



COCHIN PORT TRUST

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No.SWO/Covid-19/Precautions/2020-S

Dated: 24-09-2020

CIRCULAR

This has reference to the circular No. SWO/Circular/Covid-19/2020-S dt. 06.05.2020 conveying instructions to be followed by the employees to contain the spread of Covid -19. All employees were advised to strictly follow the Government Guidelines regarding social distancing, to wear face mask in public places and workplaces, and to develop the habit of washing of hands frequently and sanitizing the hands while entering and leaving workplace.

Now on relaxing the Covid-19 restrictions, the employees attending social functions, public gatherings and undertaking personal travel etc. may be exposed to primary /secondary contact with Covid-19 cases. If employees are exposed to such contacts, the same shall be reported immediately to the Fever OP at CoPT Hospital (under intimation to concerned HoD) without fail, for reporting to District Health Authorities and for further action in this regard.

If anyone has symptoms of Covid-19, he/she shall immediately consult the Cochin Port Hospital tele-medicine facility / District health authorities for further instructions. If any of the employees tests Covid-19 positive or undergoes quarantine, he should produce fitness certificate from competent authority / Port Hospital before joining duty/attending office.

In the event of any such employee advised to undergo quarantine by the concerned authorities/Chief Medical Officer, CoPT, the employee concerned will have to avail eligible leave for his self quarantine period as may be prescribed by the Chief Medical Officer, CoPT.


SECRETARY (C)

To

All HoDs, Cochin Port Trust.

Copy to: PS to Chairman/PS to Dy. Chairman/PA to Secretary