



STANDARD OPERATING PROCEDURE FOR WORK PLACE / TOWNSHIP COLONY FOR PREVENTION & CONTAINMENT OF COVID-19

North Eastern Electric Power Corporation Ltd.

#IndiaFightsCorona Covid-19



STANDARD OPERATING PROCEDURE FOR WORKPLACE / TOWNSHIP COLONY FOR PREVENTION & CONTAINMENT OF COVID-19



FROM THE DESK OF CMD

Dear Colleagues,

COVID-19 is a global and national issue. The government is leading the response and we have to continue to follow and monitor all government advice and guidance. As a power generation company, we are doing all we can to ensure compliance as well as to ensure reliable power supply to our customers.

This pandemic brings to the forefront employees' health and safety. In order to ensure Health and Safety across all operational workflows, this Standard Operating Procedure (SoP) with successful implementation and adoption will enable to keep our employees' healthy and productive.

Jai Hind!

Vinod Kumar Singh



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FROM THE DESK OF DIRECTOR (PERSONNEL)

Dear Colleagues,

As we are well aware, we are passing through an unprecedented and critical phase in human history. World is facing one of its greatest threats to human life of recent times in the form of the spread of the Novel Corona Virus (COVID- 19). The spread of Corona virus has become a threat not only to the human lives but also to the industry & economy world over.

With great pleasure and pride, I would like to express my pleasure that every member of NEEPCO family have shouldered their responsibilities towards their family, the Corporation and the nation as a whole with great vigor and enthusiasm in the fight against the pandemic. I am happy to know that employees and their families are safe and healthy and following all the Government directives thereby supporting the country in its endeavor to contain the spread COVID-19 in India.

As the pandemic is evolving across the globe during the past couple of weeks and now, it is a matter of great concern for all of us to keep ourselves safe and remain protected while continuing to generate power in the service of the nation. We are taking all possible cautious steps towards resuming normalcy by opening the office in a staggered manner. Accordingly, a "**Standard Operating Procedure (SOP) for Workplace, Township Colony for Prevention and Containment of COVID-19**" is formulated for ensuring the health and safety of all the employees and stakeholders.

This SOP is to be read in conjunction with other guidelines issued by the Government from time to time. This SOP will be updated based on the developments and the latest guidelines issued by the Government.

Warm regards,

Anil Kumar



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Effective Date :

This SOP shall be implemented with immediate effect based on the advisory issued by the Corporate Office from time to time.

Purpose :

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at all the Offices, Plants and Projects while preventing and containing COVID-19 in the workplaces, all Office premises and Township Colony.

Introduction :

This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders viz. Employees, Contractors, Suppliers, Customers, Contract Workers, Trainees, Visitors & Family members of employees. All precautionary measures are to be ensured at Offices/ Units/ Townships of NEEPCO. The SOP is prepared based on guidelines issued by the Central and State Government from time to time.





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NEEPCO CORE TEAM has been created at Corporate Office level to coordinate all efforts towards prevention and containment of spread of COVID-19.

NEEPCO Corporate CORE TEAM are as following:

P.S. Barthakur	CGM(HR)	9435339712,8787333727
J.N. Singh	GM(HR)	8132954087
Swaprakash Dutta	DGM(HR)	9435733480
N. K. Meitei	DGM(HR)	8787494482
Hemanta Baruah	DGM(HR)	9436632420

Responsibility of CORE TEAM

CORE TEAM is to be constituted at work Centers /Offices to coordinate efforts towards dealing with this crisis and ensure control the spread of COVID-19 at work place.

- ❖ Each Head of Project /Plant shall form a CORE TEAM at Project/ Plant level for ensuring compliance of SOP.
- ❖ Overseeing that each Administration Department of all office / project location ensure hygiene at work places, washrooms, water containers, etc.
- ❖ Overseeing that all the employees including contract workers are provided with PPE (Mask) and those employees including in the frontline officials (Doctors, Paramedics, Security, Cleaning Attendants) with Mask & Gloves.
- ❖ Ensure avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.

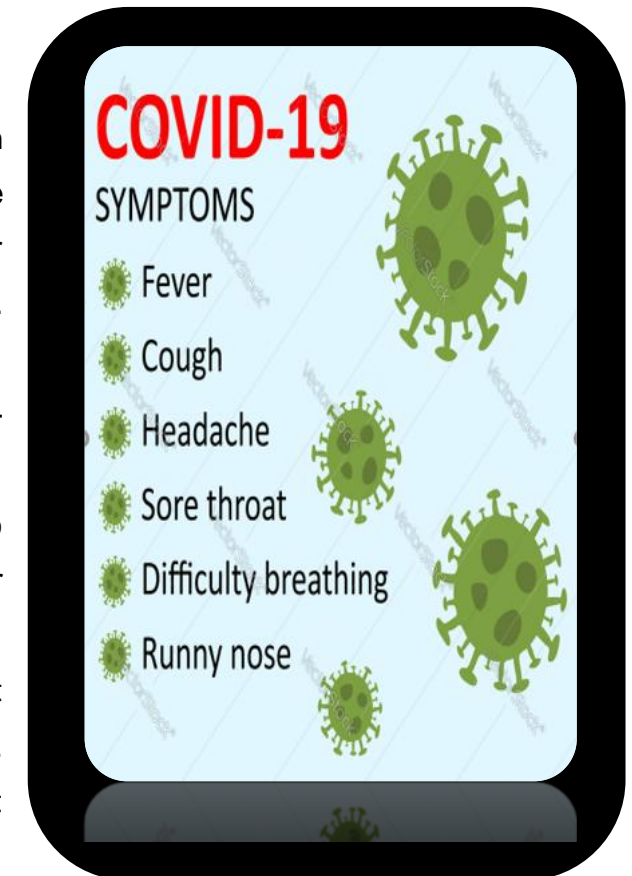




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RESUMPTION OF WORK

- ❖ The resuming of employees at work place will be done **in phases with timelines and dates**.
- ❖ Presence of employees at work place in a day should **not be more than 33% of total strength**.
- ❖ Concerned HoP at Project and HoDs at Corporate Office to take the decisions based on evolving situation and considering the work load/exigencies and operational requirements, the **minimum possible manpower required** for production, maintenance, coordination and other linked activities to be called for attending work place in order **to maintain social distance**. Working days/ working hours shall be decided based on the emerging situation.
- ❖ Each employee shall **self-declare their health status** as per the prescribed Performa (Self-Declaration Form).
- ❖ Evaluate each employee's health situation (based on self declaration). Permit employee to attend office only when the employee is healthy. Those requiring monitoring shall be referred for medical advice before resuming work.
- ❖ Persons having symptoms of fever, cough, vomit, diarrhoea, etc. should be directed to not resume work without proper joining advice / fitness certificate from the Medical Officer. Details of such employees to be shared with Head of Project at Project/Plant and HoD at Corporate Offices & Company Doctor or NEEPCO CORE TEAM.





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Install and use “AAROGYA SETU” mobile app

- ❖ Every employee, contract worker and out-sourced staff should register himself / herself in “**AAROGYA SETU**” mobile application, developed by Government of India for proper information and awareness about COVID-19.
- ❖ Before starting for office, they must review their status on the App and commute only if it shows ‘**safe**’ or ‘**low risk**’.
- ❖ If the status in the App shows ‘**moderate**’ or ‘**high risk**’, he should not come to office and **self-isolate for 14 days** till it shows ‘**safe**’ or ‘**low risk**’. The same should be informed to his controlling officer and the Core Team.





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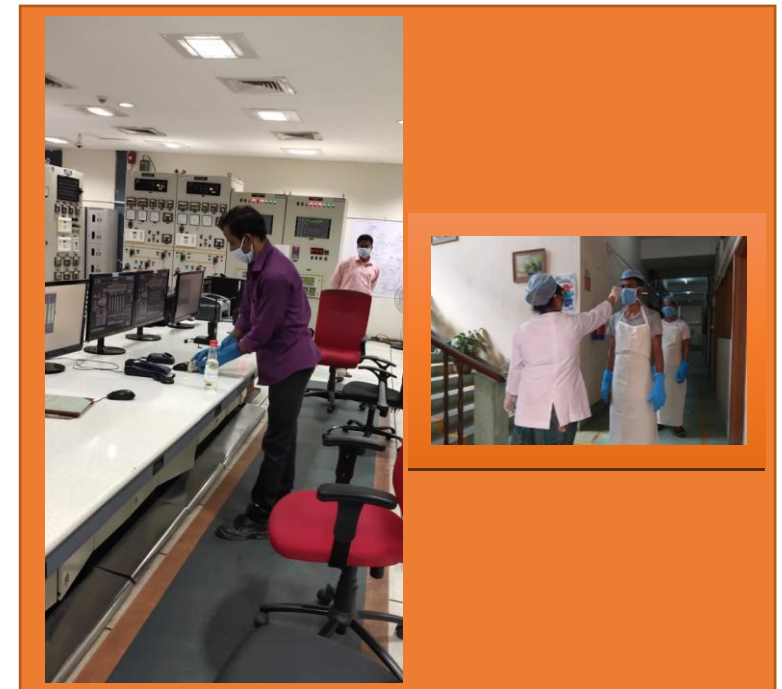
BEFORE RESUMPTION OF WORK



- ❖ **FUMIGATION** of the entire office premises, meeting rooms, conference hall, seating areas, gate, employee transport, other critical high contact areas, washrooms, toilets, canteen, hand wash areas, etc.

- ❖ **COMPULSORY THERMAL SCANNING OF EMPLOYEES IN THE FRONTLINE.**

- Every frontline official (employee, contract workers, security personnel cleaning attendant should be subject to digital thermal scanner by a trained staff (Security Personnel)
- If it is beyond 99°F (37.22 Degree Celsius), they will not be allowed to enter the work place. They will be isolated and their temperature taken again. In case the recorded temperature is still high then the person should be sent home immediately after informing the Core Team. Employee having body temperature above the prescribed limit must follow the prescribed protocol issued by the respective State Government.





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- ❖ **DISINFECTION AND SANITIZATION** of all common areas by properly PPE equipped in-house teams twice a day during 1st week and once a day from second week onwards for 12 weeks.
- ❖ **MAKE AVAILABLE ADEQUATE NUMBER HAND SANITIZER** : at all entrance, washrooms, seating areas. Storage of sanitizers should at a cool place far from hot work areas.
- ❖ **MAKE AVAILABLE SUFFICIENT QUANTITY OF PPE FOR EACH WORK CENTER / OFFICE** : Face mask, gloves, to each employee for maintaining personal hygiene.



- ❖ **ENSURE SAFE AND POTABLE DRINKING WATER:** Test the water quality and clean the water purifier/cooler they were unused during the lockdown
- ❖ **DISPLAY BOARD** regarding procedure for disinfection and also procedure of washing hands at least for 20 seconds to create awareness of all employees.



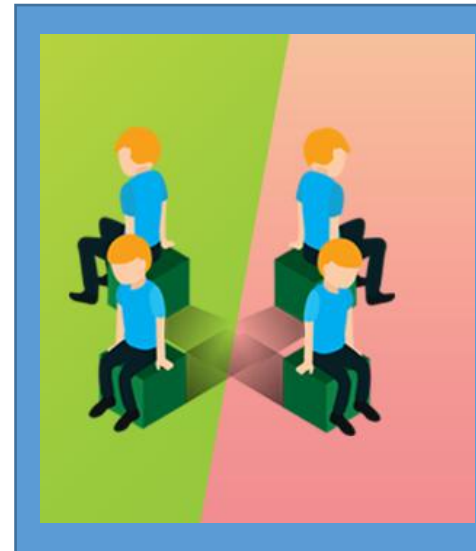


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DURING WORK:

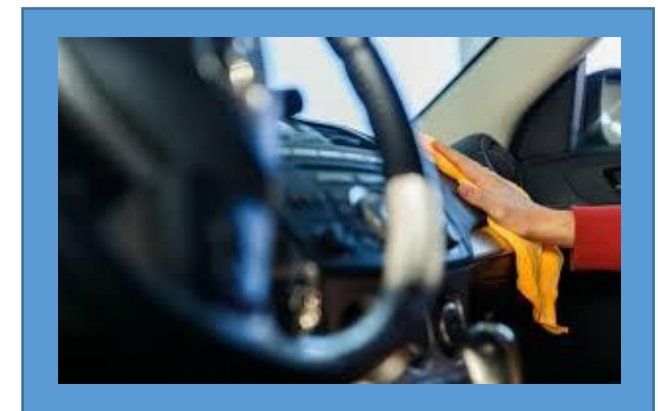
✚ Changed work method to be adopted:

- ❖ Divide Supervisors & Workmen into two Teams: Team A & Team B for all offices other than Power House operation on shift duty. They should attend to office as per roster made by the HoDs.
- ❖ Keep 1-hour gap time between shifts. Ensure deep cleaning/ sanitization between shifts, avoid crowding.
- ❖ Any employee having **Cough, Cold or Fever** must stay at home.
- ❖ Employees to work from their seats only and avoid going to other's seats.
- ❖ Avoid physical meetings as much as possible.
If unavoidable, maintain social distancing of minimum 6 feet.



✚ Travel and Transport:

- ❖ All vehicles to be disinfected prior and at regular intervals: Seats, steering wheels, floor, etc.
- ❖ Do not travel at contaminated areas notified by the state/ district authority.
- ❖ Keep Hand Sanitizer in each vehicle.
- ❖ Wear Nose Mask.
- ❖ Avoid non-essential Travels.





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During Entry and Exit of Office Premises, Projects/Plants.

- ❖ Face mask mandatory for all employees, visitors.
- ❖ Thermal screening compulsory:
 - Every employee, contract workers, visitors, suppliers, contractors should be subject to digital thermal scanner by a trained staff (Security Personnel)
 - If it is beyond 99°F (37.22 Degree Celcius), they will not be allowed to enter the work place. They will be isolated and their temperature taken again. In case the recorded temperature is still high then the person will be sent home immediately after informing the Core Team. **Person** having body temperature above the prescribed limit must follow the prescribed protocol issued by the respective State Government.
 - The person will be allowed to re-join work only after Doctor's advice.
- ❖ Ensure stoppage of any employee found having fever, cough with breathing problems.
- ❖ Every person entering gate shall sanitize their hands using hand sanitizer or washing their hands thoroughly.
- ❖ Employee shall not use biometric finger scan for recording attendance.





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At the Workplace

- ❖ **Awareness programme are** to be organized at regular intervals for personal hygiene, hand hygiene, use of PPE, social distancing etc
- ❖ **Use VC/Conference Calls.**
- ❖ During physical interaction, strictly adhere to the social distancing of minimum 6 feet.
- ❖ **Avoid** hard copy files/papers to the extent possible.



Guideline for Plant Colony Township

Responsibilities of residents:

- ❖ Employees/Residents including their family members should avoid unnecessary movements outside and adopt stay at home concept.
- ❖ Use Face mask whenever going outside home.
- ❖ Restrict the children and elderly persons inside the home itself.
- ❖ Try to avoid entertaining guests.
- ❖ Try to manage household works by family and avoid engaging maids / outsiders.

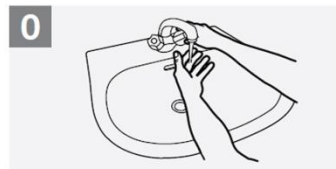


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How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds



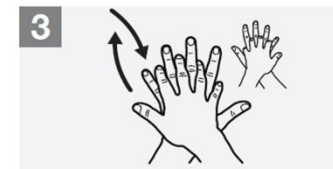
Wet hands with water;



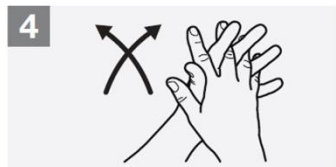
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



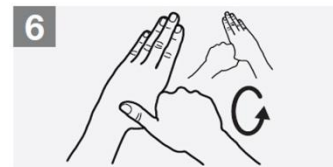
Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



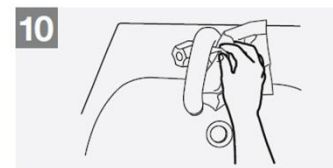
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



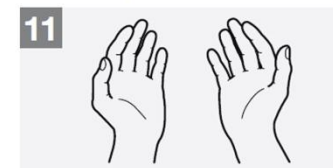
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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ADVISORY

