

**DEVCON HR GENERAL BULLETIN  
APRIL 2021 EDITION**

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# **COOPERATIVE RESPONSE TO THE COVID-19 PANDEMIC**

DEVCON COVID-19 EVALUATION,  
COMBAT PLANNING,  
IMPLEMENTATION AND MANAGEMENT  
GUIDELINES 2021



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The new infectious variant of Covid-19 is spreading all over the world. Bangladesh is experiencing a sudden spurt of infection in recent weeks. The number of Covid 19 casualties are breaking records every day in Bangladesh. Together we can prevent the spread of Covid-19. Let us keep working together to protect each other from the deadly disease.

**DevCon HR provides six new policies for workplace with the following outlines:**

- Maintaining the Health and Safety at Workplace.
- Prevention of COVID 19 Infections at Office by Isolating the Infected Employees.
- Ensure the Safety to and from Travel at Workplace.
- The Work from Home Policy and Procedures.
- Employees Covid Sick Leave Policy.
- Mental Health Support to the Employees

This Guide also includes the latest guidelines from the World Health Organization and the DGHS, Ministry of Health and Family Welfare of Bangladesh

DevCon Covid-19 Management Guidelines are for the DevCon management, executives and permanent staffs in response to the Covid-19 pandemic. The guidelines follow the procedures of the World Health Organization and designed to support and protect DevCon staffs through proper management of workplaces during the Covid-19 outbreak. The guidelines are practical and expected to be revised time to time as per actual needs. It offers a set of activities to be performed/followed by everyone in the organization immediately.

All DevCon staffs have to be engaged to play the roles in adapting the new changes at workplace during the Covid-19 pandemic.

**The guidelines are for:** DevCon Management, Executives and DevCon Permanent Staffs only. Please note, DevCon project employees shall follow the guidelines provided by the projects.

**How everyone should use the guide:** These are mandatory guidelines approved by DevCon management to promote health and safety of employees, stabilize and smoothen the business and project operations, meet the clients' ongoing needs, and assist to combat the current health crisis in Bangladesh.

**Guide Version:** The guidelines are not government regulation and create no new legal obligations. It contains the policies that DevCon staffs must follow. It is inspired by the guidelines of the World Health Organization and that of the DGHS, Ministry of Health and Family Welfare of Bangladesh. We will continue to update our guidelines as the situations evolve.

# COVID-19 ACTION PLAN #1: PREVENTIVE MEASUREMENTS AT OFFICE

*Approved by DevCon Management and enforceable immediately at Workplace.*

"This isn't a pandemic of just a virus. This is a pandemic of emotion. This is a pandemic of pain and suffering that has to do with lost jobs and lost persons....This is not just a public health journey. This is really a personal journey for all of us." Star Tribune, 2021

## ADMINISTRATIVE CONTROL

Administration Head/ Office Manager is responsible to ensure the implementation of the following protocols:

### OFFICE ENTRANCE

- Mandatory checkup of the body temperatures of the worker's and visitors by using an infrared thermometer /thermal scanning and use necessary health checkups of every person who enters the office by the designated person at security entrance and deny the access to a person who doesn't qualify the health checkups.
- Ensure every DevCon staff is wearing Personal Protective Equipment (PPE), which must include face masks and other accessories like hand gloves, face shields and body suit if so required.
- Ensure of the physical distance of at least 1 meter from one to another at office while working and avoid the unnecessary gathering anywhere at office.
- The bottom of footwear should be disinfected while entering the office.

### DURING OFFICE TIME

- Use of face masks (including other accessories of PPE as mentioned above, if required) is mandatory for everyone **for all time during the stay at office.**
- Any employee who requires to change the PPEs they have to throw it in the waste basket.

- Employees have to sanitize their hands as necessary.

