

COCHIN SHIPYARD LTD
KOCHI-15
(P&A DEPARTMENT)

No. P&A/Misc/2020

22.04.2020

OFFICE ORDER

RESUMPTION OF WORK IN CSL DURING LOCKDOWN PERIOD REG.

1. Refer order dated 23 March 2020 suspending all operations in CSL in compliance with orders of the State and Central Governments declaring lock down in the country for preventing the Covid-19 pandemic. Later, based on our request orders have been issued by the State Government / District Administration permitting CSL to commence its operations subject to fulfilment of conditions stipulated in the consolidated guidelines for operations of various agencies issued by the Government of Kerala and Government of India. Accordingly, it has been decided to commence work in CSL in two shifts with 450 persons each in two shifts wef 27 April 2020. The shift timings are 0700 hrs to 1230 hrs and 1330 hrs to 1900 hrs. While engaging shift no overlapping of shift working is permitted. These are not applicable to the shift timings of essential/emergency services already permitted to work. Entry of persons shall be permitted through Ravipuram Gate of CSL and only material movement is allowed through Thevara Gate.

2. The areas of operations to be commenced in CSL and the number of officers, supervisors, workmen and contractors workers required for carrying out preliminary jobs to make the CSL premises, buildings, equipment etc in operational condition and also the persons required for starting various works identified by HoDs shall be finalized by CGM (SR) and Occupier. All such preliminary and preparatory jobs identified have to be completed prior to commencement of work on 27 April 2020. The list of employees/others permitted persons to work in CSL shall be provided by the concerned HOD to the Occupier in the prescribed format. Only persons included in the list finalized by the Occupier will be authorized and permitted to enter into CSL premises. Entry of any person contrary to the above and in violation of **SOP for resumption of work** will be treated as unauthorized and such persons alone shall be responsible or liable for any consequences. **The persons permitted for deployment from 27th will be directly intimated over telephone by their concerned officer / supervisor and only those employees need to report for duty. All other employees shall remain at home till further intimation is received.**

3. For carrying out both the preparatory jobs and works thereafter all persons are required to maintain strictly the specified social distance and personal hygiene. An SOP for resumption of work has been approved by the competent authority of CSL (Annexure-II) has to be strictly followed by all persons. HoDs shall frame SOPs/ ensure procedures for carrying out work in their respective areas consistent with the **SOP for resumption of work** and without diluting anything covered therein. All AGMs/DGMs/GMs/CGMs shall strictly enforce the SOP and be responsible for its compliance. Compliance report has to be furnished on weekly basis by these officials to their next immediate superior. Any negligence or omission in compliance of the SOP shall be viewed seriously and treated as misconduct for initiating appropriate action as deemed fit against the defaulters.

4. All permitted persons for work during the lock down period have to furnish an undertaking in the prescribed format to the effect that they have read and understood the contents of SOP and agreed to abide by the same. They shall also furnish the details of their recent journey outside Ernakulam and details of their contact with persons infected with Covid-19, or persons under quarantine/isolation etc. along with the undertaking. In case details on the above are in negative the same have to be indicated while submitting the undertaking. Format of undertaking is at Annexure-II.

5. Canteen and Mess services shall not be available during the period of lockdown or till such time the functioning of these facilities can be started complying with all conditions/requirements so that risk of spreading of Covid-19 is totally ruled out. However, arrangements have been made for providing tea once during the shift. All permitted persons are therefore advised to bring food from home and avail the same at staggered timing, maintaining social distance.

6. All Government and other offices functioning in CSL premises have to strictly follow the SOP of CSL irrespective of any of their protocol/order in this regard.

7. All are requested to use Arogya Sethu app of Government of India.

8. All persons shall strictly follow social distancing norms and avail the facilities arranged in the yard for sanitization and hand washing while attending duty.

This issues with the approval of the Competent Authority.


