



*Your Partner for Quality...*

## HEALTH ADVISORY FOR PATVIN

### Effective 20th March 2020

Due to the spread of novel coronavirus (COVID-19), which has been declared a global health pandemic by the World Health Organisation, PATVIN has implemented safeguards and taken additional steps to minimise its potential impact on our clients, employees and guests.

We have:

- Temporarily closed our offices throughout India as preventive measure to contain the COVID-19 outbreak, from 21<sup>st</sup> March to 31 March 2020.

**UPDATE: As announced by the Government on 23rd March 2020, the lockdown shall commence for 21 days ie. upto 14 April 2020. Our offices throughout India will remain closed throughout the lockdown .** During this period, we will operate fully on a work-from-home basis. We will serve our clients virtually and stay agile in how we respond to their needs at this time.

- Restricted overseas business travel
- Encouraged a heightened awareness of personal hygiene including the use of masks and hand sanitisers as appropriate;
- Directed our people to leverage the use of technology to conduct virtual meetings internally and with clients.

Registered Office:  
106, Veena Killedar Industrial Estate,  
10/14, Pais Street, Byculla (West),  
Mumbai – 400011

[www.patvin.co.in](http://www.patvin.co.in) | +91-22-6286 3333, 3383 1500, 2778 0310

Corporate Office:  
PATVIN HOUSE, W-193, TTC Industrial Area,  
Khairane MIDC, Koperkhairane,  
Navi Mumbai - 400 710, INDIA.

**PATVIN's safeguards:**

**Working with clients to safeguard the health and safety of our people**

- PATVIN requests our clients to take their own measures to respond to COVID-19, in accordance with guidelines from the Government of India
- If you are an organisation with a suspected or confirmed case of COVID-19 and PATVIN clients or employees may be affected, we ask that you immediately notify your preferred PATVIN contact. This is obligatory and mandatory for the well being of our staff.

**Guidelines on events (internal and external)**

- For the time being, we have deferred (or in some cases, cancelled) all internal or external events, as we endeavour to do our part to protect the health and safety of our employees, clients, and the communities around us.
- COVID-19 is an evolving situation. We will update this statement as and when there are further developments.

Sincerely,

Renette  
Executive HR  
PATVIN

Mumbai Office : +91 22 66863333

Registered Office:  
106, Veena Killedar Industrial Estate,  
10/14, Pais Street, Byculla (West),  
Mumbai – 400011

[www.patvin.co.in](http://www.patvin.co.in) | +91-22-6286 3333, 3383 1500, 2778 0310

Corporate Office:  
PATVIN HOUSE, W-193, TTC Industrial Area,  
Khairane MIDC, Koperkhairane,  
Navi Mumbai - 400 710, INDIA.

# Protect yourself and others!

## Follow these Do's and Don'ts



### Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean

### STAY INDOORS



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings

### Don'ts ✗



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Spit in public

DO NOT TRY TO VENTURE OUT OF YOUR HOME

## Together we can fight Coronavirus