

NOTE ON STEPS TAKEN BY NETC TO FIGHT WITH COVID-19

1. Thermal scanning has been implemented. DMRC is conducting thermal scanning at D-21 Corporate Park ,Dwarka, Delhi (Corporate Office).
2. Sanitisation of Delhi office and site offices has been commenced and is being done on regular intervals.
3. All conferences / events / public gatherings suspended with immediate effect.
4. All prior tour approvals for domestic / abroad travel stand cancelled.
5. Employees performing on/off duty have been advised to use sanitizers and masks during their travel.
6. WHO approved guidelines on precautions have been circulated to employees, O & M operators and contractor and also displayed on NETC's website.
7. Following steps are being taken at sites & Delhi office on regular basis:
 - a. Regular sensitisation through emails about COVID-19 for employees and their families.
 - b. Disseminate messages related to hygiene and precautions to be taken to check spread of infection prominently at Delhi office and at all sites.
 - c. Displayed awareness messages / videos at all sites, Delhi office & NETC website.
8. Following is being ensured for contractor workforce:
 - a. All contractors of housekeeping / canteen staff and other secondary workforce have been advised to use masks and hand gloves while carrying out their work as well as safe disposal of masks & hand gloves.

- b. Washrooms, floors and all the metallic objects which are repeatedly touched / come in contact with individual are being cleaned with the periodicity of 4-6 hrs.
 - c. Regular checks are being conducted for detecting infections and creation awareness for contractors.
- 9. Entry of visitors / vendors at Delhi Office and at all site offices has been regulated.
 - a. Visitors with essential business requirement only are permitted to enter the Delhi office / site premises with prior approval of Key Executives upto a designated place preferably near the entry point .
 - b. Drop box has been placed at entry gates for submission of vendor bills etc.
- 10. Following Travel guidelines have been implemented :
 - a) No official or private visit of any employees abroad be approved till further information. Also, employees should be advised that their family members should avoid domestic/ abroad travel till further orders.
 - b) All official visits approved in the system, if any, for future travel stand cancelled. However, emergency travel for official exigency will be allowed.
 - c) In case any employees or their family members plans to visit abroad due to some urgency then prior intimation should be given to Functional Heads with a copy to Head (HR & Admin) and necessary guidelines as informed in this regard.
 - d) All the employees who have returned from abroad (either private or official tour) during last fortnight should be kept under self-quarantine for 14 days from the date of arrival in India and local management should take all further precautionary measures in this regards.
 - e) Those who are still on abroad tour (private) and are likely to return from abroad be directed to remain under self-quarantine along with their

accompanying family member(s) for 14 days from the date of arrival in India.

- f) Requisite tests be conducted on all such employees and family members after completing the isolation period so as to ensure that they don't carry any traces of the virus COVID-19. In case an employee is found to be infected, he / she would be allowed to join duties only after following the discharge summary issued by Govt. of India, requiring 2 sample tests negative within 24 hrs.

Compliance of above guidelines is being ensured by HR Department under close supervision of MD, NETC.