(K J Ramesh)
CGM (HR &TRG)

Encls: (1) SOP for resumption of work-Annexure-I
(2) Format of undertaking-Annexure-II

To

All concerned- Through CSL website/Intranet

Cc:

D(O)/D(T)/D(F)

CVO

CGMs/GMs/DGMs/EA to CMD

CMO/CWO/DC (CISF)

All Government and other Offices in CSL

Secretary CSEO/CSEF/CSEU/SES/CSSSA/CSOA

Secretary Cochin Shipyard Contractors Federation/Association

Secretary CSWU

**COCHIN SHIPYARD LTD
COCHIN-15, KERALA****COVID- 19 Standard Operating Procedure
Issue: A 00
EFFECTIVE DATE: 21 April 2020**

	Designation	Date	Signature
Prepared by	A K SUBASH, DGM (P&A)	21.04.2020	Sd/-
Checked by	K J RAMESH, CGM (HR & TRG)	21.04.2020	Sd/-
Approved by	BEJOY BHASKER, D (T)	21.04.2020	Sd/-

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Standard operating Procedure for Work Resumption after Lock down

1.0 Objective

This Standard Operating Procedure (SOP) is to lay down the procedure to be followed by CSL for resuming work after lockdown due to COVID-19 outbreak. The instructions contained herein shall be applicable from the date of resumption of work or the dates specified and in force until further orders.

2.0 Introduction

This SOP is prepared to guide all concerned in CSL including other units and subsidiary company located outside Kerala where Covid-19 outbreak was reported on the precautionary and such other measures to be adopted to resume work during/after the lockdown period due to COVID-19 outbreak. Strict adherence of this SOP is mandatory by all concerned, so that the spread of Covid-19 virus can be eliminated and a safe work place can be established.

3.0 Scope

This SOP applies to all factory premises of CSL in Kerala and its subsidiary company besides all other offices functioning in CSL's premises including vessels under construction or repair.

4.0 Coverage

This SOP covers all persons and work places operating in CSL premises or the premises under its control. The term persons cover employees regular or contract, all categories of trainees, contractors and their workers, clients or their representatives, government officials or visitors. Procedure for entry and working for Owner representatives and Crew shall be similar to that of CSL officers and any special requirements in this regard shall be decided by CGM(SR).

5.0 Actions prior to resumption

5.1 Areas Requiring Disinfection:

5.1.1 The following areas shall be disinfected using standard disinfectant as advised by CMO/MO of CSL.

- a. All Gates of CSL.
- b. Entrances of Building / Office,
- c. Hygiene centers
- d. Washroom, Toilet, Sink etc.
- e. Canteen buildings
- f. Lifts and Handrails of stair case
- g. Any other surfaces that may come to contact with human body.

- 5.1.2 Detailed procedure shall be prescribed by the CMO for the disinfection method, type of medium, periodicity, log register, etc.
- 5.1.3 Additional facilities for hand washing and sanitizer to be put in place. Areas to be identified by the respective HoDs along with Civil dept for providing these facilities.
- 5.1.4 All water tanks shall be inspected and cleaned as required to ensure that there is no contamination of water due to stagnation. This action to be completed prior to the start of operations of the company.
- 5.1.5 R O plants, ST plants & Biogas plant need to be inspected for condition and discharge PH measurements.
- 5.1.6 Cleaning of areas surrounding offices and work spots and grass cutting as required to be carried out. These activities to be completed before start of operations.
- 5.1.7 Cleaning of streets, parking spaces, drains and waste
- 5.1.8 Proper disinfection and pest control of Canteens and Mess areas shall be undertaken at least 4 days before the start of these areas. Procedure for the same shall be separately drawn up and enforced by the officer in charge of the canteen in consultation with the CMO/Health Inspector and the Occupier.
- 5.1.9 Marking spaces for standing in front and back of all Gates, entrances, near biometric readers so that social distancing can be enforced at these locations.
- 5.1.10 The DO's and DONT's to prevent spreading of Covid-19 virus infection shall be displayed in all notice boards/electronic display boards.

