

COCHIN PORT TRUST

Administrative Office
Cochin-09

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

Dated: 06-10-2020

CIRCULAR

Sub: Measures to contain spread of COVID19 - Instructions Reg.

Considering the sudden increase in the spread of Covid-19 in the Port area, the following instructions are issued for strict compliance in addition to the SOPs and instructions issued earlier on the subject:

1. All HoDs may arrange for deployment of only minimum officers/staff. Other officers / employees may be allowed to work from home during the period from 7th to 16th October, 2020. It will be the responsibility of the HoDs to ensure that essential functions of the Port, both operational activities and office matters continue uninterrupted during the above period. Only essentially required officers and staff shall attend the duty place. While preparing the work plan, the HoDs may exempt the employees above the age of 55 years with co-morbidity and physically challenged persons and allow them to work from home.
2. The employees who are working from home shall strictly be at home and avoid moving around in public places during their working hours. Also, they shall restrict their movement in public places these days and avoid attending social gatherings as the danger of getting affected by Covid-19 is currently very high. Employees on Work From Home arrangement shall be available on telephone/electronic means of communication at all times and carry out their work through DDFS/electronic means as per the directions of the controlling officers. They should attend office if called for work by controlling officers/HoDs. They should not leave the Headquarters without permission.
3. Work from home should be clearly recorded by the controlling officers in the attendance registers.
4. All employees are also requested to strictly comply with the instruction issued vide Circular dt. 24-09-2020. If anyone has primary contact or symptoms of Covid-19, he/she shall immediately consult the Cochin Port Hospital tele-medicine facility/ District health authorities for further instructions.
5. The Marine Canteen and Cafeteria at Ground floor of New Admn. Building will be functional with basic facilities during the period and the employees may inform requirement of food in advance to Canteen. Social distancing should be strictly followed in Canteen / Cafeteria.

SECRET 

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