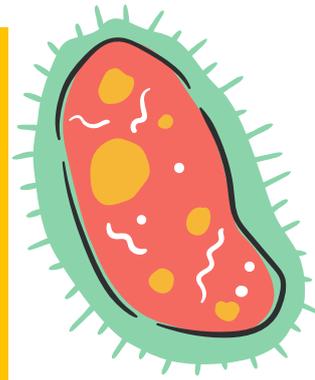
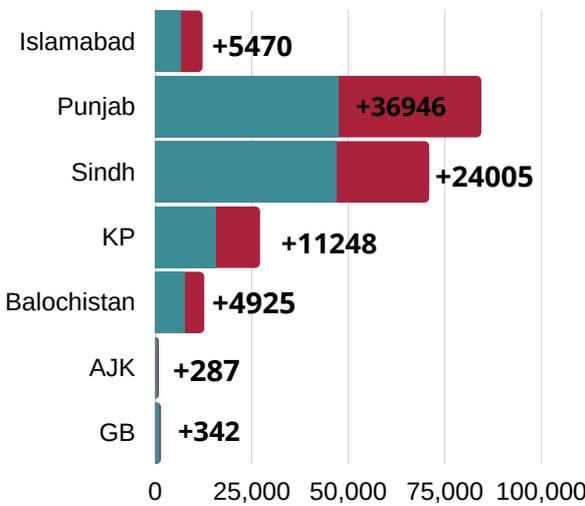


Situations like the coronavirus pandemic can quickly become a catalyst for social conflict due to misinformation, rumors and fake news, as we've seen in the past. Every day we continue to see more false information shared throughout communities, confusing citizens and leaving them unsure as to who can answer their questions.



Confirmed Cases/ Active Cases



The **Pakistan Coronavirus CivicActs Campaign (CCC)** captures rumors and perceptions among communities to eliminate information gaps between the government, media, humanitarian agencies and citizens. By providing the public with facts, these coronavirus bulletins aim to create a better understanding of needs regarding coronavirus and to debunk rumors before they can do more harm.

Protect Yourself!

Follow these steps to help prevent the spread of coronavirus.

- Wash your hands frequently with soap and water for at least 20 seconds. Use hand sanitizer (with at least 60% alcohol) if soap and water aren't available.
- Cover your nose and mouth (with your elbow or a tissue) when sneezing.
- Avoid crowded places and practice social distancing. If you think you have been exposed to someone with coronavirus, quarantine yourself for a minimum of 14 days and monitor any symptoms.
- Do not stockpile supplies.

COVID-19 and the Workplace

How can coworking spaces resume work in ease of lock down?

During the lockdown working from home practises were quickly adopted. While the future remote workforce is expected to grow, many will still want a place to connect with others in person. Co-working and community spaces are uniquely positioned to fill the void.

Co-working spaces have already started developing a digital community keeping their community engaged and further strengthening it. Now that the offices are allowed to resume work while adopting physical distancing standard operating procedures. These are some of the measures co working spaces are adopting to ensure safety : developing a guideline document communicating how to respond to different COVID 19 related situations, reopening at half its capacity, deep cleaning of the office spaces with maintenance of ventilation system, ban common cutlery and common eating areas, desk spaces clearly marked to be six feet apart, wearing masks is mandatory, sanitizers at every unit and thrice a day surface disinfection of surfaces which receive most traffic.

What strategy should organizations adopt for resuming of offices?

As it is being said by research experts that the Covid-19 pandemic is expected to remain for two years, after which it may deplete. While a few organizations have been functioning throughout the lockdown, many have been transitioned to online working or closed for up to four months now.

For those who have planned to restart, they can begin with Phase 1: "easing employees back to the office. About 25% of office staff would be allowed to the office who may have home office distractions, slow/spotty internet connections, need to print/copies/collect mail, or perform small internal team meetings. The use of masks and sanitizers will be a must as well as maintaining social distancing at all times. Meetings will be limited to a maximum of 4 staff members. And at the same time, no visitors and external meetings will be held during this phase. Lastly, no amenities will be provided by the office as a safety measure.

If the situation seems controlled and federal and local authorities approve further business operations and practices, offices can move towards Phase 2 by allowing 50% of the employees to the office. Use of masks and sanitizers will continue to be followed along with social distancing. The maximum number of attendees for meetings will increase up to 10. Limited visitors will be allowed into the office. And some common amenities will be provided on a limited basis.

Once the local authorities announce that all sectors can resume to normal, offices can then open for the employees. Social distancing will continue. There will be no restriction of the number of attendees in a meeting, visitors and external meetings. All amenities will be available for the staff. However, as situations may vary, it may even be so that if an organization is at Phase 2 and coronavirus cases start to spike up again. Organizations need to develop a contingency plan as well in order to stay ahead and prevent any confusion.

COVID-19 and the Workplace

What are the best practices while working from home to keep yourself ?

Since work from home has become a new mode for work during the pandemic, it's important to ensure that this change does not affect one's efficiency and productivity.

Be proactive. Take the initiative to set up virtual meeting room links, conference lines, get materials, set a clear agenda, provide follow-up notes if needed, as the more communication and clarity on assignments and tasks the better.

Set boundaries. Ground your work in personal boundaries. One of the things being seen during this time is that individuals are finding it difficult to balance time between for work and personal life.

If the right balance isn't being maintained, one can easily feel stressed out and overburdened.

Clearly communicate your availability. Be intentional about discussing changes in availability with your supervisor and teammates (e.g., if you will be less available by email for a specified period because you need to concentrate on a big project). Proactively set and manage expectations about both overall responsiveness (e.g., responding to emails, availability via chat) and productivity (e.g., the time it will take to finish a project or deliver a product).

Engage more often with your team, use calls/chats instead of emails and conduct regular 1-on-1 check ins. Coping with this change may vary from person to person. Be understanding of others and learn new ways through which this transition can work better for you as well as your team members.

How is the post pandemic workplace being perceived?

As lockdowns are being eased, offices have started to resume. Yet, in the absence of a vaccine, aspects of modern workplaces will have to change if employees are to safely return to their desks. Experts suggest this could involve a combination of short-term fixes aimed at boosting worker confidence, reducing the number of staff in the office at any one time and longer-term design upgrades and modifications that put hygiene at the heart of workplace planning.

A more virtual workplace will mean a change in operations. Although operating in a virtual manner can create efficiency, however, it does present obstacles in areas like employee engagement and culture. Additionally having a combination of remote- or home-based workers will develop a challenge for organizations to create a sense of connection between employees and the company.

The idea of working remotely and having teleconference meetings is nothing new. But after COVID-19, it's likely to become more mainstream than ever.

The trickiest aspect of the virtual workplace will be how companies engage with their clients and prospects. The traditional face-to-face meeting is always welcome, and sometimes seen as more courteous than a video chat or phone call. In a more virtual workplace, IT will become more vital to a company's success. "IT will become more necessary than ever as remote work brings new challenges regarding security and support capabilities, and support both in- and out-of-office employees", stated Matt Hughes, Apex Director of Technology.

How the workplace will change once this pandemic is over and the world goes back to normal is yet to be seen. But it's likely that the new normal will include a shift in employee and employer preferences, and the expectation of a more virtual workplace.

What do I do if I think I have coronavirus?

Do you have any symptoms?

- **Fever**
- **Shortness of breath**
- **Dry cough**
- **Tiredness**



If so, contact your doctor or the coronavirus helpline at 1166.

Where can I get tested?

Karachi

Aga Khan University Hospital

Stadium Road, Karachi

Civil Hospital

DOW University Campus
Mission Road, Karachi

Dow Medical Hospital

Ojha Campus
Suparco Road, Karachi

Indus Hospital

Opposite Darussalam Society, Korangi
Crossing, Karachi

Lahore

Punjab AIDS Lab

PACP Complex
6 - Birdwood Road, Lahore

Shaukat Khanum Memorial Hospital

7A Block R-3 M.A. Johar Town, Lahore

Islamabad

National Institute of Health

Park Road
Chak Shahzad, Islamabad

Rawalpindi

Armed Forces Institute of Pathology

Range Road
CMH Complex, Rawalpindi

Multan

Nishtar Hospital

Nishtar Road,
Justice Hamid Colony, Multan

**For more cities visit the
[COVID-19 Health Advisory Platform](#)**



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