

Annexure- II

Date: March 17, 2020

CIRCULAR

Safety Measures for Employees against Covid - 19

As a pandemic is announced by the World Health Organization, we are putting in measures in place to protect our employees and their families against Coronavirus (Covid-19). Lambda is very much concerned about safety of its employees and responsible for providing a safe working environment throughout the emerging situation.

As an Employer we would be

- Providing alcohol-based hand sanitizers. We have installed hand sanitizers dispensers at every floor and we strongly encourage all our employees to use the same frequently.
- We have procured a digital infrared thermometer to measure temperature in the event any of our employee's report being unwell.
- Increasing frequency of cleaning and disinfecting frequently touched surfaces daily. This includes tables, doorknobs, light switches, handles, desks, computers, phones, keyboards, sinks, toilets and countertops.
- Reducing non-essential business travel or conducting meetings via video conference.
- Asking employees to report to HR if they have been to a high-risk destination or if they have been in contact with someone who has been to a high-risk destination regardless of whether they are exhibiting symptoms.

We are announcing the following measures for all our Employees. They are most simply broken down into 'musts' and 'must nots':

THE MUST NOTS: You must not ...

1. Enter a Lambda office if you are suffering from fever, cold or flu-like symptoms.
2. Invite any visitors into Lambda offices without the prior approval of your supervisor.
3. Attend meetings, conferences or events of more than 10 people.
4. Spit in public

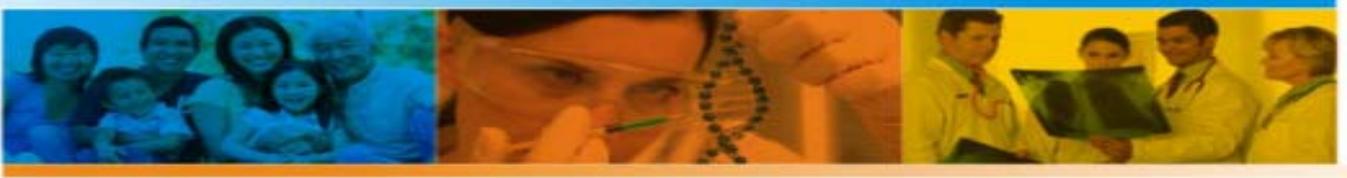
THE MUSTS: You must ...

1. Self-isolate for 14 days if you are experiencing any fever, cold or flu-like symptoms or have returned to your country from another international location for either business or personal reasons.
2. Apply hand sanitiser when you enter any Lambda office.
3. Wash your hands often with soap and water / hand sanitizer for at least 20 seconds, especially after blowing your nose, coughing or sneezing.
4. Avoid touching your eyes, nose or mouth with unwashed hands.
5. Maintain social distance, at least 1-meter (3 feet) between yourself and anyone who is coughing or sneezing.
6. Practice respiratory hygiene
7. Use non-physical greetings (i.e., avoid shaking hands) and maintain appropriate "social distance".
8. If you have fever, cough and difficulty breathing, seek medical care early

All these measures are applicable to all employees, irrespective of role.

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Safety Committee:

For any counselling or advice required in this emerging situation, a Safety Committee has been formed to assist our employees and below are the details of the committee members:

Name	Contact Number
Dr. Ketul Modi	9727710845
Dr. Shree Krishan Kolte	9594119900
Dr. Nishant Prajapati (For Night Shifts)	9427805848
Dr. Gunjan Shah (For Mehsana)	9825015893
Dr. Vipul Rajput	9825011611
Mr. Rajiv Ranjan	9925790299

We strongly recommend any employee with symptoms of Covid -19, may contact any of the committee member for assistance. “104” is the Government helpline number for Gujarat region.

These are unprecedented times. We would continue to reiterate best practices around sanitation and handling of the situation and are confident that with the right practices and adequate social distancing we can help curb the spread of COVID-19.

Stay safe, stay well, and take care.

Human Resources

Lambda Therapeutic Research

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