

Dated: 23<sup>rd</sup> March, 2020

**CIRCULAR**

**Sub: Preventive measures to contain the spread of COVID 19 situation–Reg.**

In order to adopt strict social distancing and isolation measures to contain the spread of COVID 19 situation, all the employers/employees of the Units in Cochin Special Economic Zone are advised to extend their co-operation by complying with the following directions.

- i) All Units are advised to consider the feasibility of complete shutdown of their activities.
  - ii) In case complete shutdown is not possible, the Units should work with skeletal staff in the establishment and encourage work from home.
  - iii) The Units may, as far as possible, reduce the number of shifts to the minimum.
  - iv) All Units may ensure social distancing, at least 1 meter, in the work place.
  - v) Flexi working time and leave shall be allowed to all workers on request.
  - vi) The employees/workers should not be forced to go on leave without wage/salary and leave taken by the employees in this regard shall not be treated as service break.
  - vii) If any worker/employee takes leave, he should be deemed to be on duty without any consequential reduction of wages for this period.
  - viii) All the establishments shall provide/arrange their own transport facilities for the employees ensuring social distancing inside the vehicles.
  - ix) All the employees/staff shall be encouraged to use own vehicles or that provided by the company for commuting.
  - x) The Zone Administration has provided handwash/sanitizers in different locations of CSEZ (near front gate, SDF 43 and Biogas Plant). All are advised to make use of the facility to break the chain.
2. For approvals from the DC office, the following procedure shall be followed:
- i) All Units/Developer/Co-Developer may submit essential correspondence to DC Office through email to the extent possible.
  - ii) All import, export and DTA clearances will be processed electronically, and after assessment, digitally signed documents may be used for clearance. Any supporting documents for processing the documents may be submitted to DC Office through email.
  - iii) In exceptional cases, where the requests cannot be submitted online, the entities may nominate only one person to attend all the work related to that unit with DC Office.
  - iv) All units are advised to give priority to export & import/other emergency/un-avoidable work. All other works which are of not urgent nature may be taken up with DC office later.
  - v) Developer/Co-Developer/Units are also advised to follow the instructions issued by Government of India and Government of Karnataka time to time, regarding preventive measures to contain the spread of Novel Coronavirus (COVID-19).

3. Further, the following security arrangements are also put in place for compliance of all concerned.

- i) The deployment of Security Personnel will be regulated to ensure social distancing policy
- ii) All Persons entering the Zone shall display their Identity Cards / permits for easy verification by the security staff.
- iii) Western gate (at the rear) will be closed and only one gate will be opened at the main gate entry till further orders.
- iv) Online food suppliers will not be permitted into the Zone.

4. These directions will be modified as and when instructions from State/Central Government are received. However, the directions issued by the State/Central Government will prevail over these directions in case of any inconsistency.

5. These instructions shall remain in force till 31<sup>st</sup> March, 2020 if not modified before hand.



Yours faithfully,

*D V Swamy* 23/3/2020

(D V Swamy)

Development Commissioner.

To,

All Units in CSEZ