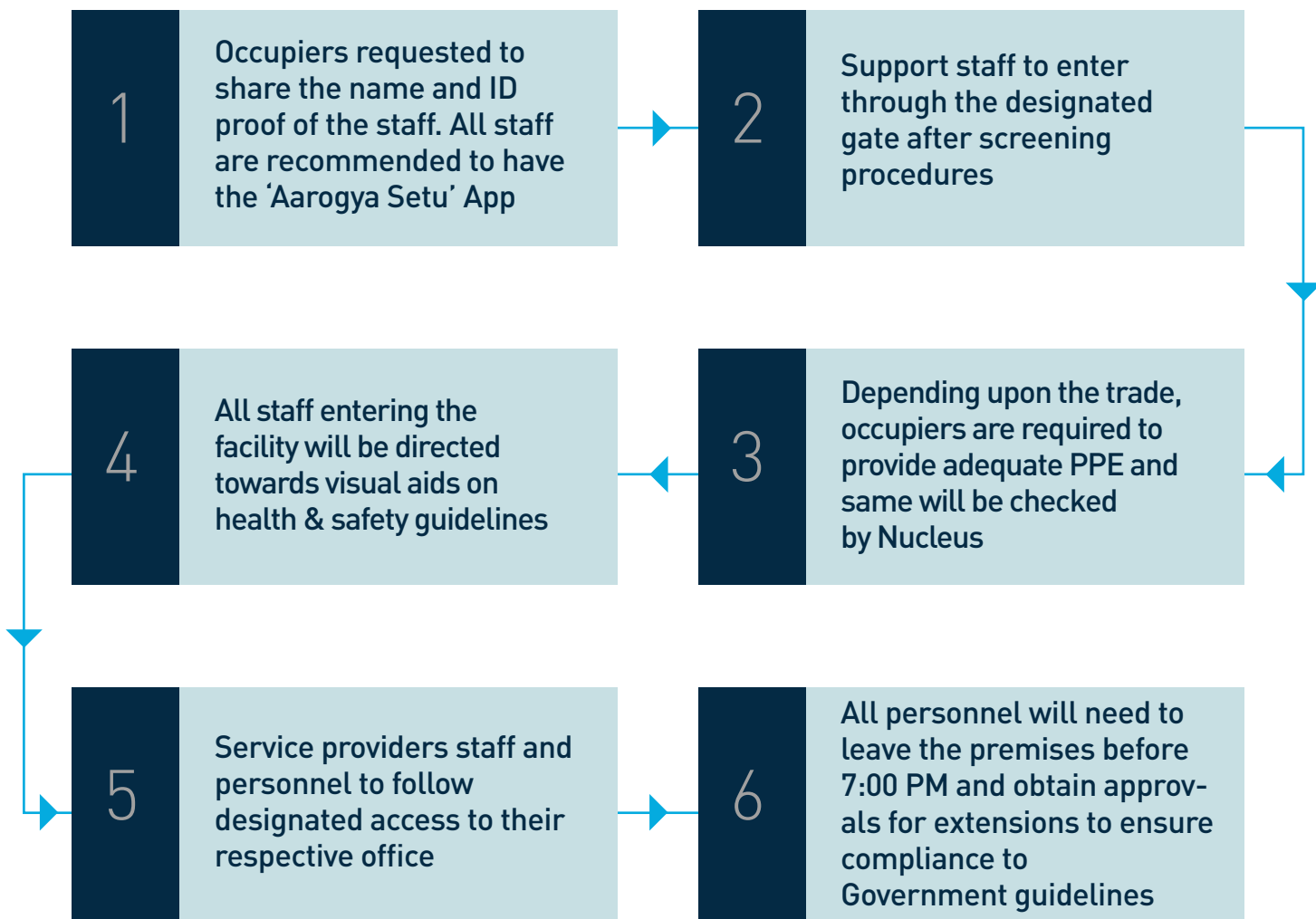
People will not be permitted to use the cafeteria or food court.