### HOUSEKEEPING AND HYGEINE

- Housekeeping staff must wear face mask and gloves (other accessories of PPE if required) and take proper safety measurements while cleaning the office.
- Housekeeping staff should complete the disinfection prior to other employees' arrival at the office that includes the routine using of the disinfectant in the stair handrails, finger scanners, entry/exit door handles, working stations, phones and washrooms.
- The housekeeping staff will clean the employees' accessible locations two times a day or more if situation demands.
- Disinfectant solutions should be used to clean the toilet seats, water taps and anything accessible to everyone after every use.
- All the used PPE should be thrown in the separate wastebin.
- Every working stations should be provided with hand sanitizers.
- The chef/cook must wear face masks and gloves during cooking and ensure proper washing of utensils and dishes with disinfectant solutions.
- Staff should not gather at office during luncheon and preferably shall eat their lunches maintaining proper social distance.

## VISITORS POLICY

- Unless it is essential to meet in person at the office, unnecessary visits by the visitors are restricted. Employees are also advised to refrain from visiting other offices unnecessarily.
- Visitors will go through the body temperature screening.
- Visitors be Provided and instructed to wear PPEs if they do not bring PPEs.
- Visitors must use face masks all times during meeting or staying at office.



## CONFERENCE ROOM/MEETINGS

- Conference room should be disinfected before and after having any meeting.
- All meetings must be run virtually, if possible. If any meeting cannot be held virtually, all shall have to follow the required instructions and take the safety measures.
- No tea, coffee, luncheon will be served during meetings unless otherwise instructed.
- Everyone must wear face masks and other accessories of PPE during conference/meetings.

# COVID-19 ACTION PLAN #2: IDENTIFICATION & ISOLATION OF CONFIRMED/POSSIBLE CASES OF COVID-19

*Approved by DevCon Management and enforceable immediately at Workplace.*

## **DevCon HR will keep screening for the prompt identification of Covid-19 cases at office.**

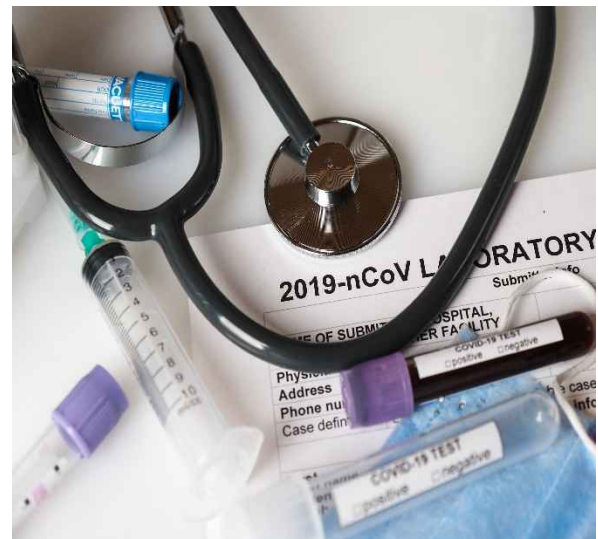
Any employee suspects of the infection of Covid-19 must inform the DevCon HR immediately.

The employee is advised to remain at his house, separate himself from other people in the household, use the facemasks and other accessories of PPE in the same household and carryout the Covid-19 diagnosis test as soon as possible preferably within 72 hours since symptoms are exposed. If his results come as Covid Positive, he should fully isolate himself and stay at home and shall pursue medical protocols as applicable. The employee shall have to fill in the prescribed 'Contact Tracing Form' and return the same to the HRD immediately.

DevCon HRD will inform the likely exposed employees for further follow up on self-isolation or work from home for 7 days provided they do not develop any symptoms. If they develop any new symptoms, they will be required to carry out the Covid-19 diagnosis test and follow the procedure as mentioned above.

The employees who have not had close contact with the original confirmed case of Covid-19 will continue to attend work as usual, but those who had close contact must not attend work unless diagnosed negative.

The confirmed/possible cases of Covid-19 are advised to follow the guidelines of the World Health Organization and that of the DGHS, Ministry of Health and Family Welfare of Bangladesh (Please see the Annex 1 and 2).



## CONTACT TRACING

The contact tracing is the process of identification of person, who might have been exposed to a patient with infectious disease, to apprise him for prevention of further transmission. Every employee who got tested positive for Covid-19 virus, has a responsibility to fill in a form and return to HRD immediately. DevCon Contact Tracing form is available in the server. This will ensure and help co-workers of DevCon to take preventive measures in such cases.



