

# NESMA INSIDER

Bringing our Nesma community closer through shared communications • Issue No. 4: April 2014



## NESMA TELECOM & TECHNOLOGY



## GROUP NEWS



## HEALTHY LIVING



### ABOUT NESMA INSIDER

Nesma Insider is part of Nesma's commitment to the integration of the Nesma Group of companies with news, announcements, stories, articles and more. The newsletter encompasses all the countries in which Nesma operates: Saudi Arabia, Egypt, Turkey, the United Arab Emirates, and beyond.

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*"An optimistic outlook is instrumental in maintaining mental health and well-being."*

**W**e hope you're feeling healthy because April has been all about health and well-being at Nesma! If you're not, please read this newsletter for some inspiration.

This month, we feature stories about sports activities taking place across Nesma: from the company's sponsorship of the Jeddah Marathon to the launch of new sports activities at the Jabal Omar Employee Camp, to group activities at the Nesma Women's Forum. From employee sports to city-wide sports, we also take a look at the work completed in the King Abdullah Sports City. To commemorate this healthy twist in the month of April, we also share with you some tips and reminders about how to stay healthy in your everyday life.

Moreover, we feature some news about the health of our companies, as we announce the completion of the merger between Nesma Advanced Technology and Nesma Telecom, including all the steps taken to ensure that the new entity (Nesma Telecom & Technology) is fit for the launch of business from the organizational, legal, brand, and human resource perspectives.

Also important for company health are measures taken to combat corruption and promote transparency. We share news about Nesma's participation in an anti-corruption workshop and Nesma's joining of a leading organization, the Pearl Initiative, which promotes corporate accountability and transparency.

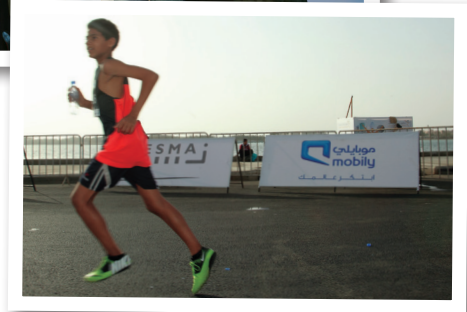
April has also unfortunately witnessed the rise of the Corona virus in Saudi Arabia, and so we provide our readers with advice on how to protect yourselves and your families. We urge you to take every necessary precaution, while also maintaining an optimistic outlook.

An optimistic outlook is instrumental in maintaining mental health and well-being. We therefore include among these pages some beautiful art pieces selected from the various art exhibitions held at Nesma Art in April. We wish you constant inspiration, enjoyment, physical strength, and peace of mind.

**Noura Alturki**  
HR and CSR Executive Manager  
Nesma Holding Co. Ltd.



## FEATURED ARTICLE



### ماراثون جدة موبيلي Mobily Jeddah Marathon



## GOING THE DISTANCE

Nesma Holding was “Diamond Sponsor” of the 11th Annual Jeddah Marathon, which took place on Tuesday, April 8, 2014 under the patronage of HRH Prince Mishaal Bin Majid Bin Abdul Aziz, Governor of Jeddah.

The Jeddah Marathon’s main objective is to promote healthier living by providing the youth of Jeddah a competitive annual activity with various classifications and valuable prizes. It is organized by Al-Birr Society in Jeddah, which is one the most important charity organizations in Saudi Arabia most known for taking care of orphans. Every year, thousands of athletes and people from different parts of the Kingdom participate. In addition, international champions are invited to join.

The Nesma Insider spoke with Mr. Sultan Yahya, Development Projects Supervisor at Nesma Holding, who sits on the Organizing Committee of the Jeddah Marathon to learn more about the event.

**Nesma:** What is Nesma’s involvement in the Marathon?

**Sultan:** Nesma’s support for this event dates back to its inception, as it was Sh. Saleh Al-Turki, President of Nesma Holding, who first came up with the idea of having a marathon in Jeddah, after seeing its success in the Eastern Province. At the time, Sh. Saleh was the Chairman of Al-Birr Society and he aspired to start a social project for youth, with the proceeds going to Al-Birr society beneficiaries. A decade has passed and the marathon has entered its 11th year. The Jeddah Marathon has managed year after year to be known at the global level, attracting professional runners from around the world to participate.

