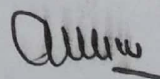


Subject: **Standard Operating Procedures (SOP) for Corona Virus (Covid-19)**

In order to mitigate the adverse effects of Coronavirus (COVID-19) and ensure disposal of important official business and assignments in NHA offices at HQ/Regions/Projects, the following Standard Operating Procedures (SOP) and measures are prescribed: -

- a. All Members and General Managers shall ensure that their offices are functional with minimum possible strength, wherever possible, officers and official shall be allowed to work from home till **15-06-2020**.
- b. They shall call minimum officers/staff required for disposal of important official business and assignments. It is important to mention that official business shall not stop.
- c. Female employees, normally, will not attend the office. In case of expressing requirement, concerned GM shall formally inform the DD (GS) at HQ & concerned Dir/DD/AD (Admn) in the Regions. They shall make necessary appropriate arrangements for their separate sitting arrangements and other measures.
- d. All officers/staff shall be available at the station of their duty. They shall not leave their station of duty without information and formal approval of leave.
- e. All officers/staff shall attend official calls on their mobile phones etc. as and when called.
- f. Any employee who is sick particularly having fever, cough, difficulty in breathing etc. shall not attend the office but immediately report to concerned CMO/ RMO for investigation and treatment under intimation to Officer In-charge.
- g. DD (Welfare-II) at HQ and concerned Dir/DD/AD (Admn) in the Regions/ Project offices shall designate only one entry/exit gate.
- h. No unnecessary visitor shall be allowed to enter NHA offices. If any visitor is required to visit any NHA office regarding official assignment, concerned GM will formally inform to the Security In-charge at the entry gate. He shall maintain record of all visitors.
- i. The Security Officer at HQ and Dir/DD/AD (Admn) in the Regions/Projects shall depute one dedicated official at the entry gate, who shall check temperature, sanitize the hands and ensure that officers/ staff and visitors entering the office are wearing the mask.
- j. Officers/officials attending the offices shall wear the mask, frequently wash their hands with soap during office hours.
- k. The concerned DD (GS) at HQ and Dir/DD/AD (Admn) in the Regions/ Projects shall make arrangements and ensure cleaning of offices/ washrooms after short intervals with disinfectants spray.
- l. The officers/staff shall ensure at-least six feet distance from each other in the offices/meetings.
- m. The DD (GS) at HQ and concerned Dir/DD/AD (Admn) in the Regions/ Projects shall make arrangements and ensure fumigation of offices/ washrooms etc. for disinfection on every Friday.
- n. The Canteens in the offices shall not be opened and remain closed till further orders.
- o. The Day Care Centre at HQ shall remain closed till further orders.



- p. The DD (GS) at HQ and concerned Dir/DD/AD (Admn) in the Regions/ Projects shall ensure provision and availability of thermal guns, sanitizers, soaps and disinfectants in the offices.
- q. The concerned DD (Revenue) shall ensure that all Operators at the Toll Plazas, Weigh Stations and Service Areas on National Highways and Motorways wear face mask and gloves.
- r. The DD (GS) at HQ and concerned Dir/DD/AD (Admn) in the Regions shall make arrangement and ensure availability of dedicated Lift Operators with sanitizer who shall allow one person at a time.

2. The earlier measures notified vide Circulars dated **31-03-2020** & **25-04-2020** and also information and directions in the shape of pamphlets shall also be adhered to.

3. The above SOP and measures are circulated for information, dissemination and strict compliance/implementation by all concerned.

4. Any COVID-19 positive case shall be immediately reported to the office of Member (Admn) and SOPs in this regard shall be immediately followed.


(Capt (R) Mushtaq Ahmad)
Member (Admin)

Distribution:

- All Members (HQ/Zones/MWs)
- All GMs (HQ/Regions/Projects)/Secretary NHA
- Dirs (Legal/Pers/Rect/Conf/MIS/LM&IS/HRD) HQ
- All Dirs/DD/AD Admn (HQ/Regions/Projects)
- All Deputy Directors (Revenue) NHA
- CMO/RMOs
- SPS to Chairman NHA

Copy to:

- Director (MIS) For uploading on NHA Website.