- Occupiers need to advise their employees to carry their own meals and consume eatables only at their respective workspace.
- Staggered lunch timing and provisioning for pre-packed food is recommended.
- Occupier's SPOC is required to inform the Property Manager of any planned food delivery, to enable scheduling.





## 5. Movement of occupiers' service providers



## 5. Movement of occupiers' service providers

List of service provider staff will be shared 1-2 days in advance along with ID proof. Occupiers will need ensure, that they have 'Aarogya Setu' App downloaded. In case of discrepancy, they will not be permitted to enter the premises

Occupier is required to provide medical certificates, copy of Govt. ID (and any other document that may be required by the Property Management) for all staff entering the premises and residing in the facility. Any new staff entering the premises will need to provide above mentioned documentation

1



2

All support staff will enter through the designated gate, post the screening procedures.

3

Depending upon the trade occupiers will provide adequate PPE to the service providers and the same can be checked by Nucleus FM Team at any point in time.

4

All staff entering the facility will be directed towards visual aids on health & safety guidelines.

Staff is required to be informed on the documentation required, which is to be maintained with the staff at all times (medical certificate and government ID proof)

## 5. Movement of occupiers' service providers

5

Service providers staff and personnel will be required to follow designated access/routes to their respective office.

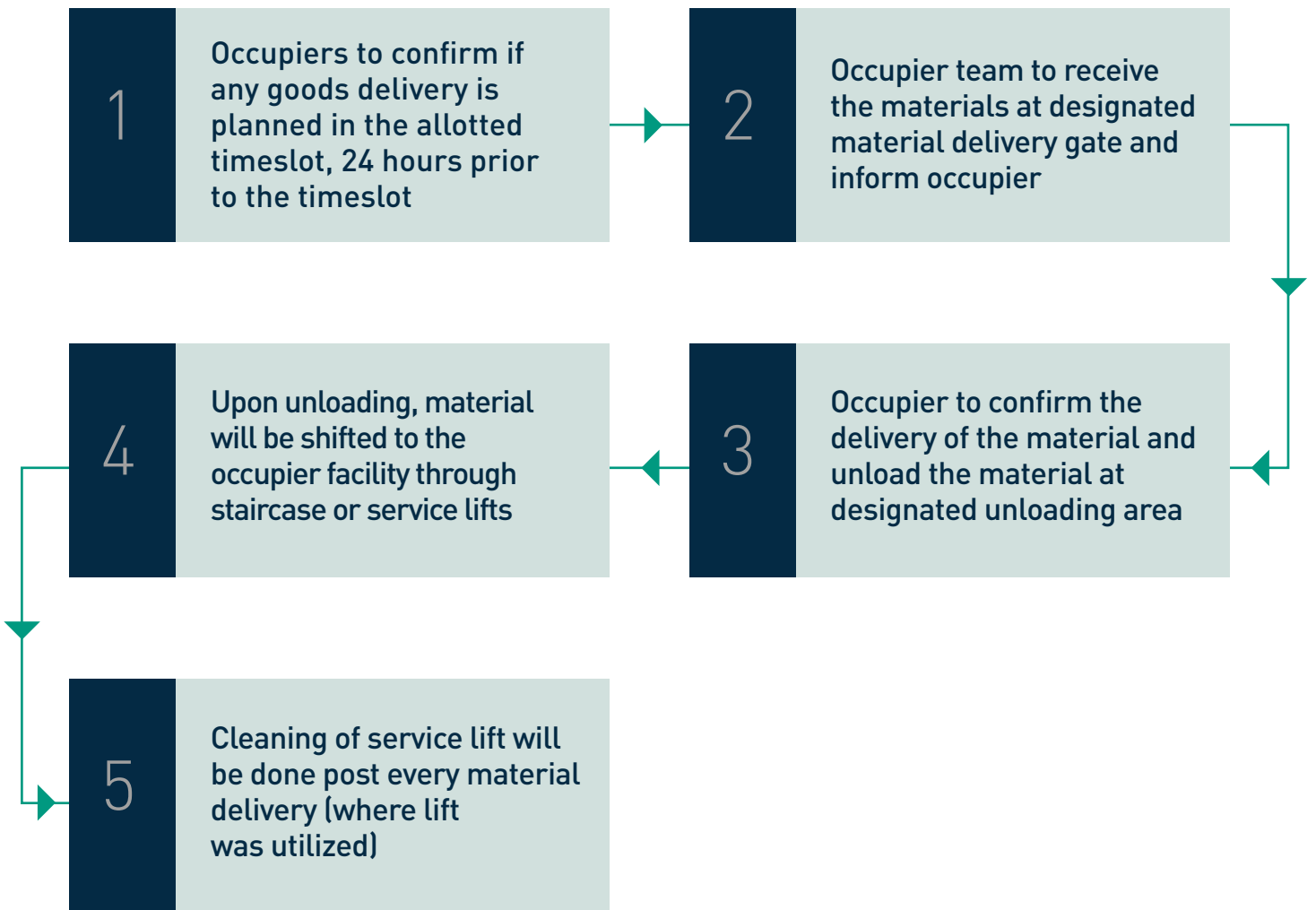
Occupiers will need to ensure all staff will leave the premises before 7:00 PM. Prior approval will need to be taken by occupiers, in case of any extensions.