5.2 Working procedure and its formulation.

- 5.2.1 Necessary changes in the working shall be made to the extent possible so as to avoid crowding at work site and to facilitate safe social distance.
- 5.2.2 Shift working shall be adopted wherever possible so that number of persons can be minimized and a gap of one hour in between two shifts shall be ensured besides no overlapping of shift working. This shall not be applicable to the essential and emergency services in CSL.
- 5.2.3 Work from home may be considered in all feasible areas, functions and offices. To the extend feasible work from home shall be permitted those persons having co-morbidities and children below the age of 5 years. Alternatively, a rotation roster

system may be adopted on alternate / weekly basis for those employees who are in the same functional area without disrupting the work.

- 5.2.4 A safe social distance of one meter shall be practiced by all persons as far as practicable while at work and otherwise.
- 5.2.5 The employees are to be deployed in a staggered manner if required and facilitate safe social distancing. Grouping of personnel and staggering of work timings shall be implemented wherever feasible.
- 5.2.6 Instructions in this regard will be formulated by the respective DGMs/ GMs/CGMs in consultation with the Occupier and approved by the Director in charge of the area. The working arrangement shall ensure methods to prevent avoidable social mingling of people in various departments during working and lunch intervals. This is to facilitate isolation of limited number of people in case of detection of any employee with infection at any stage, as this would necessitate only isolating the group within which the infected employee has been working.

5.3 Following instructions shall invariably be communicated to all persons concerned for strict compliance by the HODs in their respective areas.

- 5.3.1 Avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.
- 5.3.2 While using pooled cars ensure that only maximum two people excluding the driver are inside the vehicle.
- 5.3.3 Returnees from abroad or other states in India from 5 March 2020 and their primary contacts should be in strict isolation for 28 days. Such people should desist from coming to CSL. Such persons shall report to CMO after the isolation period before resuming duty.
- 5.3.4 In case any history of Covid-19 infection in the family of any person in the Yard or any contact with such persons or persons are under quarantine/isolation at home such persons shall not come to CSL but should report the matter to the CMO, CSL without fail.
- 5.3.5 Any person or family member should not visit any places in the red zone (hotspot) and in case after any such visit is required shall desist from coming to CSL.
- 5.3.6 Persons having symptoms of fever, cold, cough, sneezing etc. shall not come to CSL. All persons are encouraged to use the Arogya Setu app of GoI.
- 5.3.7 HAND SANITIZER SHOULD NOT BE USED IN AREAS WHERE HOT WORK IS CARRIED OUT. SANITIZER CONTAIN ALCOHOL AND IS HIGHLY IMFLAMMABLE.

- 5.3.8 As the work spaces have not been under use for some time, on the first day of arrival, each individual is to inspect carefully his / her work space and adjoining areas for presence of reptiles or pests and suitable action taken to ensure safety of the work areas.
- 5.3.9 Electric wires and cables to be visually checked for any damage caused by rodents prior to switching on equipment that have been under shut down.
- 5.3.10 All employees shall avoid carrying bags/backpacks to Yard which delays entry at gate and also effects personal hygiene.
- 5.3.11 Canteen/Mess service shall not be available and all persons have to bring food from home. Lunch box shall be permitted and while having food in a common place social distance should be maintained.
- 5.3.12 Employees should work in their designated areas only and under no circumstances mingle with or socialize with others who are not part of their designated working group. This is to facilitate isolation of limited number of people in case of detection of any employee with infection at any stage, as this would necessitate only isolating the group within which the infected employee has been working.
- 5.3.13 All persons should take care in sharing news about Covid-19 infection through any media and desist from spreading false/fake news.
- 5.3.14 Littering the yard with used face masks/tissue or personal articles should be avoided.
- 5.3.15 Carrying or use of narcotic substances, tobacco, gutka, pan, liquor etc or smoking inside the yard is strictly prohibited and treated as misconduct/offence to be dealt with the service rules/laws as applicable.
- 5.3.16 Spitting inside and outside the yard is prohibited and all persons should strictly adhere this and shall not allow such actions by any other person and non-compliance to be reported to P&A Department.
- 5.3.17 An undertaking stating that the above instructions have been read and understood and that the same would be practiced strictly is to be signed and submitted by each employee to his supervisor.

