

Global COVID-19 Outbreak Notice

In the wake of Advisory issued by Govt. Of India related to COVID-19 and also as a precautionary measure to avoid any health hazard to our employees, it has been decided that all visitors/ vendors may be discouraged to visit NETC office premises till further notice.

Further, in case of urgent official business, visitors are restricted upto reception area/ meeting rooms only. During such period meetings through Video conferencing/teleconferencing may be encouraged.

In line with the above, it has been decided to take immediate precautionary measures to prevent the spread of Coronavirus. (The list is enclosed at Annexure- A)

All employees are requested to take note of the above and cooperate.

This issues with the approval of Competent Authority.


(Ritesh Kumar)
Dy. Manager (HR & Admin)

Distribution:

1. All Employees
2. Notice Board

Annexure-A

1. **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 abroad travel until further orders.
2. All official visits approved in the system, if any, for future travel stand cancelled. However, emergency travel for official exigency will be allowed.
3. 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 to be followed as per trailing mail.
4. Sanitisation of Delhi office and site to commence with immediate effect.
5. All conferences/events /public gatherings may be suspended with immediate effect.
6. All prior tour approvals for domestic/abroad travel stand cancelled. However, it is pertinent to ensure domestic travel/tour (in case of emergency) for O&M of the transmission network.
7. Employees performing on/off duty should use sanitizers and masks during their travel.
8. WHO approved guidelines may be followed. The link is shared below:
(<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>)
9. Following needs to be conducted at site & Delhi office on regular basis:
 - ✓ Regular sensitisation through awareness programs about COVID-19 for employees and their families
 - ✓ Disseminate messages related to hygiene and precautions to be taken to check spread of infection prominently at Delhi office and at site
 - ✓ Display awareness messages / videos on NETC website
10. Following needs to be ensured for contractor workforce:
 - ✓ All contractors of housekeeping / canteen staff and other secondary workforce to use masks and hand gloves while carrying out their work. Safe disposal of masks & hand gloves to be ensured.
 - ✓ Washrooms, floors and all the metallic objects which are repeatedly touched / come in contact with individual must be cleaned with the periodicity of 4-6 hrs.
 - ✓ Build checks for detecting infections and create awareness for contractors
11. Entry of visitors / vendors at Delhi Office and at site to be regulated.
12. Visitors with essential business requirement only to be permitted to enter the Delhi office / site premises with prior approval of key executives upto a designated place preferably near the entry point till further instructions.
13. Drop box to be placed at entry gates for submission of vendor bills etc."