6

Staff will exit the premises from the designated gate and dispose off PPE's as per the guidelines issued.

Occupier will need to take the responsibility for the PPE issued by them w.r.t collection and disposal.

## 6. Goods Handling



## 6. Goods Handling

Occupiers will need to share details of the material to be delivered and timing of delivery. They will need to ensure their representative is available at the campus at the time of delivery.

Time slots will be provided to occupiers (to the designated SPOC) such that material delivery is received, twice a week only; so as to schedule material movement and avoid gathering in the service lift lobby.

1

Designated SPOC of occupier to inform the Property Manager of planned deliveries. In case there is no delivery planned in the allotted timeslot, occupier SPOC to liaison with Property Manager for an alternate slot.

Details will be shared via e-mail and shared with FM or security team, including quantity and type of material.

Any incoming parcel/courier received to be at service gates (designated receiving station) only. Handover will be done by the carrier to the concerned person. Concerned person to take full responsibility of disinfecting the parcel.



2

Material packaging will be first screened at the designated gates. Delivery challan will be tallied with the details shared by the occupier and the package maybe forwarded for disinfection process.



## 6. Goods Handling

3

All heavy materials will be unloaded at the designated area and post that will be transported to the occupiers office. The receiver to receive the material using proper PPE's , like masks and gloves. Temperature scanning and sanitization will also to be carried out.

Occupiers are requested to combine the delivery of daily supplies on a fixed day in a week, or with food supplies (if the cafeteria is operational).



4

Material movement is not to be done through common areas for visitors or lobby areas and occupiers will be informed , in case any such violations are observed.