5.4 Actions to be completed by U&M Dept for operationalization of equipment

- 5.4.1 U&M Department is to carry out Inspection of all mechanical equipment - forklifts, cranes, compressors etc.
- 5.4.2 Industrial Gas lines are to be checked to ensure that all valves are closed prior to charging and purging the lines for operation at least one day prior to start of operations.
- 5.4.3 Subsequent to charging and ensuring proper pressure in the lines without any leakage, permit the operating departments to charge the lines onboard the ship and monitor the process until it is ensured that there are no leakages in the system.

5.5 Action by Safety Dept

5.5.1 Safety dept shall carry out inspections of areas prior to granting permission for hot work / cold work in line with existing procedures for man entry and safety at work. No work shall start unless this inspection process is completed and permit to work issued by the safety dept.

6.0 On resumption of work

6.1 Procedures for entry and exit through gates

6.1.1 All pedestrians seeking entry into the yard have to stand in the space marked in front and back of all Gates, entrances, near biometric readers etc. so that social distancing can be ensured at these locations. Those who have issued with ID cards have to display the card prominently for identification by CISF personnel. **NO CROWDING AT GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**

6.1.2 Persons who are coming by their own vehicles should stop the vehicle for security check. Two wheelers have to approach the gate in queue maintaining safe social distance. Pillion riders shall not be permitted entry. This shall be relaxed in the case of disabled persons dropped or picking up by family members.

6.1.3 All persons are advised to disinfect their vehicle before and after coming to CSL and maintain a log for the same. Authorisation stickers for entry into CSL shall be prominently displayed on the vehicle failing which entry/parking will be denied for such vehicles.

6.1.4 All persons are to plan their travel to CSL so as to reach early so that crowding and waiting at gate at peak time can be avoided.

6.1.5 All persons seeking entry into the yard shall wear homemade face mask and to remove the mask at gates for identification. **THOSE WHO COME WITHOUT MASKS SHALL NOT BE PERMITTED ENTRY INTO THE YARD.**

6.1.6 All persons should not advance to CISF personnel breaking the social distance so that risk of body contact can be avoided.

6.1.7 All persons should avoid touching any pillars, bars, hand rails at the gates etc. using their hands.

6.1.8 All persons should remove their jackets/overcoats etc at the gates for security check.

- 6.1.9 Compulsory screening for all persons entering through gates with thermal scanner.
- 6.1.10 Any person found fever and cough with breathing problem are liable to be stopped and denied entry. Persons with these symptoms shall not come to CSL and require to consult doctors nearest to their place of residence or quarantine facility or Govt hospital immediately.
- 6.1.11 No new workers by contractors shall be allowed inside. New passes shall be issued in case of unavoidable grounds and on exigencies of work after obtaining a declaration in the prescribed format from such person and verification by CMO/MO.
- 6.1.12 Any new vehicle shall not be allowed without valid permission.
- 6.1.13 Any personal parcel /courier shall only be allowed at CSL gates. Personal parcels/letters shall be collected by the concerned person outside CSL.
- 6.1.14 All official mail by post or courier shall be disinfected before collecting/delivery from CSL.
- 6.1.15 All the person entering into gate shall be permitted inside only if they are with face mask. Washable cloth mask is suggested for all persons expect medical staff who are required to wear N 95 masks and three-layered surgical masks.

6.2 Sanitization during entry-

- 6.2.1 Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.

