

THE HIGH COURT OF KERALA

A7- 3845/2022

**Kochi : 682 031
Date : 01.06.2022**

OFFICIAL MEMORANDUM

Sub:- COVID 19 - Rise in Covid cases reported in the High Court-
precautionary guidelines- reg.

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In the light of rise in Covid cases being reported among the employees of the High Court, the following precautionary guidelines are issued for compliance :-

- * Face mask must be worn properly, covering nose and mouth, all the time during office hours.
- * Maintain hand hygiene especially while sharing telephones, Computers and its peripherals. Practice frequent handwashing even when the hands are not visibly dirty and use alcohol based hand sanitizers.
- * After making biometric punching, hands to be sanitized.
- * Employees having any symptoms like fever, cough, cold etc. shall maintain social distancing while attending office . They are exempted from using biometric punching and instead need only to swipe their RFID.

(By Order)


P. Krishna Kumar
Registrar General

To

The Director, Kerala Judicial Academy, Athani.
All Controlling Officers, High Court.
All Officers and Sections, High Court
The Private Secretary to the Chief Justice, High Court.
The Private Secretaries to Judges, High Court.
The Confidential Assistants to Registrars, Director (KJA),
Additional Registrar (General Administration), High Court.
The IT Section, High Court
The Administrative Records Section, High Court.
The File.