



**The National Gas Company of Trinidad and Tobago Limited**  
**Media Release**



**NGC initiates Business Continuity Plan (BCP)**

**March 19<sup>th</sup> 2020**

In response to the COVID-19 virus, NGC Group has taken the lead in operationalising its Business Continuity Plan (BCP) to circumvent the potential threat of the virus to its operations and by extension, our stakeholders and the country. NGC's BCP was developed in alignment with the World Health Organisation (WHO) and is focused on employee safety and operational fidelity across its group of companies. The BCP was activated on Jan 26 2020, and initial activities focused on raising the level of awareness of its employees around COVID-19 via signage throughout our facilities; through daily HSSE email alerts; the hosting of an all employee town hall with the company's doctor, which was streamed to desktops. NGC Group also increased sanitization of the workplace and placed hand sanitizers in all public spaces. Strict travel restrictions were immediately implemented with further travel declarations mandated consistent with guidance provided by the Ministry of Health.

Following the Government's announcement regarding the institutionalization of pandemic leave and updates of confirmed COVID-19 cases, NGC activated the following measures from its BCP:

- **Gas to power assurance** - The Company has taken its critical role in supply to power very seriously and has ensured that an uninterrupted gas supply is maintained so that T&TEC can maintain normal operations. NGC's upstream partners and gas suppliers are maintaining normal gas supply and no downtime is scheduled for our downstream customers. Downstream consumers have not indicated any plans to curtail operations. NGC will also continue to communicate its BCP to ensure that there is integration with upstream suppliers, downstream customers and other key stakeholders such as suppliers during this pandemic.
- **Communications** - NGC has reorganised its website to facilitate consistent information sharing from reliable sources and posts these on its website and social media platforms. This includes daily updates and a real time tracker system so that visitors to the website can see what the national and global response to COVID-19 is. Employees continue to receive daily email blasts utilising WHO information, MOH information, BCP recommendations and HSSE notices. NGC has started to provide regular updates to PLEA and ODPM on business continuity planning with suppliers, downstream customers and Utilities and other critical services. It will also support media houses in its programming to keep the wider public informed.

- **Shifts adjustment to maintain a safe and reliable gas supply-** At NGC's Tobago Gas Receiving facility, a new 14-day shift cycle was implemented for Trinidad-based employees. Staff rosters were developed to respond to trouble/emergency calls, and preventative maintenance on lines and facilities and critical maintenance continue. Leak surveys and pipeline corridor surveillance are rostered and are being manned continuously. At NGC's other major pipeline facilities, including the Beachfield hub, and main control rooms, the shift cycles were maintained. Emergency rations were also arranged. Similar adjustments are being made at subsidiary companies.
- **Work from Home Arrangements** - On Wednesday 18<sup>th</sup> March 2020, NGC executed a work from home arrangement for non-essential employees across its group of companies. In all circumstances alternative arrangements are being made to facilitate business continuity, including the use of technology such as Skype and Microsoft Teams for meetings. Essential services such as procurement, IT and security are being maintained with the safety and security of our employees.
- **Temperature Scanning** - NGC Group commenced temperature scanning of all persons entering its facilities and has restricted the number of visitors that can be accommodated. Those who visit company's facilities must fill out a travel questionnaire including employees who are required to report to duty. This action was out of an abundance of caution to ensure that critical sites are kept virus free. The Group continues to limit persons entering manned process facilities and project sites to those directly performing scheduled activities only. Employees who may have exhibited flu-like symptoms voluntarily self-isolated.

NGC President Mark Loquan noted, "This is an unprecedented epoch in the country's energy sector. In order to ensure workplace safety and maintain a safe environment for our employees and to also guarantee sustainability in this time, NGC through its BCP team, has chosen to take proactive steps. We remain committed to taking care of our employees, providing them with up-to-the-moment guidance and information so they can keep themselves and their families safe. We recognise the adversity that this extraordinary event is creating for all in the industry and the country; and more so globally. We are actively working with our industry partners, government agencies, and within our own internal policies, to offer additional support where necessary. We continue to monitor the ever-shifting situation and I thank our dedicated employees for commitment to keeping themselves and everyone we serve safe."

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