

COCHIN PORT TRUST

Administrative Office
Cochin-09.

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

Dated: 20-04-2021

C I R C U L A R

This has reference to the Circular No. SWO/Circular/Covid-19/2020-S dt. 06.05.2020, 24-09-2020 & 07-12-2020, conveying instructions to be followed by the employees to contain the spread of Covid -19.

As Covid-19 is spreading alarmingly during the second surge, all employees are advised to wear mask properly, sanitize hands frequently by using sanitizer/soap and also ensure social distancing. Employees shall avoid participation in public gatherings and ensure the safety of all family members and colleagues. If any member in the family has suspected symptoms of Covid-19, the employee(s) should refrain from coming to office/workplace and immediately take necessary action to carry out the test / undergo quarantine / take necessary measures as per the advice of the state health authorities. In case if the employee or family member is tested positive for Covid 19 the same shall immediately be informed to the officer in charge and Covid Nodal Officer.

Tele-medicine facilities should be utilized as far as possible and visit to hospitals should be avoided except in emergencies. Public transport should be avoided as far as possible and permission may be taken before accommodating persons from other States / Countries in the residence.

HoDs shall initiate disciplinary action against the employees who violate the instructions / show negligence in the matter, as per the Cochin Port Trust Employees (Conduct) Regulations, 1964.


SECRETARY
20/4/21

Copy to : All HoDs/CVO, CoPT- with the request to circulate among the employees.

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