

Hollistic® Guidelines To Follow During The Lockdown Period Of The Global Pandemic Outbreak

Ref: Hollistic® Lockdown Model (Outdoor Mode) (www.Hollistic.org)

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GENERAL ADVISORY: THE GUIDELINES PROVIDED HERE ARE OF A GENERAL AND EDUCATIONAL NATURE ONLY, FOR THE PURPOSE OF THE IMPROVEMENT OF SAFETY, SECURITY, AND HYGIENE LEVELS OF RESIDENTS LIVING IN HOUSING SOCIETIES AND EMPLOYEES WORKING WITHIN ORGANISATIONS, DURING THE LOCKDOWN PERIOD OF THE GLOBAL PANDEMIC OUTBREAK. WE ADVISE THAT YOU STRICTLY ADHERE TO ALL OF YOUR LOCAL, STATE, AND NATIONAL LAWS FIRST AND FOREMOST, WHICH SUPERSEDE ALL ELSE, AND USE THESE GUIDELINES ONLY AS COMPLEMENTARY TO THE ABOVE. PLEASE NOTE THAT WE DO NOT ASSUME ANY RESPONSIBILITY FOR THE OUTCOME OF IMPLEMENTING THESE GUIDELINES.

The following rules, regulations, and guidelines are recommended to be advised by the Management to the Residents of their building premises and to the Employees of their organisations, in accordance with the Hollistic® Lockdown Model (Outdoor Mode), to any Resident/Employee exiting the premises for any reason, during the Lockdown period, for increased safety, security, and hygiene of all Residents/Employees, until further notice. For the purpose of simplicity, we will refer to Residents/Employees together as "Members".

THESE GUIDELINES ARE ONLY APPLICABLE FOR COUNTRIES/STATES/REGIONS WHERE GOVERNMENT AUTHORITIES HAVE LIFTED THE LOCKDOWN. For maximum safety reasons, we strictly advise all Members to stay at home during the lockdown period, except in case of emergency. Should the Government lift the lockdown at any time, we would advise all Members stay at home for at least an additional 30 days beyond the date that the lockdown has been lifted by the Government authorities, or until the daily number of positive cases in their city or town has dropped by at least 90% from the high point, whichever is later. Should these conditions be met and the Member wish to exit the building premises for any reason, we advise the following:

Main Points:

1. Members exiting their building premises should do so with utmost care and caution and should complete any tasks from the outdoors only, without entering into any other closed spaces. Members should not venture far from their building premises, such that they may return quickly in case of any urgent need to do so, and always plan out their mode of reaching back prior to leaving.

2. Members exiting their building premises must maintain a certain minimum amount of distancing from any other person at all times, as a combination of both physical distancing as well as temporal distancing, i.e. a time delay in accessing the same air-space that the other person previously occupied. Note: In case the physical and temporal distancing figures mentioned here are difficult to apply at all times, we suggest maximising them as far as possible, and minimising any time exposure below these levels.

3. We advise Members carry with them a daily washed and cleaned carry-bag with all of the following items, also to be sanitised daily, if appropriate, besides any other items that they may require for their needs, and items of general safety, security, and hygiene:

- a) Two face masks, one face scarf, and one face shield to be worn on top
- b) One set of disposable gloves per transaction per day
- c) Sanitizer liquid and box of sanitizer wet wipes
- d) Box of tissues
- e) Water bottle, snack food, disposable cutlery, medicines/supplements
- f) Extra set of clean clothing
- g) Disposable bags (sealable)
- h) Backup phone and charger
- i) Cash in both large and small currency notes, already placed in respective envelopes for multiple sizes of use (any change from others to be avoided), and contactless credit/debit cards only (any physical swiping of credit/debit cards to require immediate sanitisation each time used, or else avoided altogether)
- j) Stationary, including two blue and two black pens, and a diary to take notes, including places visited each day, for reference purposes
- k) Hand fan to increase ventilation in any hot or closed spaces
- l) SPECIAL ITEM: A large umbrella, with a note stuck on the outside, saying "THIS IS A SOCIAL DISTANCING UMBRELLA. PLEASE KEEP AT LEAST 30 FEET DISTANCE FROM HERE. THANK YOU." to be used for any walking activity (as described below)
- m) SPECIAL ITEM: A top-to-bottom partition curtain, either as a semi-permanent fixture for one's own vehicle, or as a disposable fixture for another's vehicle, either ready-made or hand-made from large sheets of thick or multi-layered partitioning material, such as plastic, cardboard, wood, rubber, cloth, or any other suitable material, along with appropriate holding material, such as scotch tape, super glue, or nylon, to be used for commuting purposes, for both outward and inward journeys, when

travelling with another driver (as described below)

n) SPECIAL ITEM: A clean sanitised basket, with a note stuck on the inside, saying "RESERVED BY <YOUR NAME>. PLEASE DO NOT MOVE THIS BASKET. THANK YOU.", along with chalk/crayons for drawing borders on the ground, to be used for any transactions (as described below)

4. We advise that Members apply the following special procedures for any movement outside of their homes, for increased levels of safety, security, and hygiene. This special protocol is put in place due to the conditions and actions of other people in the outdoors being unknown or unpredictable, making enforcement of safety measures crucial to one's own safety. There are three primary activities that one may perform outdoors using the Outdoor Model: Walking, Commuting, and Transacting.