### Contact Tracing Form for COVID-19

In order to provide the safest possible environment for our employees, we require the employee who has recently diagnosed as Covid-19 Positive shall fill out this form and return to DevCon HR immediately

#### Employee Details

<b>Name:</b>	<b>Phone:</b>
<b>Designation:</b>	<b>Email Address:</b>
<b>Regular Working Hours (From - To):</b>	<b>Date of when first started feeling symptoms:</b>
<b>Date of Covid-19 PCR Test Completed:</b>	<b>Date of your last working day at office:</b>

#### Contact tracing questionnaire:

**Q1** Mention the names of the colleagues working within 6 feet from your work desk in past 7 days?

Yes  No

**Q2** Did you visit kitchen/dining in past 14 days? If yes, mention the names of the colleagues you sat within 3 feet.

Yes  No

**Q3** Did you attend any office meeting in past 14 days? If yes, mention the names of the colleagues you sat within 3 feet.

Yes  No

**Q4** Did you use office car in past 14 days? If yes, mention the names of the colleagues you sat within 3 feet.

Yes  No

**Q5** Did you meet any other colleagues in past 14 days? If yes, mention the names of the colleagues you met within 3 feet.

Yes  No

*I affirm the accuracy of my statements on this form. I have read and understand the above questions.*

<p>_____</p> <p><b>Signature and Date</b></p>	<p><b>PARTICIPATION ADVISORY:</b> An inherent risk of exposure to COVID 19 exists in any public place where public are present. COVID 19 is an extremely contagious disease that can lead severe illness and death. If COVID-19 is spreading in your community, stay safe by taking some simple precautions, such as social distancing, wearing a mask, cleaning your hands, avoid touching eyes, nose and mouth, Keep your surfaces clean, Practice respiratory hygiene.</p>
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# COVID-19 ACTION PLAN #3: SAFE TRAVEL GUIDELINE

*Approved by DevCon Management and enforceable immediately at Workplace.*

DevCon Administration in Charge and The Transportation Coordinator should ensure the follow-up of all safety procedures.

## TRAVEL

If any employee has recently travelled outside of the city or country or is exposed to someone who did, please reach out to HR and to report the Line Manager. The HR will take the precautionary actions as necessary.

## TRANSPORTATION

The transport of workers to/from office is important for the smooth operation of organization. However, using of public transport is a continual threat as a potential transmission of the Covid-19. Every employee is requested to be cautious and should take all personal protection while availing public transport for attending the office or any travelling.

During the country lockdown while the public transport is not available and if anyone requires to come to office should contact his/her line manager and the line managers will contact HR for arrangement of office transport.

To avoid the spread of the virus via transport, the following precautions must be taken by the drivers and who uses DevCon transportation.

- The drivers must disinfect and sterilize vehicles every day, in particular of the doors, windows, handles and all contact points from inside and outside prior to each trip and after.
- Each passenger must sanitize their hands while using the transport.
- Drivers and all passengers must wear face masks at all time during travelling.
- A special log should be maintained by the drivers with daily information about vehicle trips and the name of the passengers/users.





# COVID-19 ACTION PLAN #4: WORK FROM HOME

*Approved by DevCon Management and enforceable immediately at Workplace.*

Due to expected continuation of the pandemic situation of Covid-19, DevCon, like other firms in Bangladesh and abroad, may need to make a transition to a virtual work environment. DevCon has set the following ground rules to enhance the communication and to smoothen the work flow even from the home.

This ground rules are effective during the lockdown or when the management requires employees to work from home:

- DevCon employees are required to cooperate and coordinate with the line managers for execution of the task and other work obligations placed upon them if work from home.
- Employees have to fulfill all normal duties or alternative duties as assigned to them.
- Employees have to stay active, connected, available and accessible during the work hours and maintain the regular and timely communication with the line managers.
- Employees cannot hold and meeting with clients without approval of the management.
- Employees are responsible for the use of any organization tools or equipment at home. They have the obligations to protect data, security and confidentiality of DevCon work matters.
- Employees should be comfortable to use the apps: TEAMS and ZOOM meeting on phone and/or computer. If anyone needs assistance, they may contact DevCon IT Support.
- Line Managers are required to plan, set and communicate the clear work objectives and deadlines in the same way for the employees

as they are in physical workplace. Line Managers are requested to be empathetic to their team while they work from home.