6.3 Attendance Recording

- 6.3.1 Dispensing of requirement of Bio-metric (Finger touch) for attendance shall be continued and swiping/tapping of card is required for registering time of entry and exit.
- 6.3.2 All persons have to approach and leave the readers in queue maintaining social distance and using the marked positions for standing.
- 6.3.3 No persons shall touch any of the attendance readers as showing/tapping the smart card in front of the reader is enough for registering attendance.
- 6.3.4 Any person if touch the hand rails or walls or surfaces while entering have to wash their hands using soap and water or sanitizer.

6.4 Working at Offices

- 6.4.1 Employees shall encourage to work from their work stations and to avoid going to other's stations.

- 6.4.2 To maximum possible discussions / interaction can be held through electronic devices and facilities such as PCs, phones and mobile phones.
- 6.4.3 Meetings are to be conducted using Video Conferencing, Conference calls etc. and avoid group meetings in the closed rooms.
- 6.4.4 All persons are to strictly adhere to the social distance of minimum one meter.
- 6.4.5 To avoid hard copy files where ever possible and promote soft copy correspondences. All files for approvals shall be carried out using FLM, SAP, emails etc.
- 6.5 Work sites-** In addition to the above, the following Points shall be adhered to by all at the work sites.
- 6.5.1 Workers shall be instructed to maintain social distancing of one meter at all times (tool box meeting, tea time lunch time, gate entry time etc) inside and outside Shipyard.
- 6.5.2 Daily Tool Box Meeting shall contain the awareness about COVID 19 and measures to prevent spreading of virus.
- 6.5.3 Group meeting and unnecessary assembly of persons shall not be conducted.
- 6.5.4 All persons shall be instructed to keep separate water bottles and avoid common water Bottle /mug /glass. Sharing of personal items shall be avoided.
- 6.6 Sanitization and Upkeep of common places / utilities**
- 6.6.1 To ensure that all doors / windows are in open condition always during office hours.
- 6.6.2 As far as possible, air-conditioners shall be switched off and natural ventilation shall be used.
- 6.6.3 To ensure that sanitization of all areas is carried out before commencement and close of duty hours.
- 6.6.4 Periodical cleaning of wash rooms, toilets, urinals etc shall be carried out at regular intervals. Such facilities are to be maintained in a dry disinfectant condition.
- 6.6.5 Walls, Doors, Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- 6.6.6 Soap or hand sanitizers shall be placed and replenished periodically.
- 6.6.7 Other utilities like Electrical equipment, DG set, welding machines to be checked before putting in operation.

6.7 Common access places

- 6.7.1 Lifts shall be cleaned and sanitized frequently.
- 6.7.2 Lifts in the Main office/R&D complex shall have stop at 3rd Floor only and stop at 1st and 2nd Floors shall be disabled by U&M Department. Lifts are not to be crowded and social distancing inside lift should be maintained. Use of lift to be avoided and use of stair case is advised for climbing. While using stair case try to be near the hand rails and to avoid touching or gripping and if came to contact hands should be washed using soap and water/sanitizer.
- 6.7.3 Hand sanitizers shall be kept in the lift/near stair cases.
- 6.7.4 To ensure that office vehicles are not crowded and ensure social distancing inside Vehicles also.
- 6.7.5 Avoid gathering of people in corridors, balcony, parking, time punching stations and other common places.

6.8 Sanitization of Canteen and Officers Mess

- 6.8.1 Canteen and Mess services shall be made available after obtaining permission for commencing all activities in the yard or upon lifting of lock down by the Government.
- 6.8.2 Periodical disinfection and pest control of Canteens and Mess areas shall be undertaken after the first disinfection carried out prior to opening of these facilities. Procedure for the same shall be separately drawn up and enforced by the officer in charge of the canteen in consultation with the CMO, Health Inspector and the Occupier.
- 6.8.3 Proper seating and staggering of canteen timings shall be worked out by the Canteen Committee chairman in consultation with the Ship Building and Ship Repair dept heads. It is to be ensured that proper separation of the canteen to prevent mingling of the working groups and social distancing is maintained during the lunch hours.
- 6.8.4 Strict vigil has to be exercised on the health and hygiene conditions at canteen. Timings notified for employees to avail lunch from canteen has to be followed and social distancing while collecting and eating food inside the canteen shall be strictly maintained.