**Nesma:** Who is the target audience of the marathon?

**Sultan:** The marathon is organized for different categories of Jeddah society, from professional runners to hobbyists and people with special needs. In fact, the marathon is divided into 3 categories: the first is the Mobily-sponsored track, which is 21 kilometers in length and has up to 2,500 participants. The second is the Nesma-sponsored track, which is 6 kilometers

## FEATURED ARTICLE *continued*

and dedicated to students under the age of 18; it had up to 8,000 participants. The third is the Mazda-sponsored track, which is 3 kilometers in length and had up to 70 participants with special needs, who completed the track in wheel chairs.

Next year, the committee has expressed interest to organize a marathon for women, and the logistics are still under discussion.

**Nesma:** Who organizes the marathon?

**Sultan:** The marathon is overseen by a high committee chaired by the Governor of Jeddah, Prince Mishaal Bin Majid Bin Abdul Aziz. The members include influential figures from various government departments and agencies, including the municipality, social affairs, education, Red Crescent, Jeddah Police, Jeddah Traffic, Jeddah Chamber of Commerce, and Youth Welfare.

**Nesma:** Please describe for us the atmosphere at the marathon this year.

**Sultan:** Under the warmth of the 4pm sun on Tuesday April 8th in the city known as the Bride of the Red Sea, around 11,000 participants stood together at the starting line. The excitement was visible on their faces as they prepared to run the 21 kilometers that made up the half marathon. Most of the participants were hobbyists, amid a small group of Saudi and non-Saudi professionals who came from Ethiopia, Chad, Kenya, the United States, France, and Arab countries to participate. It was a great experience.



Mr. Sultan Yahya, Development Projects Supervisor at Nesma Holding, who sits on the Organizing Committee of the Jeddah Marathon.

**Nesma:** What are some of the challenges of organizing the marathon?

**Sultan:** We made a commitment as organizers to the traffic police that we would remove all banners and barriers that are used to prepare for the marathon on the day of the marathon itself, since it's difficult to block the roads for too long. And so the challenge was that we started packing up the marathon 2 hours after it started, while some runners who were determined to complete it were still on the road.

**Nesma:** Can you share with us some personal stories from the runners?

**Sultan:** Yes, there is the story of Oussama Bokhary (30 years old) who participated for the second time after completing it last year in 3 hours. 24 hours before the marathon, he shared with us that he had practiced very hard and completed 17 kilometers in training for the race, even taking a vacation from work to train. Another story is that of Feher Nazer (36 years old) who entered the marathon for the first time and was smiling as he admitted that he has never completed this distance before in his life. He wanted to participate as a challenge to himself to keep his weight down and maintain a healthy lifestyle. He said that he put a goal for himself at the beginning of the year to travel a distance by the end of 2014 that would be equivalent to the distance between Jeddah and Riyadh.





## FEATURED ARTICLE

# READY, SET, GO... NESMA TELECOM & TECHNOLOGY

The merger of two Nesma companies was officially completed this month: Nesma Telecom (established in 1988) and Nesma Advanced Technology (established in 1996) have joined under the leadership of CEO Mr. Oussama Najjar to become Nesma Telecom & Technology (NT&T). The merger began last year with a decision to unite the two companies and capitalize on new opportunities in Saudi Arabia in the fields of electricity, telecommunications and IT solutions. Among the aims of the merger are to streamline Nesma's existing resources in a cost-effective manner and to approach clients with an integrated offering.

The first step in initiating the merger was to align the vision, mission, and values of the two companies and ensure that the management teams had the necessary tools to work as one. Therefore, in February last year, the top managers of the two companies were invited to Istanbul, Turkey for a brainstorm and discussion about the strengths and purpose of the merger. They reflected on the aims of the new company and agreed on the vision, mission and values that would guide them in the new company.

The next step was to review the merger from an organizational perspective. From February

to April 2013, a series of workshops were held in Riyadh with the company's top management to discuss the roles and functions of each department. Prior to the merger, each company had its own business units and its own Finance, Administration, and IT units. Nesma Advanced Technology and Nesma Telecom also had different approaches to business development and procurement. In the former, there were two separate departments responsible for this role, whereas in the latter, each business unit was responsible for its own procurement and business development, independent of the other business units.