- Managers will evaluate the quality and quantity of work progress of the employees working from/at home and report to the management.
- All the employees mandatorily report to their line managers every morning in working day. Managers can set up a team meeting or may have more meetings in a day as they find suitable. The time will be scheduled by the line managers and everyone has to follow the process.
- The line managers mandatorily report to the Management once a week or as required on the progress of the works.



# COVID-19 ACTION PLAN #5: SICK LEAVE POLICY

*Approved by DevCon Management and enforceable immediately at Workplace.*

## **IF YOU HAVE COVID-19 SYMPTOMS and/or YOU ARE DIAGNOSED COVID-19 POSITIVE**

If you are having Covid-19 symptoms, leave the office immediately and stay at home until you are completely asymptomatic. Common Covid-19 symptoms are coughing, sneezing, difficulty breathing and fever. It is recommended to avail allowed sick leave for the period of stay at home.

If you are diagnosed Covid-19 positive you will be allowed to avail special one-time Covid paid leave for maximum 7 days for treatment purpose subject to presentation of PCR Covid positive test report. In case you are required more days for treatment, you will then avail paid annual leave. (Please "Sick Leave Policy", DevCon Service Rule 5th Edition dated 18th January 2021) from the first day of your absence.

After exhausting your annual paid leave, if you still need additional leave, employees may be allowed additional leave without pay. You are required to present negative PCR Covid test report for the joining the office.



# COVID-19 ACTION PLAN #6: MENTAL HEALTH SUPPORT

*Approved by DevCon Management and enforceable immediately at Workplace*

The Covid-19 Pandemic is having a major impact on our lives. We are facing challenges that can be stressful, overwhelming and affecting us emotionally. We and our family need to learn to cope up with stress in a healthy way.

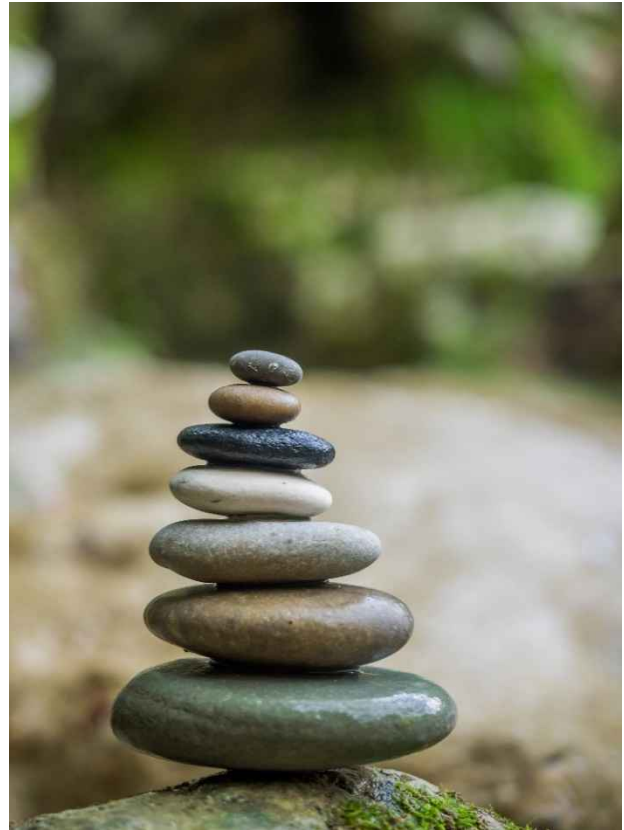
Take breaks from watching, reading or listening to news stories: It's good to be informed and stay up to date but listening to pandemic constantly create anxiety and health issues. Consider having some disconnection from phone, tv and computer screen to relax for a while. Taking deep breaths, doing some meditation and yoga can help to stay fit. Eating healthy and well-balanced meals and vitamins are necessary. Continuation of routine preventive measures (vaccinations, cancer screenings etc.) recommended by doctors is important. During the pandemic crisis, it is important to stay connected with family and relatives.

