JOB Seekers/Candidates

- **Are the job interviews in-person or online?**

  During this COVID 19 pandemic, online interviews are safer than in-person interviews. Initial interviews are usually by phone with follow-up interviews by phone or video conference or sometimes in-person by following social distancing and other safety protocols.

- **What are the safety precautions that I should take to attend the interview?**

  - ❖ Always wear masks and gloves.
  - ❖ Wash hands properly with soap, and keep a hand sanitizer available with you.
  - ❖ Keep social distancing and avoid close contact.
  - ❖ Clean and disinfect frequently touched surfaces
  - ❖ Avoid shaking hands

- **During this coronavirus outbreak, can I work from home if I am selected for an interview?**

  Generally we do not encourage work from home due to high data security policy which we follow as per our client's instructions, but if this severe situation sustains, then we may have to provide work from home for the candidates with the help of our Data security team and Project team.

- **What is the procedure if a candidate doesn't feel well on the day of in-person or online interview?**

  If you are sick or not feeling comfortable on the day of your interview, please contact the hiring manager to reschedule the same.

- **How does the company make the interview as safe as possible?**

Company has the full responsibility to conduct the interview more safely.

1. Before the interview confirm that
   - ❖ Candidates should not have any member of their family in self-isolation with COVID-19 symptoms.
   - ❖ Their location should not be a containment zone.
   - ❖ They should not experience any COVID-19 symptoms.
   - ❖ If a candidate does not meet any of the above requirements, then their interview will be postponed.

2. Interview day : Instructions
   - ❖ Candidates must be aware of the process they must follow.
   - ❖ Hand sanitizer will be kept on the reception desk, candidates must use it before entering the building. After that, candidates must wash their hands.
   - ❖ Must be aware of all COVID-19 safety policies and reminded is to be strictly adhered to.
   - ❖ Maintaining social distance - distantly place seating arrangements.
   - ❖ If any candidates are experiencing COVID-19 symptoms then postpone their interview. (in-person).
   - ❖ Workplaces for jobs at medium risk - daily cleaning and disinfection at least two times a day of objects and surfaces that are touched regularly, including all surfaces, floors, bathrooms, and changing rooms.

- **What do we do when we feel any trouble hearing the interviewer if it is because of the mask?**

During the interview process we communicate with candidates openly, and are well informed about all stages and details in appropriate time without any distraction. No one is allowed to remove the mask, instead the interviewer will repeat the conversation upon request.

- **If I miss the online interview due to network issues for once, do I lose my chance?**

  During an online interview, once the candidate can't attend the interview, commonly negative updates are given by HR managers. If the problem is a network issue then just inform the HR manager through phone call or mail. If they are convinced by your reason then the interview will be rescheduled otherwise rejected.

To Employees

- **Will I lose my job, if I am sick due to coronavirus once?**

  To return to your work, we need your COVID -19 NEGATIVE certificate. The company asks the employee to be tested for COVID-19 before allowing the employee to return to the workplace.

- **What changes does the company make according to safety protocols because of COVID-19? How do the company keep employees more safe and secure during this pandemic?**

  Employers are taking new steps to keep their employees safe from COVID 19.
  - ❖ Use extra cleaning measures (hand wash and sanitizers), providing gloves, masks, and other protective gear.
  - ❖ Must use disinfectant wipes regularly on shared surfaces such as drink dispensers or shared printers and employees should not share office equipment such as keyboards or phone headsets, mouses, etc.
  - ❖ Discourage employees from using other workers' phones, desks, offices, or other work equipment.
  - ❖ The company has developed policies and procedures for employees to report when the employees are sick or experiencing symptoms of COVID-19.
  - ❖ Restrict the number of employees entering isolation areas.
  - ❖ Actively encourage sick employees to stay home or otherwise take work from home.
  - ❖ Maintain proper schedule for lunchtime, break time and entering and leaving time to avoid congestion

- **Are new employee orientations available during COVID 19 in our workplace?**
  - ❖ We keep a physical distance of at least 1 meter between each employee in the workspace.
  - ❖ We keep sufficient space for each worker
  - ❖ For specific tasks social distancing is not feasible, therefore applies additional protective measures.

- **Do I need to wear a mask or any other safety precaution during working time?**

  Yes, of course. Employees must wear medical masks and other personal protective equipment to prevent the spread of the virus in the workspace.

- **If one of our employees gets COVID 19, what are the next steps the company takes to keep the rest of the employees safe?**

  If a positive COVID-19 case is reported in the workspace, the company instructs the employee to remain in home isolation until released by an official from the health department or a physician. Ask the infected employee to identify other workers who were in close contact. Command those close contacted employees to be in self-quarantine. Also office premises will be sanitized.

Re-opening Related FAQ

- **How should we communicate with co-workers when returning to the workplace?**

  Mask is mandatory and gloves can be used to protect yourself. Make sure that there is no communication by handshake in between.

- **How does the company protect employees who come to work?**

Before re-opening, we will make sure that the whole company infrastructure is completely sanitized without fail. Essential products like Hand sanitizers will be provided to the employees from the company. We will make sure the work environment is healthy and clean as it is our responsibility.

- **What are the safety precautions and procedures that the company takes when an employee has the same symptoms of COVID 19 affected?**

Isolate the person from others, and quickly consult a doctor for further verification. If you get a COVID positive result then it is reported to concerned health authorities, and all safety measures to protect other employees are taken. And request the close contracted employees to go to self-quarantine.

- **How does the company best protect their employees from exposure in the workplace?**

    - ❖ Convinces to stay home if they have respiratory related suffocations (coughing, sneezing, shortness of breath) and/or a temperature above the normal.
    - ❖ Just Leave work if they develop these symptoms while at the workplace.
    - ❖ Shield coughs and sneezes with a tissue, elbow, or shoulder.
    - ❖ Wash hands with soap and water, use an alcohol-based hand sanitizer.

- **If I feel uncomfortable working in a company workplace, then what will be the other options?**

First of all, we provide a friendly and homely atmosphere here. After giving a brief idea about the company and its nature, we are keeping an employee inside. Even if the employee feels uncomfortable working in the company workplace, we will try to solve where they face issues by personal interaction with them.

- **Does the company provide personal protective equipment to employees?**

Company provides masks, gloves for protection. Making hand sanitizer available to employees and providing disinfecting products so employees can clean work surfaces.

- **Do the employees need COVID 19 NEGATIVE CERTIFICATE at the time of re-opening?**

    Yes, Of Course. Because it is our responsibility to keep our environment virus free. Henceforth we do demand the employees to keep the Covid19 negative certificate while reopening.

- **If I have flu-like symptoms or if I am showing the symptoms of a virus, may I take work from home?**

    First of all we want you to be safe and secure. Also, we want to make sure the situation is under control by preventing the virus before spreading. So be at home and be safe. Also, make sure that your family members are safe. If you are okay to work from home, then there are no issues. But make sure that you are healthy and safe.

- **Since people aren't supposed to shake hands these days, does your company have a preferred alternative?**

    Handshakes are not possible to allow. So we will make sure it does not happen. Also India has the tradition of keeping the hands folded which shows "Namasthe". We should show that communication is not necessary through a handshake.

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