In studying the merger, the management team needed to create alignment between business functions and support functions. The business functions were divided into three departments:

1. Communication solutions, led by Mr. Mazen Al-Amir, which covers GSM Networks, Network Communications, O&M Projects, Fiber Optic Transmission Systems, Junction Networks,



## FEATURED ARTICLE *continued*

Access Networks, Design Support, Data Communication and Networking, Electrical and Electro-Mechanical

2. Business solutions, led by Mr. Mohammed Bazaraa, which covers IT Infrastructure, Datacenter Solutions, Storage Solutions, Virtualization and Consolidation, Information Security, and Disaster Recovery.

3. Information services, led by Mr. Yasser Abu Samrah, which covers Enterprise Content Management (ECM) Solutions, Business Process Management Solutions, Business Enterprise Portal Solutions, Enterprise Resources Planning, Facilities Asset Management System (FAMS), and Healthcare Information Services

Then, the management team tackled the support functions. In Finance, the decision to merge coincided with the retirement of Rokon Uddin Ahmed after 26 years with Nesma. It was an easy decision to therefore integrate the finance teams of the two companies under the leadership of Mr. Nurul Amin, who was formerly the Finance Manager of Nesma Advanced. A decision was also made to maintain separate Procurement and Business Development Departments, to be led by Mr. Kamel Jounblat and Mr. Ali Gazal, respectively. Last but not least, it was decided to create a centralized department for Human Resources, led by Mr. Housam Ibrahim-Basha.

Reflecting on the integration of NT&T's management team, Mr. Najjar expressed thanks to Ms. Noura AlTurki and her team at Nesma Holding HR. He said, "It took no time for our team to recognize the internal and the external benefits of the merger, and thus worked hand in hand to make it go as smooth as it did. Today we have a coherent team working towards one goal".

The third step was to register the change legally. Mr. Abdullah Al-Shahrani, Corporate Executive Manager at Nesma Holding explained that the steps included submitting documents to the Ministry of Commerce; publishing the shareholders' resolution in the local newspaper; getting approval on the merger; and coordinating



Mr. Oussama Najjar, CEO of Nesma Telecom & Technology.

with the Labor Office, the Passport Directorate and the Classifications department regarding all employee and work matters.

Another critical step was to create a new logo and brand image, including agreement on the name "Nesma Telecom & Technology." Mr. Mazen Munshi, Nesma Holding Marketing Manager explained that 3 logo concepts were submitted for review by top management. In the end, a logo representing "transmission" was chosen (see image).

NT&T is now the largest Nesma company operating in the Central Region. Its headquarters are in Riyadh and it has a total workforce of 890 employees.



نسما للاتصالات والتقنية  
NESMA TELECOM & TECHNOLOGY



# IN THE SPOTLIGHT

## Nesma - A46

Nesma - A46 Organization is a company with extensive experience in the management of corporate and product based events including medical, scientific and industrial conferences, seminars, weddings, private parties, theme parties and more.

Established in Turkey and expanded into the Gulf Countries, A46 Organization has a major presence in the Kingdom of Saudi Arabia. For ten years A46 has been focused on delivering affordable, high-quality and hassle-free event services.

With a creative professional team and a background in marketing and advertising, A46 makes the toughest job simple. By forming a meticulous plan and executing skillful coordination, A46 delivers world-class results. Passion, guidance and talent ensure that attendees have an extraordinary experience while knowledge and commitment make sure hosts can enjoy a flawless execution every time.

