



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
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No. Admn/0925/Corona Virus

December 8, 2021


CHE/DMD/CMO/CE/TM/CME(I/C)FA&CAO(I/C)
CLO/EM/Sr.PO(I/C)/Jt. Director (P&R)(I/C)
Sr. Commandant; CISF

Sub: **Strict compliance of Covid-19 protocols**

In view of recent reports regarding a highly infective new strain of the Corona virus, the following precautionary measures are to be followed by all concerned to contain the spread of Covid-19:-

- i) Each person entering offices and docks would be screened with non-touch thermal scanners by personnel manning the gate (CISF/PSO);
- ii) Persons detected with fever, should be detained in an isolated chamber until shifting to hospital;
- iii) Covid-19 appropriate hygiene and physical and social distancing to be maintained;
- iv) All persons at work place should invariably keep their masks on at all times (apart from when eating/drinking). The mask should be worn properly for the purpose it is meant i.e. fully covering mouth and nostrils;
- v) Any officer/staff/contractual person/person engaged by contractor found without a mask properly worn, would be issued a recorded warning in the first instance. In the 2nd instance a fine of Rs.1,000/- will be imposed. In any subsequent instances, appropriate penal actions will be initiated against the concerned person including deduction from salary;
- vi) For persons engaged through contractor, the penalty/fine will be recovered from the contractors' bill;
- vii) All persons to practice frequent hand washing with soap and water for at least 30 seconds or use alcohol based hand rub for at least 20 seconds. Such hand washing should be done even when the hands are visibly clean;

- viii) While sneezing and coughing, nose and mouth should be kept covered. Used tissues should be dropped in closed bins immediately after use;
 - ix) To avoid touching eyes, nose and mouth and spitting in public;
 - x) Social distancing to be followed in the canteens and more tables to be laid maintaining social distancing norms. If empty tables are available, people should sit first in the empty tables and not in the partially occupied tables. Meals should be finished quickly and the canteen vacated fast;
 - xi) All offices should avoid visitors as far as practicable;
 - xii) All departments/divisions should immediately advise their respective departmental Covid-19 Safety Officer to commence regular inspections of their offices and sensitizing staff;
 - xiii) Covid-19 specific sanitisation of toilets, rooms, surfaces, etc shall continue.
2. All are requested to percolate these instructions to all employees, contractual persons and contractors under their respective domains. CHE is requested to upload this in the internet and website. Sr. PO (I/C) is requested to share this with all the unions.
3. This issues with the approval of Chairman.


(S.K. Dhar)
Secretary(I/C)

Copy to Sr. PS to Chairman for kind information of Chairman.

Copy to PS to Dy. Chairman(K)/PS to Dy. Chairman (H) for kind information of Dy. Chairman(K)/ Dy. Chairman (H)

Copy to PA to CVO for kind information of CVO.

Copy to GM(M&S) for similar implementation at HDC.

Copy to AS(S), PSO for information & necessary action