

# COVID-19 Measures

PMRC always strive to ensure that the health and the well-being of our staff is our top priority. Our mission remains to improve the health, safety and productivity of employees by creating a conducive work environment that promotes and supports healthy behaviors in all aspects of life. This is especially crucial during the COVID-19 pandemic, which has directly affected the social, economic and health conditions across the country.

Therefore, the following COVID-19 measures were carried out in 2020 for the PMRC staff:



## Work from Home Policy

PMRC successfully implemented Work from Home (WFH) Policy for the first time during the COVID-19 pandemic on March 2020. This was implemented to protect our employees from the transmission of virus.



## COVID-19 Precautionary Measures

All precautionary measures were implemented in the office premises to curb the spread of virus:

- Hand sanitizers placed in the office premises to mitigate the transmission of COVID-19.
- Temperature of all employees monitored via temperature gauge at the office entrance by the office guard.
- Closure of gym to avoid transmission of the virus.
- Discontinuation of employee attendance marking via thumbprints; card swapping introduced.
- Disinfection of office premises.
- COVID-19 kits distributed to all staff.

Furthermore, COVID-19 advisory emails were also rolled out to all staff consisting of safety measures that the employees can take to protect themselves from the virus.



## COVID-19 Testing for Employees

PMRC organized COVID-19 testing for all employees at regular intervals where the testing cost was incurred by the Company. Further, complete closure of office was observed when COVID-19 positive cases were reported until all the employees were tested negative.



## Laptops for Employees

PMRC arranged laptops for all employees so that they can safely work from home during the COVID-19 outbreak.



## COVID-19 Leave Policy

PMRC introduced COVID-19 Leave Policy in which if any employee has tested positive for COVID-19 and all their leaves are exhausted, they will be entitled to additional leaves until they test negative.



## Enhancement of Employee Health Coverage

Health coverage limits were increased for all employee grades so that the maximum COVID-19 medical cost(s) can be covered. Further, additional budget has been allocated in order to cover employee medical expenses in the event their health condition deteriorates.



## Employee Flu Shots

PMRC organized employee flu shots for all employees to prevent anxiety and discomfort associated with seasonal flu mistaken for the COVID-19.



## Employee Stress Management

To alleviate employee stress due to the COVID-19 outbreak, PMRC undertook the following steps:

- Employee salaries remained the same. Moreover, bonuses were disbursed to recognize employee's efforts in COVID-19 lockdown conditions.
- Employee communication made stronger by providing wellbeing content to all staff at regular intervals.
- Awareness sessions were conducted regarding COVID-19 for all staff.
- Doctors were called at office for COVID-19 related training sessions.



## COVID-19 Donations

PMRC donated Rs. 3.5 Million to the Prime Minister's COVID-19 Pandemic Relief Fund 2020. This was carried out to provide maximum support to the underprivileged population of Pakistan and tackle the effects of the Coronavirus pandemic. In addition, PMRC employees also contributed to the Prime Minister Relief fund where the single day salary was donated as per the employee's discretion and the same was adjusted from their account.



## COVID-19 Training

PMRC, for its employees, arranged an awareness session following COVID-19 outbreak. The session was conducted by representatives of Pakistan Red Crescent Society which covered the information about the virus and its safety measures.