### Some recent projects include:

- Aramco, Society of Petroleum Engineers event 2014
- NAYYARA - Wedding Expo 2014
- Rawabi Exhibition Booth
- Hyundai Open Day
- Saudi Post - Rally Ha-el (Dome Tents and Desert)
- GE - Activity Day Event
- YPTS Aramco Event
- Hyundai - TV Stands
- Saudi POST - Jandriyah Event
- Al Shiha Wedding Event
- KJO Exhibition Booth
- Al Sunaid Wedding Engagement Event
- Halliburton Techno Center Opening Event
- Nesma Management Forum 2013
- Aramco - Drilling Product Launch
- Showroom Stage Design for Al Majd TV event
- Hyundai - Al Majdouie - Happy Land E (Open Day)
- Toyota Customer Survey Kiosk
- Philips Product Launch Event
- Energy Awareness Campaign Event
- Yapi Merkezi Iftar 2013
- Aramco VIP Visit Event



**A46**  
organization



# GROUP NEWS

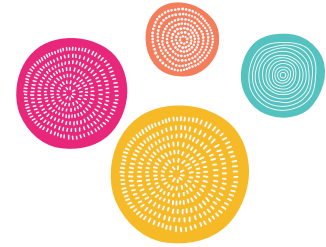
## Bird's Eye View

1. **The 3rd Nesma Women's Forum** took place in Alkhobar last Thursday April 24th, bringing together female employees from different departments and projects in the Eastern Province. The aim of this annual event is to boost the employment of women across the Nesma Group in Saudi Arabia, and to support their positive contributions in the company. When the Forum was first launched in 2012, there were around 280 women in the Nesma Group. Since then, at least 50 new joiners have taken up employment at King Abdullah Port in King Abdullah Economic City, and 20 have been employed at Nesma Embroidery's new branch in Khulais (Makkah Province). Other Nesma companies have also added women employees into their operations, such as at Unitrade, Nesma Telecom & Technology, and Nesma Trading (Shemaisy project). This influx of women into the company is further increasing the diversity and strength of the Nesma workforce. The Women's Forum in Jeddah will take place on Thursday May 1st.

2. On Tuesday April 22, the **Nesma Holding HR Division hosted its 2nd Induction Program** for new joiners from the Nesma Group. This time we launched it in 3 cities on the same day for a total of 110 attendees in the various sessions: Jeddah (Nesma Holding auditorium), Riyadh (Namma Cargo in the morning, NT&T in the afternoon) and Alkhobar (Nesma Village). The Induction Program hosted by Nesma Holding is meant to add to, and not replace, the orientation that companies give to employees on their first day. The program covered: Nesma's companies, our history, our approach to business, our approach to people, and our approach to the community. It included interactive games like a workshop on team building and a quiz on the Nesma logos.

3. On April 17th, known in **Syria** as the **Day of Independence**, the Nesma family stood in solidarity with our Syrian employees in the Nesma Group. We continue to pray for peace and stability in their homeland.

4. We congratulate our **South African** colleagues on the **20th anniversary of Freedom Day** (April 27th). Freedom Day is a public holiday in South Africa that celebrates the first national elections held in 1994 after the end of racial segregation "apartheid". This event is famous around the world for being the election that brought Nelson Mandela into power as the President of South Africa on May 10, 1994.



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## معاً ننطلق

### المنتدى الثالث لسيدات نسما

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### Nesma joins the Pearl Initiative

Nesma Holding Company has joined the Pearl Initiative as a partner company. The Pearl Initiative is a leading institution established in 2011 and working to influence and improve corporate accountability and transparency in the Gulf Region. It was developed in cooperation with the United Nations Office for Partnerships, and in programme collaboration with the United Nations Global Compact. Its focus is to drive programmes and produce research in areas such as anti-corruption, corporate governance, family governance, integrated reporting and responsible business practices within the GCC. For more information, please visit: [www.pearlinitiative.org](http://www.pearlinitiative.org)

**Nesma**  **نسما**  
& Partners وشركاهم

**Blakes**  
LAWYERS

### Anti-Corruption Client Workshop

On April 22, Nesma & Partners participated in the Anti-Corruption Client Workshop, which was held at the Capital Tower in Manama, Bahrain. The workshop was organized by Blakes Lawyers in association with Dr. Saud Al- Ammari, with the objective to give an overview of select anti-corruption laws and recent enforcement trends. It was also intended to assist companies in preparing for a robust anti-corruption and compliance program, and to present practical tips in conducting internal investigations, knowing that businesses are coming under increasing scrutiny to confirm that their operations, whether domestic or foreign, conform to anti-corruption and anti-bribery law. The seminar brought together over 40 renowned businesspeople and legal experts from the GCC region, the USA and Canada, to discuss and propose strategies to implement those rules and procedures internally in any business.

