

# CONSTRUCTION DEVELOPMENT CORPORATION LIMITED

## THIMPHU

### COMPREHENSIVE PREPAREDNESS AND RESPONSE PLAN FOR COVID-19 (SOP)

Company focal person in respect of all COVID-19 matters including dealing with all external stakeholders and agencies in connection with the COVID-19 issues is:

Mr. Kencho Tshering  
General Manager, Human Resource and Administration Division  
Thimphu  
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All employees and responsible person assigned in this Response Plan shall strictly adhere to and implement COVID-19 preparedness and response plan contained hereunder until formal order is issued

Sl. No.	Preparedness and Response Measures	Action	Responsible Person
<b>A</b>	<b>GENERAL</b>		
1	Communication and coordination for COVID-19 matter	<ol style="list-style-type: none"><li>1. Ensure implementation of COVID-19 preparedness and precautionary measures</li><li>2. Coordinate with Head Office and other relevant stakeholders</li><li>3. Keep record of all prepared and precautionary measures</li></ol>	<ol style="list-style-type: none"><li>1. GM, HRAD for Head Office</li><li>2. PE or PM (Head of project site)</li><li>3. Regional Managers</li><li>4. Unit Heads</li></ol>

2	Face mask and hand sanitizer	<ol style="list-style-type: none"> <li>4. Procure face mask and hand sanitizer and provide to all Units, Sites and Corporate Office</li> <li>5. Keep hand sanitizer at the main entrance of the Office</li> </ol>	<ol style="list-style-type: none"> <li>1. GM, HRAD</li> <li>2. PE / PM and RMs</li> </ol>
3	Guest register	<ol style="list-style-type: none"> <li>1. Maintain Guest register at the main entrance of Corporate Office / Region Office / Work Site and record name, address, mobile number, time-in &amp; time-out, etc of the guest, and who to visit in CDCL</li> </ol>	GM, HRAD Regional Manager PEs / PMs (For respective site)
4	Foreign travel and training	<ol style="list-style-type: none"> <li>1. Cancel all trainings, seminar, business travels, unless absolutely necessary</li> <li>2. Deferred all visits by foreign partners for business meeting</li> </ol>	Management
5	In-country travel	<ol style="list-style-type: none"> <li>1. Avoid all in-country travels</li> </ol>	Management and Unit / Project Heads
6	Meetings and discussion	<ol style="list-style-type: none"> <li>1. Avoid large gathering and meeting</li> <li>2. Reduced participants if meeting is necessary</li> <li>3. On-line discussion through social media, video conference, email etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Management</li> <li>2. Unit / Project Head</li> </ol>
7	Social distancing / physical distancing	<ol style="list-style-type: none"> <li>1. Maintain minimum of 1m distance between two individual</li> <li>2. Avoid unnecessary meeting and gathering</li> </ol>	All individual
8	Hand Wash Facility	<ol style="list-style-type: none"> <li>1. Provide water tank with sufficient capacity with soap at the main entrance of offices.</li> <li>2. All project sites should provide water tank with sufficient capacity with soap at the main entry point near actual work site and other strategic location</li> </ol>	Head of respective Unit / Project / Office

9	Out-pass and In-pass permit	<ol style="list-style-type: none"> <li>1. All Units / Projects where people living in colony / camp / group, the head of the unit / project should make out-going and In-coming pass to keep historical record of people (employees, including MR) going out of and coming into the site / colony / camp on daily basis.</li> <li>2. Going out and Coming In should be approved by the head of the Unit.</li> <li>3. Records can be maintained in the form of separate register</li> </ol>	<ul style="list-style-type: none"> <li>• Project Engineers or Project Manager as appropriate</li> <li>• Regional Managers</li> <li>• Unit Head</li> </ul>
10	Site Visit	<ol style="list-style-type: none"> <li>4. Restrict all visits from outsiders in team to construction site</li> <li>5. Visit to work site by client, vendors, relevant agencies to be discouraged</li> </ol>	PEs / PMs
11	Construction materials	<ol style="list-style-type: none"> <li>1. Stock up construction materials, HSD, spares parts etc for at least 3 months</li> <li>2. Stock up food essentials for at least 3 months</li> </ol>	PEs / PMs
12	Isolation room	<ol style="list-style-type: none"> <li>1. Keep one isolation room at each work site for emergency in case workers fall sick</li> </ol>	PEs / PMs
13	Medical Contact Number	<ol style="list-style-type: none"> <li>1. Provide contact details of nearest medical facility / staff to the employees</li> <li>2. Provide emergency medical number to the employees</li> </ol>	GM, HRAD PEs / PMs RMs
14	Sick and unwell	<ol style="list-style-type: none"> <li>1. If any employee or worker found sick or unwell, call medical professional and advise to seek medical help</li> <li>2. Immediate officer segregation if patient is symptomatic</li> <li>3. Provide necessary assistance</li> </ol>	<ol style="list-style-type: none"> <li>1. Head of respective Office, Project</li> <li>2. All individual</li> </ol>

<b>B</b>	<b>SPECIFIC</b>		
1	Work detail	Excavation of exploratory drift for Nyera Amari hydroelectric project: Location: Martsala, about 3 km in the forest from nearest motorable road between Bhangtar town and Martsala village	
2	Contact Details	Project Engineer: Karma Dorji Mobile:17818643 Email: <a href="mailto:karma.dorji@cdcl.bt">karma.dorji@cdcl.bt</a>	
3	Movement	<ol style="list-style-type: none"> <li>1. No workers will be allowed to go away from the work site</li> <li>2. No outside people shall be allowed at worksite except those permitted by COVID 19 Task Force</li> </ol>	Project Engineer
3	Safety protocols during work	<ol style="list-style-type: none"> <li>1. Always put on face mask</li> <li>2. Maintain social distancing</li> <li>3. Use hand sanitizer</li> <li>4. Do not interact with outsider</li> <li>5. Use complete PPEs</li> </ol>	
4	Daily essential	<ol style="list-style-type: none"> <li>1. Do not obtain daily essentials, food commodities directly from the market</li> <li>2. All requirement of daily essentials to be obtained through COVID 19 TF approved volunteers</li> </ol>	
5	Emergency issues	Contact following under intimation to Head Office <ol style="list-style-type: none"> <li>1. Contact area COVID 19 Task Force</li> <li>2. Contact nearest health Center</li> <li>3. Contact local authority</li> </ol>	