7.0 CSL Quarters Area

- 7.1 Responsibilities of the residents
 - 7.1.1 Employees and residents including their family members shall avoid unnecessary movements outside and adopt stay at home concept.
 - 7.1.2 Use face mask whenever going outside the quarters
 - 7.1.3 Restrict the children inside the home itself.

7.1.4 Avoid entertaining guests, vendors and others visiting homes.

7.1.5 Try to manage household works by family and avoid engaging maids / outsiders.

7.2 Restriction to outsiders

7.2.1 No Visitors shall be allowed to enter the company premises. If necessary, facility for meeting on video from the north gate kiosk shall be arranged.

7.2.2 Price bid openings shall not be carried out inviting the suppliers, instead the prices will be opened before a committee of officers headed by a DGM.

7.2.3 Entry of suppliers like Amazon, Flipkart, Big Basket, etc are to be avoided and collection is to be done at the main gate or designated collection points.

7.2.4 Entry of relatives / friends of employees is to be avoided to the maximum extent.

7.3 Code of Conduct at common places

7.3.1 All persons must wear all protective gears as instructed.

7.3.2 Wearing of masks, Social distancing and queue system shall be strictly adhered by all while gathering at the following places

- a) Shops, Consumer Credit Society, Union Office, Other offices
- b) Post offices
- c) Banks
- d) Govt / Private offices
- e) Religious places
- f) All other common places

7.4 Labor camps of project sites

7.4.1 All areas outside the buildings, utility areas, drainages, waste bins, etc are to be cleaned and sanitized on daily basis.

7.4.2 To ensure that all doors, windows, fittings etc are sanitized frequently.

7.4.3 Special attention be given to wash rooms by periodical cleaning, swabbing, disinfecting and maintaining the facility in a clean and dry condition.

7.4.4 Walls, Doors, Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.

7.4.5 Soap or hand sanitizers shall be placed wherever required and replenished periodically.

- 7.4.6 To ensure that all the workers who are coming for work are healthy and not having any symptoms of COVID-19 (Fever, Dry cough, Breathing problem).
- 7.4.7 Appropriate masks shall be distributed to all workers by the contractors.
- 7.4.8 All shall be advised to wear mask while any movement outside and during duty timings.
- 7.4.9 Contractor shall display precautionary measures - do's and don'ts in local vernacular, Hindi and English languages.
- 7.4.10 Vehicle shall be kept ready or tip up for vehicle shall be made for emergency purpose.

8.0 Personal Protective Equipment

8.1 Employees / Contract workers / Trainees / Others

- 8.1.1 All Employees / Contract workers / Trainees / Others whom so ever authorised/deployed for work shall be permitted entry into the CSL premises only with face mask.

8.2 Sanitation staff

- 8.2.1 All those involved in cleaning and sanitation activities of floor area, garden area, site, offices & all or any other areas shall wear Face Mask, Goggles, Gloves, Shoes etc, as applicable.
- 8.2.2 Staggered shift system shall be made to these workers also to minimize the exposure to sanitation hazards.
- 8.2.3 Periodic cleaning of common places including handrails of the stair case has to be carried out in all working days.

