

ONGC Tripura Power Company Limited

(JV Company of ONGC, IL&FS, IIF - II and Govt. of Tripura)

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Date 20th March 2020

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

1. Thermal scanning at both Delhi Office & Palatana Site has been implemented. IFCI is conducting thermal scanning at its tower at Delhi Office and OTPC Management has arranged thermal scanning at site (both at main gate and within plant premises).
2. Sanitisation of Delhi office and plant commenced and is being done on regular intervals during the day.
3. All conferences / events / public gatherings suspended with immediate effect.
4. All prior tour approvals for domestic / abroad travel stand cancelled. However, it is pertinent to ensure domestic travel / tour (in case of emergency) for earliest restoration of Unit-1.
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 OTPC's website.
7. Following steps are being taken at site & 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 Palatana site.
 - c. Displayed awareness messages / videos at Palatana site, Delhi office & OTPC website.
 - d. All healthcare providers have been instructed to take protective measures at medical centre and at site
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 site 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 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 if 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, OTPC.


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