



নবদিগন্ত শিল্পনগরী কর্তৃপক্ষ Nabadiganta Industrial Township Authority

Memo No. : 259/NDITA/M-72/17 (Pt)

Date : 19.03.2020

ADVISORY ON CORONA VIRUS

In terms of the awareness campaign conducted on 18-03-2020 through Webinar at the Conference Hall of NDITA, the following advisory is issued for compliance by each and every building authorities/their employees in this township :

1. Don't spit on streets/public places. CCTV and supervisors of NDITA will keep watch and highest fine will be imposed from this authority as per law
2. Discourage entry of visitors in your office complex
3. Installation of thermal scanners at the entry point of offices
4. Ensure use of hand sanitizers to each and every employee and visitors at the entrance
5. Introduce face recognition attendance systems instead of finger based biometric attendance
6. Ensure at least two time cleaning of roads and offices with disinfectants/antiseptics by respective facility managers
7. Close gyms, Spas & recreational centres in offices
8. Use online resources including paperless systems. Encourage correspondence through email rather sending physical files and documents
9. Avoid any non essential travel either official or personal
10. Walk or use your own transportation mode (bike/cycle) if you have to travel whenever possible
11. Carry tiffin from home for lunch
12. Consider allowing Work from Home for IT Sector
13. Meeting as far as feasible, should be done through video conferencing
14. Any person with a history of travel, in the last 14 days to a country or area from where COVID-19 has been reported, must report to the nearest Government Hospital or call at 24X7 Call Centre number : 1800 313 444 222 / 033 2341 2600 so that necessary action may be taken by the Health & Family Welfare Department

Executive Officer

Nabadiganta Industrial Township Authority