

Handbook on Coronavirus (COVID19)

Information and guidelines for
Enzen India and group company
teams

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In effect from	: Immediate
Covers	: All employees (including contractors / third party deputed)
In effect till	: Further notice by Committee

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About the virus

What is Coronavirus (COVID-19)?

According to the World Health Organization (WHO), coronaviruses are a family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

These viruses were originally transmitted between animals and people. SARS, for instance, was believed to be transmitted from civet cats to humans while MERS travelled from a type of camel to humans.

Several known coronaviruses are circulating in animals and have not infected humans as yet.

The coronavirus disease is connected to a seafood market in China. It is said that coronavirus belongs to the same family as the SARS virus.

According to the World Health Organisation (WHO), a Chinese national travelling in Thailand was the first confirmed case of coronavirus infection outside China on January 13th 2020.

The full genome of the new virus was posted by the Chinese authorities and it named as 'novel coronavirus 2019'. It is now also called COVID-19.

Why is it called a 'novel' Coronavirus?

The name coronavirus is derived from the Latin corona, meaning "crown" or "halo", which refers to the characteristic appearance of the virus particles.

The word "novel" refers to a virus that has not been identified before.

Symptoms

What are the key symptoms of this virus?

The following are some of the more commonly seen symptoms of the Coronavirus;

- Signs of infection including repeated high fever.
- Prolonged cough after fever.
- Shortness of breath and difficulty in breathing.
- Adults may feel uneasy, and experience headaches or respiratory related issues.

In more severe cases, the virus can lead to pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What is the incubation period for this virus?

The incubation period of the coronavirus remains unknown. Some sources say it could be between 10 to 14 days, however, the number may be higher or lower.

What is the risk level for this virus?

This virus is considered highly contagious, and anyone experiencing any/ all of the symptoms listed above must contact the relevant authorities and medical personnel listed in this document as well in their own city/ region.

Country-wise health advisory

India

The Ministry of Health and Family Welfare, Government of India issued an emergency notification to the public that the Coronavirus outbreak is very serious. There's no immediate cure once a person is infected. The current source of the virus is identified as China from where it is spreading to various countries, mainly through people who have been to the infected region in China.

Prevention methods prescribed include:

- Keep your throat moist and not let your throat dry up. Thus, do not hold your thirst because once your membrane in your throat is dried, the virus may invade into your body within 10 minutes.
- Drink 50-80ml warm water, 30-50ml for kids, according to age, every time u feel your throat is dry, do not wait, and keep water in hand. Do not drink plenty at one time as it doesn't help, instead continue to keep your throat moist.
- Avoid crowded places, wear mask as needed especially in train or public transportation.
- Avoid fried or spicy food and take ample vitamin C to build higher immunity.

How does one protect themselves against the virus?

- Clean hands regularly with soap and water (or) hand sanitizer.
- Practice respiratory etiquette: Cover your nose and mouth when coughing or sneezing either with a flexed elbow or a tissue. Ensure you throw the tissue into a closed bin and wash hands thoroughly after.
- Maintain a social distance of at least 1.5 metres especially when coughing or sneezing.
- Avoid touching your eyes, mouth and nose.
- Use a mask (P2 or N95 type) and other personal protective equipment.
- Seek early medical care if you are sick and have a fever, cough or difficulty in breathing. Make sure you share your previous travel history with the healthcare personnel.

Travel tips

What are the tips to adhere to while travelling?

- Avoid travelling if you have a fever and cough.
- Avoid close contact with people suffering from fever and cough.
- Frequently clean hands using an alcohol-based hand sanitizer or with soap and water.
- Eat only well cooked food.
- Avoid spitting in public.
- Avoid contact and travel with sick animals.

Wearing a face mask

How does one effectively use a face mask?

- Always wear a mask if you are coughing or sneezing.
- Before putting on a mask, clean your hands with an alcohol-based hand sanitizer or soap and water.
- Cover your mouth and nose with the mask and ensure that there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with an alcohol-based hand sanitizer or soap and water.
- Replace the mask with a new one as soon as it is damp.
- Do not re-use single use masks.
- To remove the mask, remove it from behind (do not touch the front of mask).
- Discard a used mask immediately in a closed bin and clean your hands thoroughly.

Note that masks are effective only when used in combination with frequent hand cleaning with alcohol-based hand sanitizer or soap and water.

Protocol for reporting symptoms

India

At Enzen, the SPOC and Emergency Response Team (ERT) members are the ones to whom any resembling symptoms are to be reported.

The SPOC details by location are as below:
Enzen - Madiwala Corporate Office

Floor	SPOC	Contact number
Ground	Prasad Kamath	Intercom 3075 / v+91 9741478798
First	Alex Jackson	Intercom 3199 / +91 8884689620
Second	Kannan Tinnium	Intercom 3123 / +91 8861309018
Third	Sudhakar Manohar Shivaraj Hola	Intercom 3086 / +91 9886399609 Intercom 3093 / +91 9035747097
Fourth	Karthik Prakash	Intercom 3196 / +91 9972611115

ZenMeter Office

SPOC	Contact number
Saravanan S	+91 9972248005
Gaurav Bhat	+91 9611742572

Wish Energy - Pune Office

SPOC	Contact number
Amol Shende	+91 9902377853

Enzen - Odisha Office

SPOC	Contact number
Nihar Mallick	+91 7077720800
Bibhudatta Parija	+91 7077720228
Amarnath Jena	+91 7077720222
Diptimayee Mallick	+91 7077720227

The Emergency Response Team (ERT) members (all India offices) are as below:

ERT member	Contact number
Asha Prabhu	Intercom 3015 / +91 9980740412
Sathish T J	Intercom 3168 / +91 9845111354
Harish Kushalappa	Intercom 3150 / +91 9379191792
Siva Subramanyam	Intercom 3159 / +91 9880933744

Hospitals in each city

The following hospitals can be contacted for any assistance in each city

Bangalore

St John's:

Sarjapura Road, Koramangala,
Bangalore – 560034
Phone+91 80 22065001 / 003 / 004 / 008

Victoria Hospital:

Fort Rd, near City Market, New Tharagupet,
Bengaluru, Karnataka 560002
Phone: +91 80 2670 1150

K.C. General Hospital:

Malleswaram Main Road,
Bengaluru, Karnataka 560003
Phone: +91 80 2334 1771

Manipal Hospitals:

All 4 hospitals locations at Malleshwaram, Old Airport Road, Whitefield & Jayanagar
Phone: +91 80 40119000 / +91 80 25024444

Pune

Balaji Hospital:

Bypass Chowk, Nagar Road, Chandan Nagar, Nagar Rd, Kharadi,
Pune, Maharashtra 411014
Phone: +91 72 7623 9333

Odisha

Capital Hospital:

Udyan Marg, Unit 6, Ganga Nagar,
Bhubaneswar, Odisha 751020
Phone: 0674 239 1983

S.C.B. Medical College and Hospital:

Manglabag, Cuttack,
Odisha 753001

Delhi NCR

Fortis Hospital

B-22, Vishwakarma Rd,
Rasoolpur Nawada, Industrial Area,
Sector 62, Noida, Uttar Pradesh 201301
Phone: 0120 430 0222

Indraprastha Apollo Hospital
Mathura Rd, Sarita Vihar,
New Delhi, Delhi 110076
Phone: 1860 500 1066

Safdarjung Hospital
Ansari Nagar East, near to AllMS Metro Station,
New Delhi, Delhi 110029
Phone: 91 11 2673 0000

Ram Manohar Lohia Hospital (RML)
Baba Kharak Singh Rd, near Gurudwara Bangla Sahib,
Connaught Place,
New Delhi, Delhi 110001
Phone: 91 11 2340 4286

Noida Helpline for citizen related queries
Phone: 8076623612 / 6396776904

For any queries related to health, people may contact on Ministry of Health & Family Welfare 24*7 helpline number (+91-11-23978046) or email at ncov2019@gmail.com

Additional resources

Where can I get more information on the virus/ preventive measures?

- National Health Portal of India:
<https://www.nhp.gov.in/>
- Coronavirus disease (COVID-19) advice for the public:
 - Myth busters: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
- Situation Reports:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>
- Coronavirus health topics & News:
<https://www.who.int/health-topics/coronavirus>
- Ministry of Health & Family Welfare alert:
<https://mohfw.gov.in/diseasealerts/novel-corona-virus>
- Emerging respiratory viruses, including nCoV: methods for detection, prevention, response and control:
<https://openwho.org/courses/introduction-to-ncov>