a) WALKING: When walking outside of their premises, Members must always wear a face mask with a cover or shield and be very careful to maintain at least 30 feet of physical distancing and 3 minutes of temporal distancing from any other person at all times. We advise all walking activity to be outdoor-based only, in open and non-crowded areas, allowing for maximum distancing. For distancing purposes, the person should make use of their umbrella, which should be opened whenever another person is seen at a distance approaching that specified here. The umbrella with the social distancing note stuck on the outside, should be held with the arm in a stretched out manner, such that the note can be clearly read and distancing can be maximised from any other person in the area. When the umbrella is not in use, it should be sanitised, placed in the disposable bag, and sealed, and the person's hands should be sanitised as well. If needed again, it may be removed from the disposable bag and re-used, while the bag is disposed of, and a new disposable bag is used the next time the umbrella needs to be stored. Note that in case the above protocol is not possible to follow in certain locations, we would advise avoiding those locations and leaving, for reasons of safety.

b) COMMUTING: Members wishing to commute may choose to do so individually or with other people, in a private vehicle only. Note that public transportation should be avoided at this time for reasons of safety. Members commuting on bicycles or motorcycles must do so individually and wear a closed helmet that must be cleaned or sanitised, and the keys, seat, handles, buttons, and any other objects must be cleaned or sanitised as well, before use. The person must try and maintain a distance of at least 30 feet from any other person on the road, including from other riders. For Members commuting in private vehicles such as cars, vans, and buses, if the vehicle is self-driven and there are no other passengers, no partition would need to be set up. However, if the vehicle has both a driver and one or more passengers, in order to make commuting safer, a partition must be set up between the driver and the passengers, well in advance of the journey. This can be done by using the

partitioning material, along with the holding material carried, to be handed over to the driver through a drop-off and pick-up process only, maintaining at least 30 feet of distancing during the transfer. The driver must use the material to create a separation between the driver's seat and the passenger's seat from all sides including the ceiling and flooring area, such that two separate compartments have been created, and the air-space is completely separated, without obstructing the driver's view. Large, private SUVs, vans, and buses may be more useful forms of transport in this period, as they would already allow for increased distancing and air-space between people traveling together. Additionally, full or partial partitions may also be created between individual passengers for air-space separation. Please note that other than the driver, only passengers that live within the same household should be permitted to share a vehicle together. Once the partition is set up and the trip is ready to begin, the following points should also be kept in mind: All pick-ups and drop-offs should happen at the main gate only. Each person should open their own door, as far as possible, rather than allowing the driver or any other person to do so, in order to maximise distancing. The air-conditioner should be avoided and the windows should be lowered and adjusted at times when there are people close-by, such as at traffic signals, to allow for air ventilation. The driver and the passengers should wear a face mask with a cover or shield throughout the journey. The keys, seat, handles, buttons, and any other objects in the vehicle near each person should be cleaned or sanitised before use. At the end of the journey, the cardboard sheets should be left in the vehicle as is, and the passengers should sanitize their hands upon exiting the vehicle. Note that in case the above protocol is not adhered to by the other person, we would advise cancelling the commute and leaving, for reasons of safety.

c) **TRANSACTING:** The transaction process should be explained to the person with whom the transaction is to take place, well before arriving at the appointed location, such that there are no delays and the transaction can take place efficiently at the specified appointment time. The basket carried, along with the note inside it, can be used for any exchange of items, including any filling out and submitting of forms (which must be done with one's own pen), that is to take place. In order to facilitate the transaction, the basket should be placed in a suitable location where the transaction is to take place, in an external or outdoor area only, with a minimal number of people in the area. Borders should be drawn on the ground using chalk/crayons, at least 30 feet from either side of the basket. Face masks with covers or shields and disposable gloves should be worn, and sanitising material carried, by any person present for the transaction. When one person approaches the basket, the other person must ensure that they are standing well behind the border on their own side of the basket, thus maintaining physical distancing of at least 30 feet, as well as temporal distancing of at least 3 minutes from the other person. When the transaction is complete, any items placed in the basket,

and the basket itself, must be thoroughly sanitised, before placing them both in a disposable bag, which is to be sealed, and taken back home with them, and the disposable gloves are to be safely discarded. Note that in case the above protocol is not adhered to by the other person, we would advise cancelling the transaction and leaving, for reasons of safety.

5. For any Member returning home after venturing outside, we advise that the Member sanitise their hands immediately upon arriving back at their main gate. Further, upon entering the premises, they must avoid the touch of any objects within the area, and immediately head towards their homes, using the staircase only, if possible. Upon reaching their homes, a bucket of soap and water should be prepared and waiting for them outside of their doorstep. At that point, the Member should take off their socks and shoes, and leave them to be sanitised outside of their home, while they wash their hands and feet in the bucket of soap and water, before entering their home. Their carry-bag and any disposable bags containing any items should also be left outside of their home for cleaning and sanitisation. Once the Member is inside of their home, they should immediately put their clothes for wash, and take a full bath.

General Comments:

The Management of the building premises needs to ensure that the above rules, regulations, and guidelines are to take effect immediately, which are being organised for the safety and security of the Members. Members are to be advised to communicate the above guidelines to all members of their family and staff.

Additional steps to the above are to be discussed by the Management and advised as needed, during the Lockdown period. Members with any other individual requirements are to be requested to bring them forward to the Management, for due consideration.

For any assistance in implementing these guidelines, kindly reach us through our website, www.Hollistic.org. Thank you.

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