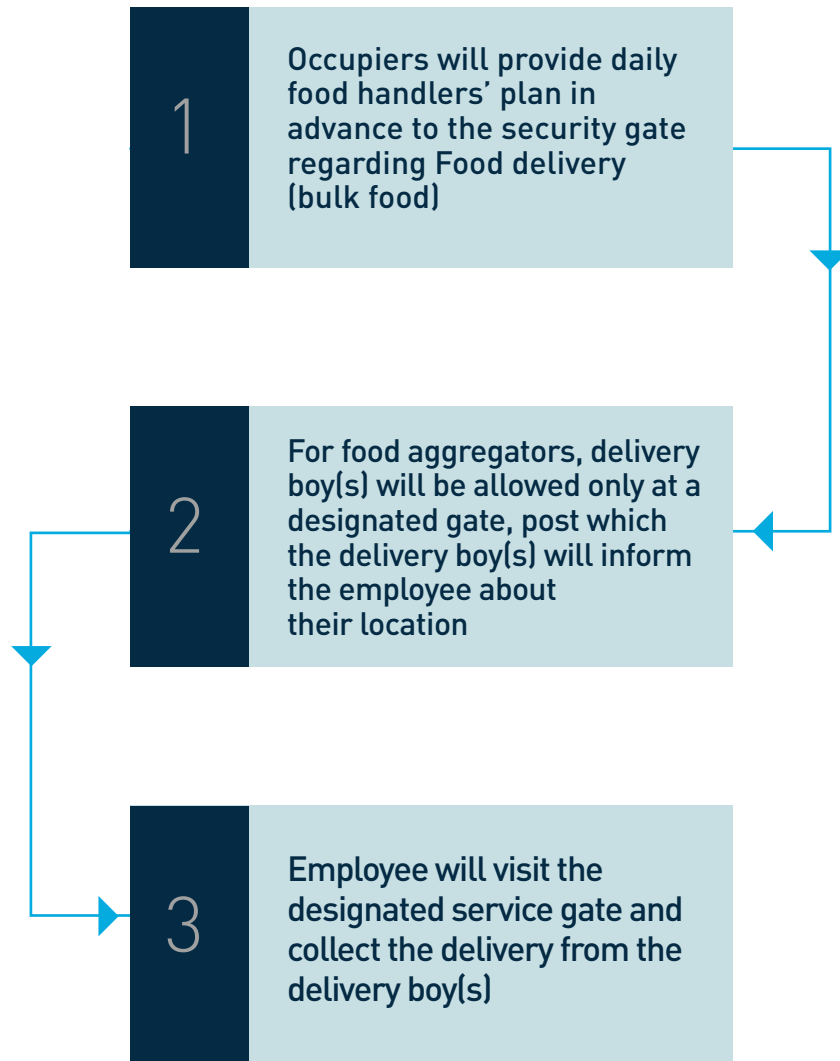
5

Occupiers' service providers to bring their own trolleys, which are to be sanitized before and after use, in order to reduce manual intervention for loading of their goods. Only 1 vendor to be allowed to occupy the elevator at one point, and cleaning of the elevator to be done post use.

Post transportation of goods, occupier to inform the Property Management team in order to carry out the sanitization of the lifts.



## 7. Food handler's precautions



## 7. Food aggregators

1

Occupiers will share details such as delivery timings and food delivery vendors. Occupiers will visit the designated area for collecting their food delivery. Occupier will bring their trolleys, post performing the required sanitization process to carry the food delivery to their respective premises.



2

All riders will be permitted only till the designated gate.