The workshop was attended by Mr. Jaafar Khan and Mrs. Bushra Fathallah of the Contracts & Legal Department, along with Mr. Wissam Yaacoub of the Risk Assessment Department. Mrs. Fathallah shared with the Nesma Insider that the Contracts & Legal Department at Nesma & Partners has set a preliminary arrangement with Blakes to assist in implementing compliance programs in the Company, and that the department is currently working on incorporating related standard clauses in its "Contract" Templates.

Mrs. Fathallah also expressed that for her, the most important aspect that the workshop addressed was the new establishment of the Anti-Corruption Commission, which has the aim of protecting integrity, enhancing the concept of transparency, as well as combating financial and administrative corruption in its different forms. She explained that the most recent significant Saudi Law in this regard is the Combating Bribery Law (CBL).

## GROUP NEWS *continued*



### Sports Camps

265 employees working at the Jabal Omar Development Project participated in basketball and volleyball tournaments organized by Recreation Supervisor, Joel Loriyo (Nesma & Partners) at the employee camps. Future events planned include adding tournaments for Darts (singles and teams), Table Tennis, Cricket, and Badminton. Mr. Loriyo shared his future goal “to build the best [sports] teams to compete against other Nesma & Partners Groups or Projects in our area, or maybe the entire Nesma Company.” He expressed thanks to Mr. Ziad Chahine, Jabal Omar Camp Manager, Mr. Khalid Butt, Camp Supervisor and his committee: Mr. Dennis Huavas, Jamael Panganga, William Ramos, Hussein Sarail, Efren Realon, Vicente Agujar, Melito Soriano, Erjay Altura, Vanilli Alarcon and Datunot Ampatuan for the full support. He also thanked Mr. Shabuddin Shaikh his team at Nesma Trading for the food and beverage that they prepare for the opening event.

### Mawaddah Visits Cairo

On April 16th and 17th, the management team of Mawaddah International Group visited Cairo, Egypt for a meeting with Mawaddah Egypt's Development Committee. Egyptian pilgrims constitute a large and important customer base for Mawaddah's hotels in Makkah and Madinah. The purpose of the visit, therefore, was for the management team in Saudi Arabia and the sales teams in Egypt to sit at one table and exchange ideas and suggestions for further development.



### Electricity at King Abdullah Sports City

Work is underway at the King Abdullah Sports City main stadium in Jeddah, where Nesma & Partners is finalizing electrical work for client Saudi Aramco. Project Manager Eng. Ali Abu Ahmadeh shared with the Nesma Insider that this work includes substations, cable trays, cable trunks, cable bulling, and lighting and lighting control systems. The main electrical engineers working with him are Eng. Ahmed Abdul Aziz and Eng. Hussain Suleiman.

King Abdullah Sports City is a new multi-use stadium and sports city located 60 kilometers north of Jeddah. It is set to open on May 1st to host the final of the King's Cup.



## HEALTH SUPPLEMENT



### Quick Tips:

- *When you are hungry, EAT. Hunger is a warning to you from your body that it needs more energy and nutrition. But don't eat chocolate and biscuits and white bread. Instead, pack a bag of nuts (almonds, walnuts, etc.) and fruits (apples, bananas, oranges, etc.) to snack on when you need an energy boost.*
- *Avoid fried foods and processed foods. They will do more harm than good.*
- *Try as much as possible to cut down on sugar: Eliminate soft drinks (Coke, Pepsi, 7Up, Sprite, etc.), avoid sugar in your tea and coffee, and read the labels! You'll find sugar in everything from cereal to protein bars to yogurt and ketchup.*
- *Make sure you are getting enough vitamins and minerals. Calcium, magnesium, iron, Vitamins B, C, E, A, and D, etc. Women in Saudi Arabia especially need Vitamin D, as they are usually deficient.*
- *If you ever have a headache, drink two glasses of water before doing anything else. The water will likely clear it.*

## HEALTHY LIVING

What are your goals in life? How successful do you want to be? What brings you happiness? How can you improve your relationship with God? How can you become a better person in your interactions with your loved ones? As humans, we spend a lot of time thinking about our lives and making many plans for improvement. We also spend a lot of time processing information: world news, political events, business, science, technology, fashion, etc.