DevCon is open for communication to ensure employees receive information regarding covid-19. DevCon HR and Managers shall routinely check with employees about all aspect of work and create safe environment where managers and employees can discuss their concerns. Managers should clearly define task and responsibilities with realistic deadlines considering the overall situations we are undergoing at present.

DevCon is always supportive to its employees. DevCon HR is available to listen to its employees and guide for any issues. Coping up with the dying and loss of a closed family member (Parents or Siblings) can be a very emotional experience.

The following measures are taken to mentally support the distressed employees.

- Employees may apply for Bereavement Leave as per DevCon Service Rule
- They can have paid three days leave.
- They can work from home for a week.
- Managers will be sympathetic towards the employees and support them at the best.





# ANNEXURE 1: WORLD HEALTH ORGANISATION GUIDELINES FOR COVID-19 PREVENTION

## If you have been diagnosed with **COVID-19**:


- **stay in a separate room and away from others**
- **open windows frequently**

Know your risk, **lower your risk**





**World Health Organization**




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### 3 FACTORS TO HELP YOU MAKE SAFER CHOICES


WHEN YOU'RE IN AN AREA OF WIDESPREAD COVID-19 TRANSMISSION

LOCATION




Open air spaces safer than enclosed spaces

PROXIMITY




Farther away from others safer than close together

TIME



Shorter time periods with others are safer

REMEMBER, IT'S ALWAYS SAFER TO **KNOW YOUR RISK, LOWER YOUR RISK.**



### WHAT TO DO IF SOMEONE IS SICK IN YOUR HOUSEHOLD

Life has to continue even where COVID-19 is spreading. Here's how to stay safe.

1 ISOLATE THE SICK PERSON

Prevent a separate room or isolated space, and keep distance from others. Keep the room well ventilated and open windows frequently.

2 TAKE CARE OF THE SICK PERSON

Monitor the sick person's symptoms regularly. Pay special attention if the person is at high risk for serious illness. Ensure the sick person stays well hydrated.


Call your healthcare provider immediately if you see any of these **danger signs**:

- Difficulty breathing
- Confusion
- Loss of speech or mobility
- Chest pain

3 REDUCE CONTACT WITH THE VISIBLE

Identify one household member to be the contact person who is not at high risk and has the fewest contacts with people outside. Wear a medical mask if in the same room as the sick person. Use separate dishes, cups, eating utensils and bedding from the sick person. Clean and disinfect frequently touched surfaces.

4 HARBOR VIEWS



### VISITING FAMILY IN A LONG-TERM CARE FACILITY

Life has to continue even where COVID-19 is spreading. Here's how to stay safe.

HERE'S HOW TO PROTECT THEM AND YOURSELF

1 IF SWELL

Cancel guest visit if you feel unwell or have had contact with someone diagnosed with (or suspected of having) COVID-19. Ask to be notified when a member of their care team is available, such as a primary or family member.

2 STAY IN ADVANCE

Ask about the rules and conditions of visits, such as required screening, masks and hygiene advice.

3 STAY SAFE DURING YOUR VISIT

Wear a mask. Use outdoor or the building and room entrances. Avoid all face-to-face interactions.


4 STAY IN TOUCH

Help your family members avoid any changes or procedures, such as suspensions of visitations and COVID-19 or other screening, if masks or facilities may be reduced.

5 STAY IN TOUCH

Communicate help requests by phone or video call, especially if your visit is infrequent.

REMEMBER, IT'S ALWAYS SAFER TO **KNOW YOUR RISK, LOWER YOUR RISK.**



## ANNEXURE 2: DGHS, MINISTRY OF HEALTH AND FAMILY WELFARE OF BANGLADESH GUIDELINES FOR COVID-19 PREVENTION

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১৫ চৈত্র ১৪২৭

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### প্রজ্ঞাপন

করোনা ভাইরাস (কোভিড-১৯) সংক্রমণের বিদ্যমান পরিস্থিতিতে সরকার নিম্নরূপ সিদ্ধান্তসমূহ গ্রহণ করেছে:

- ক) সকল ধরনের জনসমাগম (সামাজিক/ রাজনৈতিক/ ধর্মীয়/ অন্যান্য) সীমিত করতে হবে। উচ্চ সংক্রমণযুক্ত এলাকায় সকল ধরনের জনসমাগম নিষিদ্ধ করা হলো। বিয়ে/ জন্মদিনসহ যে কোন সামাজিক অনুষ্ঠান উপলক্ষ্যে জনসমাগম নিষিদ্ধসহিত করতে হবে;
- খ) মসজিদসহ সকল ধর্মীয় উপাসনালয়ে যথাযথ স্বাস্থ্যবিধি পরিপালন নিশ্চিত করতে হবে;
- গ) পর্যটন/ বিনোদন কেন্দ্র/ সিনেমা হল/ থিয়েটার হলে জনসমাগম সীমিত করতে হবে এবং সকল ধরনের মেলা আয়োজন নিষিদ্ধসহিত করতে হবে;
- ঘ) গণপরিবহনে স্বাস্থ্যবিধি মেনে চলতে হবে এবং ধারণ ক্ষমতার ৫০ ভাগের অধিক যাত্রী পরিবহন করা যাবে না;
- ঙ) সংক্রমণের উচ্চ ঝুঁকিপূর্ণ এলাকাতে আশ্রয়/জেলা যান চলাচল সীমিত করতে হবে; প্রয়োজনে বন্ধ রাখতে হবে;
- চ) বিদেশ হতে আগত যাত্রীদের ১৪ দিন পর্যন্ত প্রাতিষ্ঠানিক (হোটেলে নিজ খরচে) কোয়ারেন্টিন নিশ্চিত করতে হবে;
- ছ) নিত্য প্রয়োজনীয় দ্রব্যসামগ্রী খোলা/ উন্মুক্ত স্থানে স্বাস্থ্যবিধি পরিপালনপূর্বক ক্রয়-বিক্রয়ের ব্যবস্থা করতে হবে; ওষুধের দোকানে যথাযথ স্বাস্থ্যবিধি মেনে চলা নিশ্চিত করতে হবে;
- জ) স্বাস্থ্যসেবা প্রতিষ্ঠানসমূহে মাস্ক পরিধানসহ যথাযথ স্বাস্থ্যবিধি পরিপালন নিশ্চিত করতে হবে;
- ঝ) শপিং মলে ফ্রেতা-বিক্রেতা উভয়েরই যথাযথ স্বাস্থ্যবিধি মেনে চলা নিশ্চিত করতে হবে;
- ঞ) সকল শিক্ষা প্রতিষ্ঠান (প্রাক-প্রাথমিক, প্রাথমিক, মাদ্রাসা, মাধ্যমিক, উচ্চ মাধ্যমিক শিক্ষা প্রতিষ্ঠান, বিশ্ববিদ্যালয়) ও কোচিং সেন্টার বন্ধ থাকবে;
- ট) অপ্রয়োজনীয় ঘোরাফেরা/ আড্ডা বন্ধ করতে হবে। জরুরি প্রয়োজন ছাড়া রাত ১০ টার পর বাইরে বের হওয়া নিয়ন্ত্রণ করতে হবে;
- ঠ) প্রয়োজনে বাইরে গেলে মাস্ক পরিধানসহ সকল ধরনের স্বাস্থ্যবিধি পরিপালন নিশ্চিত করতে হবে। মাস্ক পরিধান না করলে কিংবা স্বাস্থ্যবিধি লঙ্ঘিত হলে আইনানুগ ব্যবস্থা গ্রহণ করতে হবে;
- ড) করোনায় আক্রান্ত/ করোনার লক্ষণযুক্ত ব্যক্তির আইসোলেশন নিশ্চিত করতে হবে। করোনায় আক্রান্ত ব্যক্তির ঘনিষ্ঠ সংস্পর্শে আসা অন্যান্যদেরও কোয়ারেন্টিন নিশ্চিত করতে হবে;
- ঢ) জরুরি সেবায় নিয়োজিত প্রতিষ্ঠান ছাড়া সকল সরকারি-বেসরকারি অফিস/ প্রতিষ্ঠান/ শিল্প কারখানাসমূহ ৫০ ভাগ জনবল দ্বারা পরিচালনা করতে হবে। গর্ভবতী/ অসুস্থ/ বয়স ৫৫-উর্ধ্ব কর্মকর্তা/ কর্মচারীর বাড়িতে অবস্থান করে কর্মসম্পাদনের ব্যবস্থা গ্রহণ করতে হবে;
- ণ) সভা, সেমিনার, প্রশিক্ষণ, কর্মশালা যথাসম্ভব অনলাইনে আয়োজনের ব্যবস্থা করতে হবে;
- ত) শরীরে উপস্থিত হতে হয় এমন যে কোন ধরনের গণপরিষ্কার ক্ষেত্রে যথাযথ স্বাস্থ্যবিধি পরিপালন নিশ্চিত করতে হবে;
- থ) হোটেল-রেষ্টোরাঁসমূহে ধারণ ক্ষমতার ৫০ ভাগের অধিক মানুষের প্রবেশ বারিত করতে হবে;
- দ) কর্মক্ষেত্রে প্রবেশ এবং অবস্থানকালীন সর্বদা বাধ্যতামূলকভাবে মাস্ক পরিধানসহ অন্যান্য স্বাস্থ্যবিধি পরিপালন নিশ্চিত করতে হবে।

