



CHAPTER 1

PROTOCOL FOR REACTIVATING

CONSTRUCTION, OPERATION AND MAINTENANCE PROJECTS AND ADMINISTRATIVE PROCESSES FOR THE COVID19 EMERGENCY



Life
First

*Back to work,
taking care of me and taking care of you!*



PROTOCOL FOR REACTIVATING CONSTRUCTION, OPERATION AND MAINTENANCE PROJECTS AND ADMINISTRATIVE PROCESSES FOR THE COVID19 EMERGENCY



TGI
Grupo Energía Bogotá



Grupo
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Bogotá



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Grupo Energía Bogotá

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This protocol establishes the actions and measures to **reduce exposure and contagion** when carrying out administrative activities, operations and maintenance and projects for our personnel, our contractors' personnel and in the areas of influence of our operations, by **SARS COV-2 COVID-19**

REFERENCE FRAMEWORK

- OSHA Guidelines 3990, 3992, 3993 - Guidelines on Workplace Preparedness for COVID-19
- Guidelines by the National Institute for Safety and Health at Work (INSST)
- Guidelines from Centers for Disease Control and Prevention (CDC)
- GIPG17 Guidelines - Guidelines for Reducing the Risk of Exposure and Transmission of SARS-CoV-2 (COVID-19) in Industrial Activities in the Energy Mining Sector
- Joint Circular 001 of 2020 from the Ministry of Health and Social Protection, the Ministry of Labor and the Ministry of Mines and Energy - Health measures to be considered in the different stages of the logistics and production chain in the mining and energy sectors
- Joint Circular 003 April 8, 2020 Ministry of Health and Social Protection Ministry of Labor and Ministry of Transportation - Preventive and Mitigation Measures to reduce exposure and transmission of acute respiratory infection caused by the Coronavirus COVID-19, aimed at protecting the health of workers in the sector in the development of our projects and operations
- Joint Circular 004 of April 9, 2020 - Ministry of Health and Social Protection, Ministry of Labor and Ministry of Transport; Preventive and Mitigation Measures to contain COVID-19 water respiratory infection for drivers and operators of the logistics chain of land and fluvial cargo transport; companies and drivers of public service of ground automotive passenger transport by road, special, individual, mass, collective, mixed, cable transport, land transport terminals; railway transport, management entities and concessionaires of mass transport systems

This protocol was designed based on these guidelines and contains the **contingency measures in the different work fronts** (construction project development works and/or operation and maintenance (O&M) of the assets in operation), as well as supporting processes (administrative activities), including our contractors' activity, **early detection schemes, industrial safety, hygiene and biosafety of areas and equipment, programming and prioritizing activities, shifts, transport and mobility, among others.**

All measures, actions and guidelines indicated in this document **are subject to modification and updating according to the regulatory framework established by the national government, international standards, the World Health Organization (WHO), among others**, as well as the best practices observed in the most successful countries in controlling the spread of the virus and to be evaluated and implemented in our operations.

Finally, for ongoing projects and activities to reactivate our operations, these must be coordinated between the contract supervisor, the area manager and the corresponding project manager and supported by the support areas (Occupational Health and Safety, Social and Environmental), The Operations Management, Area Maintenance Departments (for TGI) are responsible for permanently monitoring **compliance with the Actions and Measures defined in this protocol**. Likewise, the Operation and Maintenance Department is responsible for ensuring compliance with these actions and measures in O&M activities.

At the administrative level, responsibility for compliance with these measures lies with the **Administrative de Services Department or Infrastructure and Services Management**.

1. General prevention measures

Following the guidelines set forth in OSHA Guideline 3990 and 3993E - Guidelines for Preparing Workplaces for COVID-19.

During a COVID-19 outbreak, when it may not be possible to eliminate the risk, the most effective protective measures are (listed from most effective to least effective): engineering controls, administrative controls and safe working practices (a type of administrative control) and the use of Personal Protective Equipment (PPE). **Annex 1 - PPE matrix for COVID-19 by risk of exposure** In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.– Control hierarchy- Fig. 1

