

COCHIN PORT TRUST

Secretary's Office,  
Cochin – 682 009

No.SWO/Corona/Instructions/2020-S

Dated: 04/04/2020

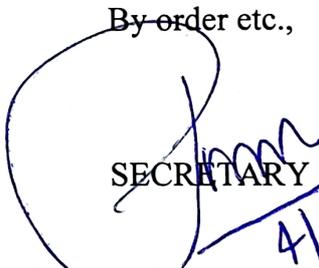
C I R C U L A R

Further to this office Circular of even dated 21/03/2020 intimating all employees to submit declaration voluntarily on his/her and their family members travel history.

In view of the spread of COVID-19 in the country, all employees (including their family members) who have participated in any congregation in the last month anywhere in India or has come across in contact with persons having history of attending such congregation shall voluntarily disclose the same.

This is issued in the public interest keeping the safety and health of all employees of Cochin Port Trust, in concern.

By order etc.,

  
SECRETARY  
4/4/2020

Copy to : All Heads of Departments – for wide publicity among employees. The intimation received from employees may be informed immediately to the Emergency Team, constituted for the purpose, under intimation to CMO

- “ : The Administrator, CFH
- ” : Sr. Dy. CA II, ISRF, CSL
- ” : PS to Chairman / PS to Dy. Chairman
- ” : All Notice Board

# COCHIN PORT TRUST

Administrative Office,  
Cochin – 09.

No. SWO/Corona/Instructions/2020-S

Dt. 21.03.2020

## CIRCULAR

As per the Gov 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

21/3/2020

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