3

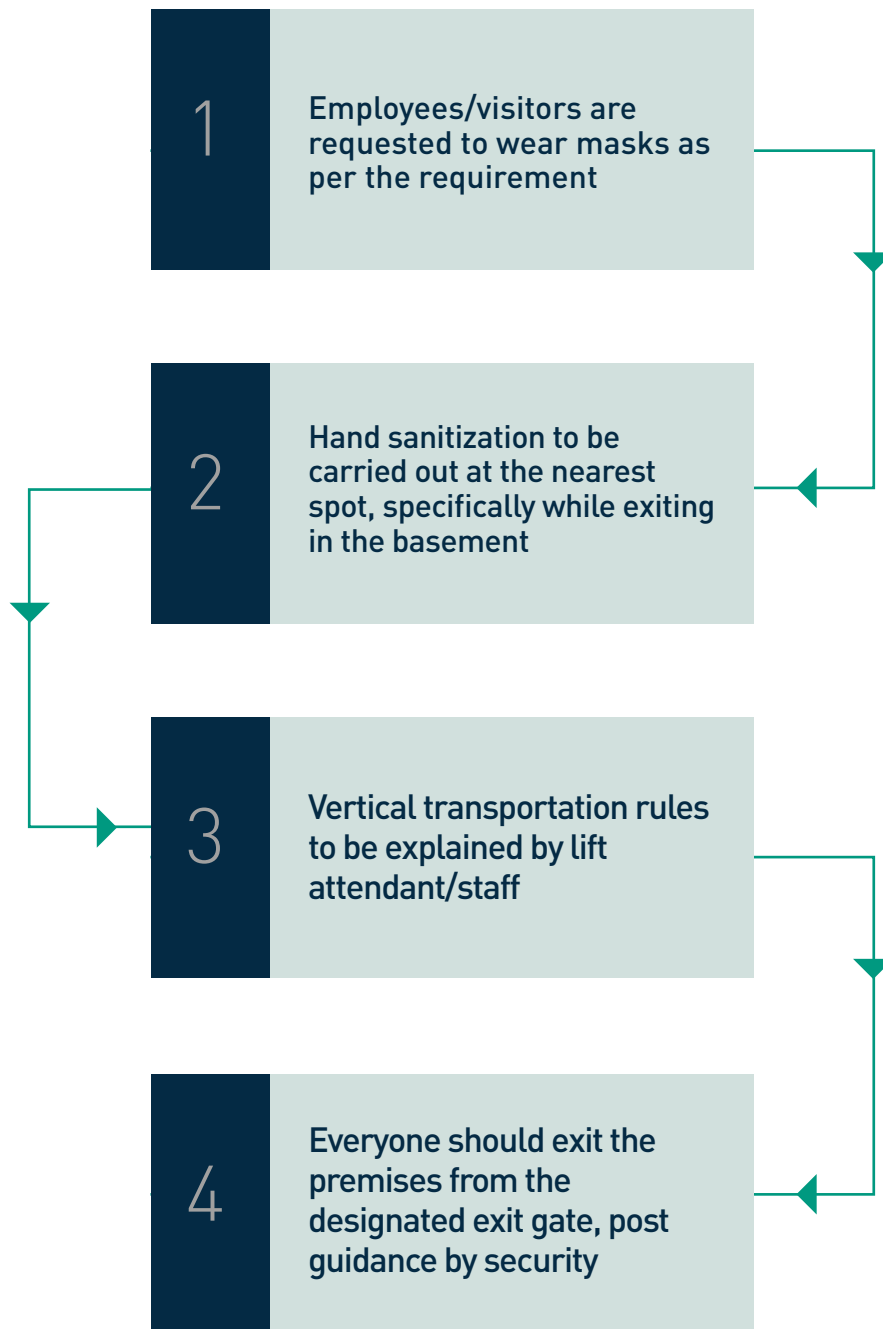
Employee will visit the designated gate and collect the food package and enter through the regular entry procedures

- Dedicated space will be marked, for delivery personnel of the food aggregators, where employees can collect their delivery from.
- Social distancing norms to be maintained while collecting the delivery.
- Occupiers' are requested to order from restaurants or through Apps, which provide confirmation regarding the adherence to hygiene standards as per guidelines and contactless delivery.
- Employee will need to undergo the required entry procedures.





## 8. Exit procedures



## 8. Exit procedures

1

It is mandatory to wear a mask while exiting the office premises. In case one needs to discard the used mask, the mask can be discarded in specific bins provided for bio-waste.



2

Hand sanitization is a must for everyone exiting the premises.



3

Vertical transportation rules to be explained to the employees/visitors by lift attendant/staff.

