



**The National Gas Company of Trinidad And
Tobago Limited**

**GUIDELINES FOR MANAGING
SUSPECTED CORONAVIRUS DISEASE 2019
(COVID-19) CASES IN THE WORKPLACE**

DEFINITIONS

Asymptomatic – an individual producing or showing no symptoms

Symptomatic – an individual producing or showing symptoms

Self-quarantine - to refrain from any contact with other individuals for a period of time (such as, two weeks) during the outbreak of a contagious disease usually by remaining in one's home and limiting contact with family members.

WHAT IS COVID-19?

COVID-19, previously called the Novel Coronavirus, is part of a family of viruses that includes the common cold, SARS and MERS.

MOST COMMON SYMPTOMS OF COVID-19 INFECTION:

- Fever (38°C or higher)
- Dry Cough
- Shortness of breath
- Fatigue

Some persons may also experience:

- Aches and pains
- Runny nose
- Sore throat
- Diarrhea
- Vomiting
- In more serious cases, pneumonia, severe acute respiratory syndrome, kidney failure and even death

CASE MANAGEMENT GUIDELINES

The following guidelines are applicable to permanent and contract employees.

	Scenario	Employee Response
1.	Asymptomatic, with recent history of international travel.	(i) Immediate self-isolation away from the workplace for 14 days, with daily self-monitoring during the period. (ii) Complete the NGC self-declaration form. (iii) Free to return to work after 14 days have expired, once health condition remains asymptomatic.

	Scenario	Employee Response
2.	Asymptomatic, with no recent international travel history but has been in the physical presence of a member of their household, who has had a recent international travel history.	Same as for Scenario 1.
3.	Asymptomatic, no recent international travel history, but has been in the physical presence of someone that is a confirmed COVID-19 case.	Same as for Scenario 1.
4.	Symptomatic/flu-like symptoms, regardless of travel history, and is not a confirmed COVID-19 case.	<ul style="list-style-type: none"> (i) Immediate self-isolation away from the workplace for 14 days, with daily self-monitoring during the period. (ii) Complete the NGC self-declaration form, where applicable. (iii) Free to return to work after 14 days have expired, <i>fit for work by their personal doctor.</i>
5.	Confirmed COVID-19 case.	<ul style="list-style-type: none"> (i) Immediate self-quarantine away from the workplace. (ii) Complete the NGC self-declaration form. (iii) May return to the workplace after having obtained two (2) successive negative tests from CARPHA, with tests having been conducted a minimum of twenty-four (24) hours apart; <i>and,</i> (iv) Be medically evaluated by, and receive clearance to return to work from, the Company's Occupational Medical Specialist. <u>N.b.:</u> this requirement will apply only to permanent and contracted employees.
6	Workers of Contractors/Sub-Contractors	<p>As soon as the Contractor/Sub-Contractor, or his representative, is made aware of any of the abovementioned scenarios becoming applicable to a member of his workforce, he/she shall:</p> <ul style="list-style-type: none"> (i) Prevent the worker from working on or entering any NGC jobsite or premises for a minimum of 14 days. For symptomatic and confirmed persons, a medical fitness for work certificate shall be submitted as guided under Scenario 4(iii) and Scenario 5(iii), before they are permitted to return to the jobsite. Such fit for work certificates are subject to endorsement by the Company's Occupational Medical Specialist. (ii) Immediately inform the NGC if the worker, within the preceding 14 days, worked on or accessed any NGC location; or was in the physical presence of any NGC employee or other contracted persons involved in the works.

Notes: Where any person (employee or visitor) has been within an enclosed NGC space, whilst categorised as either a symptomatic or confirmed COVID-19 case:

- (i) The line manager shall make immediate arrangements for the space to be sanitised, with the assistance of the Manager, Facilities Maintenance Management. Access to these areas shall be restricted until sanitisation is completed.
- (ii) The line manager and Senior Manager, HSSE shall attempt to account for all persons at the workplace, who may have come into physical contact with the case, and guide them on self-monitoring.