

COCHIN PORT TRUST

Administrative Office
Cochin-09

No.SWO/Covid-19/Safety Norms/2020-S

Dated: 08-09-2020

CIRCULAR

Sub: Compliance of Covid-19 safety norms-reg

Though the entry to lifts in the Administrative building has been limited to three persons, it is observed that more people are entering the lift at a time, which is against the social distancing measures introduced to contain the spread of Covid-19. All employees are once again alerted to strictly adhere to the social distancing measures including ;

1. On arrival clean your hands with sanitizers provided at the entrance of the office.
2. Undergo thermal screening at the entrance.
3. Those who avail lift facility shall strictly adhere to the capacity restrictions indicated.
4. Sections in charge shall ensure that social distancing is maintained by employees at workplaces.
5. Hands shall be washed with soap and water at regular intervals during office hours.
6. Visitors shall be avoided to workplaces.

SECRETARY

8/9/2020