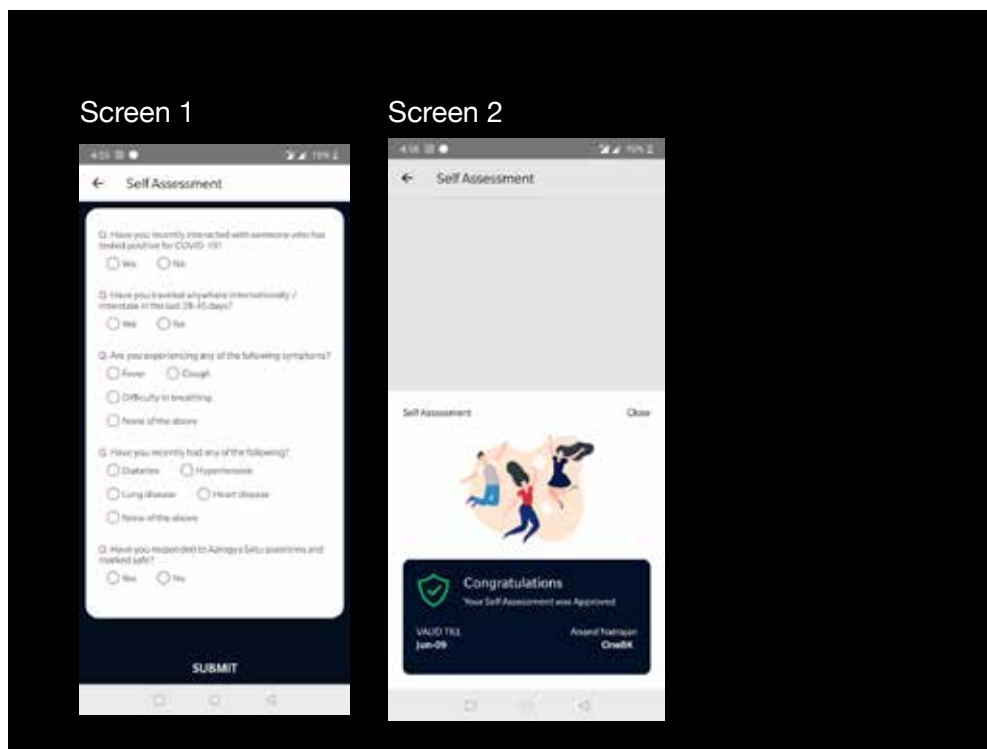
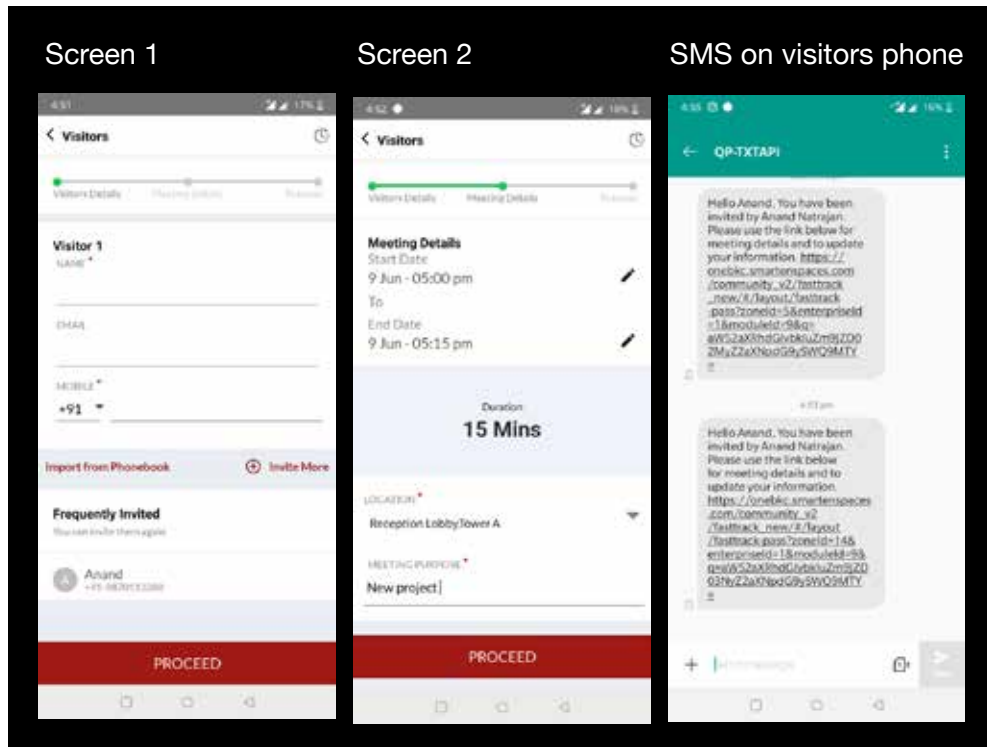


4

Everyone should exit the premises from the designated exit gate, post guidance by security. For re-entry on the same day, employee will need to undergo regular entry procedures, as per the pedestrian and vehicular entry guidelines.



# Self Assessment App journey for employees and visitors



# Annexure

Annexure [→](#)

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List of Hospitals [→](#)

**Thank you &  
stay safe!**