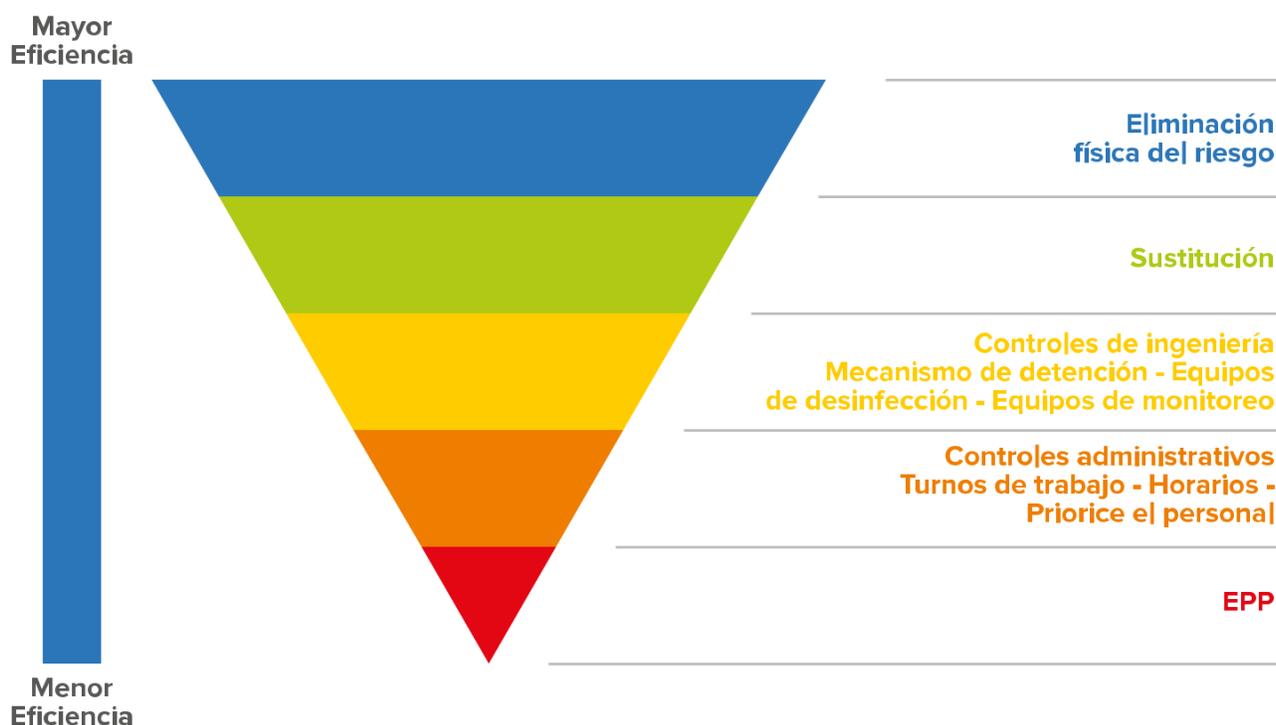


Figure 2. Control Hierarchy of Safety and Health at Work

"The risk of occupational exposure to SARS-CoV-2, which causes COVID-19, during an outbreak, can vary depending on the level of exposure.

Based on OSHA 3993S, the level of worker exposure to COVID-19 is determined at four levels: very high, high, medium and low.

Due to the nature of the construction work sites (work sites in remote locations with a low presence of external personnel), most of Grupo Energía Bogotá's, TGI's and subsidiaries' direct workers, as well as their contractors, will be classified as having medium exposure risk. (Fig. 2)



Figure 2. Classification of level of risk of exposure of COVID-19

The best way to protect employees from risks is to remove them completely from their high-risk work environment, or at minimum, keeping them away from the risk factor. Remote work (working from home) is the best option recommended by the World Health Organization for administrative roles, as established in **Chapter 2. Working from home measures for employees of GEB, TGI, contractors and their subsidiaries**. However, when the nature of the workers' activities does not allow for them to be carried out remotely, the actions of **Chapter 9. Measures to minimize the spread of COVID-19 in administrative processes and sites** or **Chapter 10. O&M of substations** or **Chapter 11. O&M of gas compression stations and operative centers**.

Regarding the roles and responsibilities of leaders, employees responsible for personnel or administrative and operational processes, they should monitor compliance with the strategies to be followed by employers and employees provided in:

- A. Circular 0017 issued by the Ministry of Labor on February 24, 2020
- B. Guidelines of the GIPG17 Guidelines for the Reduction of Risk of Exposure and Infection of SARS-CoV-2 (COVID-19) in Industrial Activities in the Mining and Energy Sector and Joint Circular 001 of 2020 - Health Measures to be Considered in the Different Stages of the Logistics and Production Chain in the Mining and Energy Sectors.

The details of the controls established for the different processes, including general measures, specific measures and responsibilities are outlined in **Annex 2. Checklists Measures to reduce the risk of COVID-19 infection in different scenarios**.

Contractors are responsible for ensuring, initially, compliance with these controls, which must be set out in the implementation plan of this protocol and approved by the GEB/TGI OSH teams, prior to the release of the reactivation of operations. Contract supervisors must ensure compliance with this point. **Chapter 3. Measures to minimize COVID-19 infection on operational fronts**.