8.3 Medical staff

- 8.3.1 All medical staff including Doctors, Nurses, Nursing Assistants etc. shall be advised to wear all necessary PPE like following as applicable
- goggles,
 - face shield,
 - mask,
 - gloves,
 - head cover and shoe cover as applicable.
- 8.3.2 While attending patients the prescribed Protocol as per MoH & FW, GoI have to be strictly followed. Awareness about this protocol has to be imparted to the staff by the CMO/MO.
- 8.3.3 CMO/MO shall inform time office/DGM (P&A) details of persons with symptoms of fever, cold, cough or such other respiratory illness or have recent history of travel to

places where Covid-19 infection reported or declared hotspots or contacted foreign returnees, persons under isolation/quarantine came to their notice/knowledge with their recommendation for further action.

- 8.3.4 CMO/MO shall monitor such cases of employees having respiratory health problems and do the necessary follow up actions.
- 8.3.5 The procedure for OP consultation for all persons including dependents, retired employees and dispensing of medicines, setting of temporary isolation room etc. shall be formulated by the CMO.
- 8.3.6 CMO shall prepare the list of Hospital/Clinics in nearby area authorized to treat Covid-19 patients and this information shall be made available in the Notice Board of CSL Medical Centre/Intranet. Ernakulam Medical College is the hospital to treat Covid-19 infection.
- 8.3.7 In case of suspected case of Covid-19 infection the matter to be reported to the Government authorities under intimation to DGM (P&A)/CGM (HR &TRG)/D (T) and CMD.

9. Inspection and Monitoring

- 9.1 A committee of Executives from Safety, HSE and HR shall be formed to visit dry Docks, ISRF and other contractors work sites to ensure compliance of this SOP.
- 9.2 DGMs/AGMs have to carry out inspection in in their area to make sure compliance of the instructions/procedure specified in this SOP and to enforce the same without any dilution and compliance report should be submitted to the GM/CGM. A report on compliance of the SOP shall be prepared by CGMs/GMs in their area and to be submitted to the Director/CMD on a weekly basis.

10. General

- 10.1 In case anything in this SOP is inconsistent with any of the orders/guidelines issued by the Government in the matter of spreading of Covid-19, the orders/guidelines of the Government shall prevail.
- 10.2 In case of doubt, ambiguity or clarification or interpretation on anything covered under this SOP or for its implementation the decision of CMD shall be final and binding.
- 10.3 Any modification, amendment, alteration, deletion etc. of any clause or suspension of operation of any clause or revoking of this SOP shall be done with the approval of CMD.

Undertaking

I _____, Code No: _____,
Designation _____, _____ Department do hereby
solemnly declare and undertake as under :

OR

I _____, employee /representative of
_____, do hereby solemnly declare and undertake
as under :

1. I have read and understand the terms and conditions of the SOP issued by CSL dated _____ creating a safe working environment during/post COVID-19 lock out and I shall strictly abide by the same.
2. That I can be denied entry into CSL premises or leave or be removed from the CSL premises forthwith, if I am found to have or suspected to having committed any act/omission which is violation/breach of any of the terms and conditions of this SOP. Further, suitable action as deemed fit by CSL can also be initiated against me for violation of the SOP.
3. That I shall abide by further directions/guidelines that may be issued by CSL/GOI/State Govt. in this regard from time to time.
4. That I have not visited any Covid-19 infected person/hospital or persons under quarantine/isolation. Further I have not performed journey during the last 28 days to places where Covid-19 infection is reported. (Please furnish the details of recent journey outside Ernakulam, details of contact with persons infected with Covid-19, or persons under quarantine/isolation etc.) in the format given overleaf.
5. That I shall promptly inform the concerned departmental officials if I find any deficiency in compliance /violation of the SOP by any person within CSL premises.
6. That I fully understand and acknowledge that the SOP prescribed by CSL is for safety and security of me and my fellow workers/colleagues.

Signature:

Name:

Dare:

DETAILS AS PER ITEM 4 IN THE UNDERTAKING

Date	Particulars of joureny outside Ernakulam, contact with persons infected with Covid-19 or personas under quarantine/isolation

Signature:

Name: