

COCHIN PORT TRUST

Administrative Office,
Cochin – 09.

No. SWO/Corona/Instructions/2020-S

Dt. 21.03.2020

CIRCULAR

As per the Govt directions, social distancing is a must in curtailing the spread of Covid-19. In order to ensure that the employees and family members of CoPT are safe from contact with high risk / infected persons, all HoDs are requested to take necessary measures such as:

1. As per health advisory in vogue, to contain the spread of corona virus (Covid 19), Indian nationals who return from foreign countries and pass through other protocols should be in home isolation for 14 days after arrival. Accordingly, all employees those who have returned/about to return from any foreign country are advised to be in home isolation for 14 days, strictly following the guidelines on it.
2. The employees' family members (residing with them in their home premises) who have returned from foreign countries should also voluntarily be in home isolation for 14 days from the date of arrival from abroad. In addition, any employee who came in contact with persons who travelled to foreign countries affected by corona virus should resort to 14 days' home isolation.
3. Further, in case any family member (residing with them in their home premises) is suspected to have symptom(s) or is suffering from illness of Covid 19, the employee should voluntarily be in home for for 14 days and if required, beyond the above period, as per the health advisories being issued by the Government from time to time.
4. As a measure of extreme caution, all the officers and staff are advised that they may report for duty in office only when they and/or their family members (residing with them in their home premises) are totally free from any symptom(s)/illness of Covid 19.
5. All employees should submit a declaration on his/her and their family members travel history to concerned HoD.

SECRETARY

Copy to : All HoDs- for wide publicity among employees.
,, : The Administrator, CFH
,, : Sr. Dy. CA II, ISRF, CSL
,, : PS to Chairman/PS to Dy. Chairman
,, : All Notice Boards

21/3/2020.