

C I R C U L A R

Sub: Guidelines to be followed by employees and township residents to successfully combat COVID-19

In reference to the meeting dated 15.04.2021, chaired by Unit Head in presence of Key Officials, HOD's, President & General Secretary of IFFCO Employees' Union & IFFCO Officers' Association, the following guidelines have been chalked out for employees and residents of Township to successfully combat COVID-19, effective from 16.04.2021 :

1. Compulsory Thermal Screening of all incoming individuals on hand (Incoming Vehicles also) at Gate No 1 & all incoming & outgoing individuals at Gate No 2.
2. Movement of personnel in Plant may be restricted to their work area only.
3. Gathering of more than 4 persons is not permitted at any place in Plant & Township.
4. Wearing of masks at all time at all public places is mandatory.
5. Entry of relatives will be allowed to Township only upon proper screening at Gate No.1.
6. No more than 6 persons will be allowed entry into Cooperative Store. Thermal Screening, Sanitisation & waering of Masks is mandatory for all customers. Booking of items may be permitted through Whatsapp.
7. Gathering in front of Township Market is strictly prohibited. Security is empowered to disperse unnecessary gathering.
8. Fever Clinic shall be started w.e.f. 16.04.2021.
9. Persons coming from outside State shall have to carry COVID -ve report of RT-PCR test conducted within 72 hours of reaching Paradeep.
10. Group walking shall be prohibited in Township. Only single individual / family movement is permitted.
11. Market Complex shall remain open from 6 a.m. to 8 p.m.
12. Night Curfew shall be implemented in Township from 9 p.m. to 5 a.m.

13. Group tuitions shall not be permitted in Township. However individual one to one tuitions are allowed.
14. Sports Ground & Club shall remain closed till further orders & personnel attached to Club shall report in Estate Section.
15. All get together/ social functions like birthdays etc shall be discouraged.

Any employee/ resident not adhering the above mentioned guidelines shall be penalized as per the provisions of Epidemic Diseases Act, 1897 & COVID-19 regulations, 2020.

Full support and cooperation of all is solicited towards successful fight against COVID-19.

A K Mall
16/04/21

A K Mall
Jt. General Manager (P&A)

Distribution:

SGM (F&A)/GM (Maint & Utility)/JGMs / DGMs / Sec-Heads
DM (Coord.) to Executive Director
President / Secretary, IEU & IOA
All residents of township