But how much time do we spend thinking about our bodies or learning about how they work? Somehow, we now spend more time worrying about charging our mobile phones, filling our cars with the best kind of fuel, and sending them to the workshop for maintenance, than we do thinking about what we put into our bodies or how to ensure that they get the maintenance they need.

Your body deserves attention and care, and unlike your gadgets and devices, your body is the only body you will have, from birth to old age. Your body is the vehicle that will take you to all of your dreams and goals. It is the reason why you are able to make plans in the morning and stick to them during the day. You are the only one who can take care of your body, and you must take care of it, if you hope to do any of the things you want to do, and to live (with God's blessing) a long, happy, accomplished life. This is not just about losing weight or looking good; it is about your health and wellbeing.

Here are some tips and reminders for how to take care of the most important gift: your incredible body. Don't wait until New Year's to make a resolution! Let's start making changes today.

*Source: Most of the information in this health supplement has been compiled from "The Body Book: Feed, Move, Understand and Love Your Amazing Body"*

# HEALTH SUPPLEMENT

## EAT

The food you eat not only affects how you look, it also affects how you feel, act and behave. Many of us have learned to skip breakfast, but eating breakfast is like starting your day with your battery fully charged. It is the most important meal. Later in the day, you also need your meals and snacks. It is not enough to eat biscuits, chocolate, tea and coffee as snacks throughout the day, and then have one large meal after work. Such poor eating patterns will cause headaches, bloating, dizziness, and all the other negative feelings you may experience throughout the day. These are the short term effects. Your poor habits will prevent you from ever living with full energy. The long-term effects of such habits are more serious.

Plan for your food the way you plan for any project. Bring snacks with you to work, such as nuts and fruits. Eat a little throughout the day, rather than a lot once a day. Eat less sugar and more whole foods, such as brown rice, salads, and protein. Combine foods that give you energy with foods that make you strong, foods that support your organs, and foods that provide you with vitamins and energy. In short, eat for health, not just to satisfy a craving. The more you get used to eating well, the more you will realize that food can be healthy AND delicious.

## SLEEP

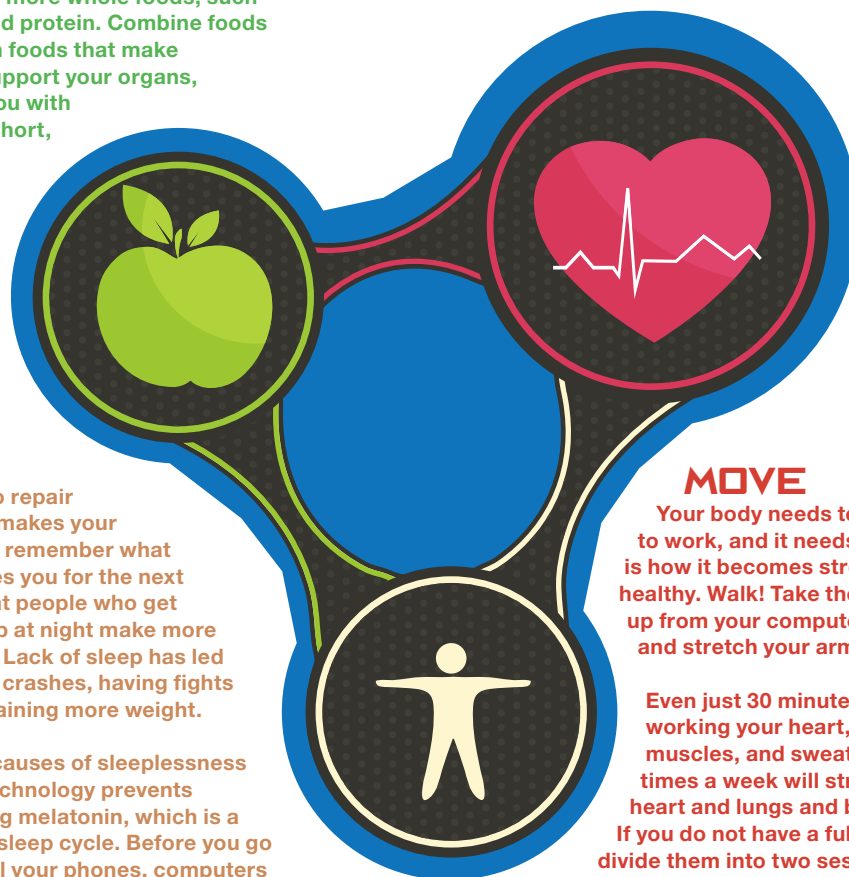
Your body needs sleep to repair and restore itself. Sleep makes your body stronger, helps you remember what you learned, and prepares you for the next day. Research shows that people who get less than 6 hours of sleep at night make more mistakes during the day. Lack of sleep has led to accidents such as car crashes, having fights with other people, and gaining more weight.

Can't sleep? One of the causes of sleeplessness is that the blue light in technology prevents your body from producing melatonin, which is a hormone involved in the sleep cycle. Before you go to bed, make sure that all your phones, computers and televisions are off. Sleep in a darkened room. Stop using electronics one hour before bed, so that your body can produce melatonin. Set your alarm so that you don't panic and wake up in the middle of the night. Make sleep a priority in your life.

## DRINK

Your body needs two liters of water every day to stay hydrated. This is because 50-70% of your body is water, and we are losing water regularly in our daily functions. Water is life; without water, the human body cannot last one week. The following are all signs that your body is in need of water: feeling thirsty, having a dry mouth and dry skin, a fast heartbeat, feeling of weakness, sense of confusion, and a heavy, foggy head.

Make it a habit to drink two glasses of water in the morning before you do anything else. Put a jug of water next to your sink so that you remember to drink as soon as you wake up. Then, regularly drink water during the day. Note: Tea and soft drinks are not a substitute for water! Two liters of pure water is what you need on a daily basis. Put a jug next to your desk so that you remember to drink regularly.



## MOVE

Your body needs to move, it needs to work, and it needs to sweat. That is how it becomes strong and stays healthy. Walk! Take the stairs! Jump! Get up from your computer once in a while and stretch your arms and legs.

Even just 30 minutes of exercise--working your heart, using your muscles, and sweating--three to five times a week will strengthen your heart and lungs and boost your mood. If you do not have a full 30 minutes, divide them into two sessions of 15 minutes, or three sessions of 10 minutes. You don't need to run a marathon. You just need to do any kind of movement that gets your body moving and sweating. Find a partner and go to the Corniche or the park for a walk or a jog, learn to play a new sport like football or tennis. Get a jumping rope and increase the number of jumps that you do each time. Move your arms and legs while watching TV. Just move!



## ARTS & CULTURE

**lamisma**  
Art Gallery

April shows included a group exhibition, "Small & Beautiful", and two solo shows by Ghadah Al-Muhammedi and Fahad Kholaf.



**Small & Beautiful, Saeed Gamhawi**



**Small & Beautiful, Ola Hejazi**



**Thuluth (Third) Dialogue, Fahad Kholaf, 2014**



**Small & Beautiful, Mohammad Al Ablan**



**Small & Beautiful, Lamis Al-Hamwi**



**Solo Exhibiton, Ghadah Al-Muhammedi**





## ANNOUNCEMENTS:

Congratulations to **Mr. Kayamakhani Salim** (Nesma & Partners), Timekeeper at the Nylon 6.6 Project for being selected Employee of Month in March 2014

Congratulations to **Mr. Bhagirath Pokhrel**, waiter in the Senior Indian Mess Hall (Nesma Catering, Jabal Omar) for being selected as Employee of the Month last March.

Congratulations to **Mr. Abdelrazek Jamaledidine** from Facilities Management Division at Nesma Trading, on the birth of his first child, Baby Diana, on April 19th (masha'Allah)



## Avoid The Corona Virus

1. Wash your hands with soap and water after coughing and sneezing
2. Use tissues when coughing or sneezing, in absence of one please cover your mouth.
3. Avoid touching your eyes and nose at all times, you could be transferring germs.
4. Wear masks in congested and crowded places.
5. Maintain a good hygiene, healthy eating habits and do some physical activities. Also take adequate sleep.

## Thank You for Sharing Your Photos