(পৃষ্ঠা ১/২)

## LETTER FROM CHAIRMAN OF BOARD OF DIRECTORS

**Undoubtedly the world experiences a global public health crisis like COVID-19, with mass deaths and post covid health issues impacting our populations and disrupting the economy worldwide. It is our very most important responsibility to stay uninfected and to avoid infecting others at this crisis moment.**

The protocols of DevCon HR Covid Action Plans are to ensure the safety of our workers at workplace. We cannot deny the Covid-19 is a deadly infectious disease and it is our own social responsibility to take necessary actions to prevent the spread of infection. DevCon is always there for its employees and will continue to provide ongoing support to everyone.

The fortunate aspect of this new digital era is that we can use our broad array of device, software technology and programs to work virtually if needed. It is a new change in every workplace, and we must be prepared for the changes in workplaces to continue meeting the organizational objectives and needs.

Ensuring the safety at workplace, assisting each other in need, virtual engagement in works if required, fulfilling of responsibilities, motivating others to do the same as discussed in action plans, can help us to stay safe and create safe environment for others.

The emotional challenges are also important to focus on. In this uncertainty of Covid-19 pandemic crisis, we are definitely sad to lose our closed ones, may have new health issues and griefs. We must accept the reality and move forward when so much is still unknown. We will overcome this crisis eventually. It is up to us how we are prepared and can positively respond to what comes next.



**Anisur Rahman**  
Chairman  
Banani, Dhaka-1213, Bangladesh

## FAQs

### 1. What should I do if my colleague comes at work with Covid-19 symptoms?

Employee who has symptoms or become sick at office should immediately be separated from everyone. Please notify HR immediately about the colleague who feels sick. Employees who develop symptoms outside of office should also notify their line manager & HR and stay at home.

### 2. When should a suspected or confirmed case of Covid-19 return to work?

Suspected or confirmed case of Covid-19 can return to work when they:

- show no symptoms and
- have a negative Covid-19 test result

If the Covid-19 test result comes positive again after the mandatory two weeks quarantine but no symptoms exist, please contact DevCon HR. Management may allow employees return at office with no symptom after two weeks mandatory quarantine period at Management's discretion.

- Please email DevCon HR at: [hr@devconbd.com](mailto:hr@devconbd.com) when you are ready to return at office. Please do not show up at work unless you have a written confirmation to return to office.

### 3. How often should I wash my hands at office?

Employees should protect themselves from respiratory illness with preventive measures that include good hand hygiene. You should wash hands often with soap and water for at least 20 seconds, or use hand sanitizer (contains 70% alcohol) Following are critical time when people usually get infected the most:

- After blowing nose, cough or sneeze
- Before, during and after meal
- After using the toilet/washroom
- After touching any object that is handled/touched by other

- After touching the waste bin
- During communication with others

### 4. Am I required to provide negative Covid-19 test results to return to office?

Yes, you can return to work when you:

- show no symptoms and
- have a negative **Covid-19** test result.

### 5. What is self-isolation and when to self-isolate?

Self-isolation is when you do not leave house because you have or may have Covid-19 infection. Self-isolation helps to stop the spread of the virus.

You have to self-isolate immediately if:

- You have any Covid-19 symptoms (The temperature, cough, loss or change to sense of smell or taste, fatigue etc.)
- You have tested positive for Covid-19
- When you get in contact with someone who has tested positive for Covid-19
- You have come close contact with someone who has developed symptoms of Covid-19.

### 6. Am I required to Work from Home when in Self Isolation?

Yes, if you are able to work from home, then your work may not be affected by having self-isolated. You should ensure you are familiar with DevCon Work from Home Policy. If you are unsure, please talk to your line manager.

If you are unable to work from home depending on the reason of self-isolation, please inform your line manager and HR both.

**7. Am I entitled to Sick Leave while in Self Isolation?**

Depending on the actual situation, you may be entitled to paid sick leave.

Only If you are required to self-isolate because you are Covid-19 positive, or you have symptoms, you will be allowed to avail special one-time Covid-19 paid sick leave for seven days from the first day of your absence. To avail special Covid-19 sick leave you need to provide positive Covid-19 test report.

After exhausting Special Covid-19 sick leave, you will be allowed to avail your annual paid leave. Any further absence of days will be treated as ordinary leave without pay.

DevCon may request evidence/proof of your need to self-isolate or Covid-19 test results. This will be at Management's discretion.

If you are physically fit, able to work from home, in self-isolation because you are exposed to Covid-19 or any other reasons for Self-isolations you will continue to work from home and entitled to regular salary. If you cannot work during the self-isolation period, you will have to provide regular leave request and leave will be processed according to DevCon regular leave policy.

**8. Am I required to Work from Home when Country is under Lockdown?**

If you are physically fit and can work from home, you will continue to work from home and entitled to regular salary.

**9. What should I do If I really need to come to office during the Country lockdown?**

Please contact DevCon HR. If it does not contradict with Government lockdown rules, you can come to office. DevCon HR will arrange it for you.

**10. What if I have unplanned caring responsibility and I cannot come to work/work from home?**

Please inform your Line Manager and HR. Your line manager will consider working at different hours, reduce the no. of hours worked, no. of days worked. These flexible arrangements will be made to ensure you can continue to work fulfilling you both caring or work responsibilities. For any unplanned caring responsibility if

you cannot work at all, you will have to request for ordinary leave.

DevCon understands the dying and loss of a closed family member (Parents or Siblings) can be a very emotional experience. In case of such incident employees are entitled to take three days paid leave. They can work from home for a week. Please see the latest version of DevCon Service Rule regarding "Bereavement Policy"

**11. Am I required to daily report to my Line Manager while Work from Home?**

Yes, it is mandatory to daily report to your line manager while you work from home.

**12. What should I do if I need assistance for using Zoom Meeting app/Other virtual program?**

Please Contact DevCon IT Support. Or email to: [devcon@devconbd.com](mailto:devcon@devconbd.com)

**13. For any leave/time off request etc. whom should I contact at office?**

Please contact DevCon HR Department. Or email to: [hr@devconbd.com](mailto:hr@devconbd.com) for prompt response.

Please note for any leave request, time off, vacation or HR related applications you have to provide in writing at: [hr@devconbd.com](mailto:hr@devconbd.com)

**14. If I have any additional questions regarding DevCon Covid-19 Guidelines whom should I contact at office?**

Please email us at: [hr@devconbd.com](mailto:hr@devconbd.com) we are here to assist you.

**15. Am I going to be notified for any changes in the DevCon Covid-19 Guidelines?**

Yes. You will receive general notice by email from HR General Bulletin.

**16. Due to Covid-19 spread of infection I am afraid to travel to Office by public transport. What should I do?**

We have to understand Covid-19 pandemic is a reality. We have to adjust our lifestyles and attend office with considering it. You have to take own precautionary measures while using public transport.