

Most Immediate

CIRCULAR

Sub:- Preventive Measures to contain the spread of Covid-19 – Reg.

In continuation to this Office previous Circular dt.20.04.2021 regarding the recent outbreak of Corona virus (COVID-19) and the necessity for strict observance of the SOPs, considering the unprecedented surge in the number of Covid-19 cases, and in line with the Orders of the Ministry of Home Affairs OM No.40-3/2020-DM-I(A) dated 29.04.2021 and the Order of the Government of Kerala, vide Orders dated 30.04.2021 and 03/05/2021, it has been decided to implement the following preventive measures also in Coir Board Head Office and Sub offices, with effect from 04th May 2021:-

1. The Offices of the Board will be functioning with a maximum of 25% **staff strength** only from 04th May, 2021, till further Orders. The rest of the staff shall work from home. Accordingly, the Rosters for attendance of staff including trainees, contract / outsourced staff will be prepared by concerned Branch Heads/Office in charges, immediately, and forward to Administration Establishment Section. While doing so, the Branch Officers/OICs concerned shall ensure that the routine/essential/important works in their branches/units are attend to, unhindered. Those attending the Office under this **essential category** will intimate their presence in the Office/Section concerned, to their Branch Officers/Reporting Officers, invariably.
2. The staff members working from home day as per the roster should be available on telephone and electronic means of communication at all times. They should attend the office, if called for, under any exigency of work.
3. Other staff, who are not able to work from home due to their work profile and non availability of VPN etc., may be called to office by reporting officers as per requirements.

(contd..)

4. All officials residing in containment zones shall continue to work from home and are exempted from coming to office till the containment zone is de-notified.
5. Physical attendance register shall continue to be maintained in the respective Sections / Divisions.
6. Any occurrence of Covid-19 cases, among the Coir Board Staff members shall be communicated to Administration Establishment Section along with the Covid-19 test reports for records and further necessary action.
7. All officials who attend the office shall strictly follow Covid19 Protocol including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
8. Crowding in the lifts, corridors, common areas including canteen is to be strictly avoided.
9. Officials those who are having symptoms of Covid-19 like fever, cold, cough, headache, body pain etc., may go for the Covid-19 test and intimate the reporting officer immediately.
10. The staff members/Officers of the Board, who are yet to get vaccinated, may get registered in the relevant Portal for vaccination and complete vaccination, promptly, at the earliest.

These Orders shall take effect from 04th May, 2021 and shall be in force till further Orders.

This issues with the approval of Competent Authority and in line with the MHA Guidelines dated 29th April 2021, Government Order No:391/2021/DMD dt. 30/04/2021 issued by the Govt. of Kerala, latest Order No:397/2021/DMD dated 03/05/2021.

Sd/-

Administrative Officer

To

1. All the Offices of Coir Board/SR&SDs
2. Coir Board web site.