



HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula – 134109

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(Instructions regarding preventive measures on the lines of instructions issued by DHBVN on 21.03.2020)

From

Managing Director,
HPGCL, Panchkula

To

1. All Chief Engineers HPGCL
2. COA/CFO, HPGCL, Panchkula
3. SE/FTPS, Faridabad
4. Company Secretary, HPGCL
5. All FA&CAO, HPGCL
6. All Deputy Secretaries HPGCL
7. All Under Secretaries HPGCL
8. All Sr. Medical Officers/Medical Officers HPGCL

Memo No Spl-1/CE/Admn./HPGCL

Dated 21.03.2020

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

You may be aware that a number of Novel Coronavirus (Covid-19) cases has been reported in many cities in India. As of now, there is no drug or vaccine available to manage this disease. Hence, preventive measures becomes crucial to stop its spread.

As per advisories issued by Health authorities, Novel Coronavirus is known to spread from person to person. When an infected person coughs, sneezes or talks, he/she is likely to spread droplets containing the virus, which may settle on surrounding surfaces. Whenever a healthy person comes in contact with such surface, he/she may get infected. The safe distance is at least one meter to interact with any person.

Even though people of all ages can be infected by coronavirus (Covid-19) disease, older people and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill. Common signs of infection include fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Electricity is an essential service requiring extensive public dealing and field activities. The system needs to be operational round the clock. Therefore, it is extremely important that all Nigam employees take extra precautions in order to keep themselves safe. In this regard, it is hereby advised to meticulously adhere to the following guidelines for your own well-being and in the interest of our families and people:-

1. Strictly follow social distancing norms. Avoid physical contact with colleagues as well as members of the public. Ensure minimum distance of 1 meter from others.
2. Ensure proper cleaning and frequent sanitization of the work-place, particularly frequently touched surfaces like table, arms of the chairs, door knobs, latches, handles etc.
3. Keep the doors open as far as possible to eliminate the need to touch them for opening.
4. **Deleted**
5. **Deleted**
6. **Deleted**
7. **Deleted**
8. Staff should be advised to avoid public transport. Even when it is absolutely unavoidable, they should maintain social distance and ensure good hygiene as per above instructions.
9. Gatherings/meetings shall be avoided. Meetings, wherever necessary, should be held through video conferencing.
10. Workers' Unions & Employees Associations should be advised to refrain from calling meetings/gatherings, etc.
11. Correspondence should be undertaken on official email and physical movement of files and documents should be avoided, to the extent possible.
12. All Officers and staff should be instructed to immediately give intimation if any family member returns from foreign visit. Such employees should be advised to stay at home.

13. Avoid non-essential travel.
14. Officers/officials should not leave their headquarters without prior permission from their controlling officers.
15. Personal life: Please follow the guidelines regarding social distancing, hygiene etc. in personal life as well in all day to day activities right from morning walk till going to bed. Avoid attending social and religious functions, marriages, parties, funerals etc. All Nigam employees may also be sensitized to adhere to the advice.
16. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
17. If any official appears to be feeling unwell, he/she should be advised to seek medical assistance immediately. Guidelines issued by Ministry of Health & Family Welfare, Government of India are available at the following URL: www.mohfw.gov.in .

The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
18. Employees who are at higher risk i.e. pregnant women and employees who have serious underlying medical conditions, should be advised to take extra precautions and work from home.
19. Concerned CE will decide the strength of officials required in office for day to day work, on rotation basis, and those who can work from home without compromising on operational efficiency. The officials who work from home, are required to be available on telephone and electronic means of communication at all times and should attend office in exigency of work, when called for.

An indicative list of Dos and Don'ts, though not exhaustive, is enclosed as **Annexure - A** for wide dissemination.

Please ensure meticulous compliance of these guidelines by all Nigam employees working under your control.

This issues as per directions of MD/HPGCL.

DA/As above

Signed By
(Ashok Kumar Sehra)
CE/Administration
For Managing Director,
HPGCL, Panchkula

A copy of the above is forwarded to the following for information and necessary action:

1. CE/REO, HPGCL, Panchkula
2. SE/Tech., HQ, HPGCL, Panchkula
3. Xen/IT HPGCL Panchkula for uploading on website
4. All employees of HPGCL

Signed By
(Ashok Kumar Sehra)
Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

- i. Sr. PS to MD/HPGCL, Panchkula.
- ii. Sr. PS to Director/Generation, HPGCL, Panchkula.

Do's

- Maintain personal hygiene and safe distance of at least 1 meter from persons during interaction.
- Practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- Throw used tissues into closed bins immediately after use.
- Sneeze in the inner side of your elbow and do not cough into the palms of your hands.
- See a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- Wipe all the surfaces like door knobs, handles, railing, chairs, benches, table etc. with 1% Hypochlorite solution.
- Formula for preparation of Hypochlorite solution is mentioned below:-
 - a) Water 900 ml + 100 ml Hypochlorite Solution (if Sodium Hypochlorite Solution is 10%)
 - b) Water 800 ml + 200 ml Hypochlorite Solution (if Sodium Hypochlorite Solution is 5%)
- Clean the work area with disinfectant and ensure that water, soap and sanitizer are available in all wash room.

Don'ts

- Don't shake hands.
- Don't have a close contact with anyone, if you're experiencing cough and fever.
- Don't touch your face, eyes, nose and mouth.
- Don't sneeze or cough into palms of your hands.
- Don't spit in Public.
- Don't travel unless absolutely required.
- Don't participate in large gatherings, including sitting in groups at canteens.
- Don't visit gyms, clubs and crowded places etc.
- Don't spread rumours or panic.