- C. Provisions established in this protocol

A census of employees of the direct staff of GEB/TGI is necessary; likewise, each contractor must present, prior to restarting activities, the corresponding census of workers who will be part of the execution of the project. Such census must include the following variables:

name, emergency contact person, age, past history of illness including: lung disease, heart disease, high blood pressure, kidney disease, diabetes, or immunosuppressive diseases such as cancer, previous transplant, and lupus, among others, as well as being pregnant (if applicable), relationship to family members (people with whom he/she lives and if he/she lives with people over 65), EPS and ARL to be recorded in Annex 18: COVID 19 operations census of GEB TGI.

This census will be recorded by GEB/TGI in the application or in the established formats, to generate sociodemographic analysis and to have consolidated information in an efficient way in case of identifying suspicious and/or confirmed cases and to immediately implement epidemiological closures.

All persons identified who meet any of the above parameters will be prioritized so that they can be isolated in their homes for a mandatory and indefinite period of time to reduce the risk of infection.

Inform these employees about the increased risk faced by those with these diseases and recommend that special care be taken and that GEB and TGI be informed immediately through the channels provided for this end, and as well as inform their EPS if they have the symptoms. Employees should download the **CORONAPP** provided by the national government through the following link <http://url.ins.gov.co/0vh1s> to report their health status on a daily basis. The scope of the census will limit access to operating stations (compressors, operational centers)

The scope of the census will limit access to operating stations (compressors, operational centers). Similarly, preventive measures in the home will be reinforced for workers belonging to vulnerable groups, who must strictly comply with the indications provided by the health authorities.

- Leaders must immediately inform via the channels set up by the company for this purpose if their teams and/or operations under their responsibility have any employees who show any warning signs and symptoms or any other of the conditions listed in **Annex 3 Self-reporting of health conditions and immediate family**
- Take care of your health and that of your co-workers, following cleaning and disinfection recommendations for surfaces and objects, **Chapter 4. Cleaning and disinfection measures of areas** as well as those that are implemented on each of the work sites as indicated in **Chapter 3**
- Respiratory etiquette recommendations and greeting etiquette, handwashing, social distancing, use of face mask or mask **see Annex 4. Infographics**
- Promote the use of technology tools for meetings or those that are necessary, which are carried out in open or well ventilated spaces, always maintaining a distance of at least 2 meters between people and carrying out previous and subsequent cleaning and disinfection of the surfaces and objects used; it is mandatory for all attendees to wear a face mask
- Attend training and comply with the prevention measures in COVID-19 given by the relevant companies and encourage the assistance of their employees.
- Communicate risk prevention measures to employees, contractors and generate a two-way information flow with employees
- Adopt flexible shifts to reduce the social interaction of workers, have a lower concentration of workers in work environments, better air circulation and reduce the risk of exposure associated with the use of public transportation during peak times or in areas of high flow of people and reduce the risk of infection from transport services and machinery provided for the operation of the business. **See Chapter 5. Specific measures for transportation.**





2. Mitigation measures for SARS-COV-2 infection

In a case with suspicious symptoms for COVID-19 it is necessary to activate the decision-making against **flowchart 2. Employee with suspected case Symptomatic. Annex 5** and activate the MEDEVAC for the same disease.

General recommendations for the attention of a suspected case:

1. The employee is in a state of vulnerability, therefore, avoid exposing him/her to his/her colleagues and maintain the confidentiality of the case at all times, remembering the protection of personal data and medical information.
2. Check that you have your biosafety equipment before coming within 2 meters of the employee, provide him/her with a face mask, and arrange for this person to get to a health care or isolation area previously designated, where he/she can be comfortable and safe while the MEDEVAC is activated. The health care area should be a space within each work site designated to provide health care to those who may have symptoms. This space should have, as a minimum, a place to sit, disposable face masks, antibacterial gel, alcohol, drinking water for consumption, with a well-ventilated environment and a first aid kit. At work sites where closed and semi-closed spaces are available, a place should be designated where people with symptoms related to COVID-19 can be temporarily kept in isolation while the person is being moved to their home, and if this is not possible, a place should be designated where isolation can be guaranteed.
3. Check the information provided in the self-report of health conditions and identification of immediate family. **Annex 3.**
4. The health status of the employee should be monitored on a daily basis.
5. Tests will be taken when available according to **Chapter 6. Flowcharts for test-taking, follow-up and informed consent.**
6. The occupational safety and health areas should be informed of the results of the tests at: GEB **reportesalud@geb.com.co** and TGI: **reportesalud@tgi.com.co**. This report must be submitted in the form provided by the Ministry of Health; this measure includes contractors.
7. Report to the ARL, taking into account the following documents: FUREL filing and positive COVID-19 case; single form of occupational disease report; current work contract; certificate of positions and functions specifying the date of entry, positions effectively held in the company, including description of functions and current position with schedule. If the worker is on mission, certify the work order detailing the city to which he/she is being sent, dates of travel and time that he/she will be in that city, as well as the work to be done and the place of execution of said work.
8. The supervisor and the professional SST GEB/TGI shall conduct a post-disability or reinstatement test for COVID-19 to authorize the return to work. If this is not possible, the certification must be provided by a physician duly registered with RETHUS, stating that the worker has recovered from COVID 19.
9. Develop a mutual support plan if there are other contractors in the same area, to respond to partial or complete closure of construction sites or in the case of severe limitation of site operations, to detect symptoms associated with COVID-19.

10. Collect as much information as possible to identify possible contacts, such as transportation plans, records, maps of workplaces and people flows, the possible contacts this person may have been with in the 14 days before showing symptoms.
11. Employees who meet the definition of contact with the suspected person will be informed that they must remain in preventive isolation. **Annex 5**
12. Isolate staff who are in areas where the employee that tested positive was in contact.
13. Temporarily close all areas where the person has been in the last 72 hours. Include any items that the person may have come into contact with. Carry out the cleaning and disinfection process in accordance with the protocol established according to the activity carried out and which was previously approved by the contract supervisor and the SST GEB/TGI professional and its subsidiaries, before allowing the re-entry of other people into the area or according to the guidelines of the Ministry of Health and Social Protection. **See Chapter 4**
14. Immediately notify the local authorities and (municipal or departmental health secretariats) through the lines provided and act according to their recommendations
15. Implement the communications actions for this phase. **See Chapter 7. Communication and crisis management**
16. Follow-up and support the workers and their families. **See Chapter 8. Orientation guideline for families facing COVID-19**

3. General measures for support, operation and CPC control center administrative processes

3.1. Measures for the administrative areas (73rd Street and 72nd Street buildings and administrative headquarters in the different regional offices)

The best way to protect employees from risks is to remove them completely from the work environment, or at least keeping them away from the risk factor. Remote work (working from home) is the best option recommended by the World Health Organization (WHO) for administrative roles, as established in **Chapter 2. Working from home measures for employees of GEB, TGI, and their subsidiaries**. However, when the nature of the workers' activities does not allow for them to be carried out remotely, the actions of **Chapter 3 should be implemented. Measures to minimize the spread of COVID-19 in administrative processes and sites**.

3.2. Measures in control center operation processes

a. Measures for the control center (operation)

- Availability of water dispensers for handwashing, soap and hand-drying paper, with their respective containers for final disposal at the company's facilities.
- Installation of 70 percent alcohol gel points at the entrance and within the main and alternate control centers, as well as in the substations owned by Grupo Energía Bogotá, as well as in TGI's backup centers. Also, basins with a lid and pedal will be supplied so that cleaning waste can be deposited in there.
- Limit the access of personnel to the floors where the control center and the operation and maintenance equipment are located.
- Map personnel with critical functions and organize replacements and protocols and mitigation measures that include the provision of exclusive door-to-door transportation arrangements for each operator.
- To have the updated personnel lists of each of the floors to identify the location and contacts of the people.
- Promote handwashing and disinfection of surfaces following **Chapter 4. Cleaning and disinfection measures of areas**
- Application of **Annex 3. Self-reporting of health conditions and immediate family**, prior to entering the work center to be reviewed by the Safety and Health at Work departments. Entrance will be allowed if the survey does not show any warning situations and if the temperature to be taken prior to entry is below 37.5°C. **Note: applies to contractors.**
- Carry out a census of personnel in the Operation and Maintenance area, which will be recorded in the application or formats prepared to generate socio-demographic analysis and have consolidated information in a quick manner in the event of suspected and/or confirmed cases being identified, and immediately implement epidemiological closures.
- According to the census, which will serve for the Epidemiological Surveillance System to be implemented during the execution of the activities, the individual risk of employees (own and third parties) will be determined.

- **Employees with the following conditions:** being over 60 years old, having a clinical history of lung disease, heart disease, high blood pressure, kidney disease, diabetes or immunosuppressive diseases such as cancer, previous transplant and lupus, among others, as well as being pregnant, their priority to work from home should be evaluated.
- Employees showing symptoms should immediately report them to the national and local authority hotlines.

b. Operation and maintenance of the infrastructure

For the operation of substations, refer to **Chapter 10. Substations O&M**

For gas compression stations, refer to **Chapter 11. O&M of gas compression stations and operative centers**

c. Contention measures and mitigation of cases

Identification of isolation areas for suspected and positive cases at GEB-TGI offices and operational centers.

Bogotá:

- **Calle 73:** consult office floor 4 and meeting rooms per floor
- **Calle 72 18 floor:** closed office engineering department and meeting rooms per floor
- **Calle 76:** Diana Ospina office (summer)
- **Calle 26:** empty office for retiree services

Neiva: meeting room

Pereira: meeting room

Riohacha: meeting room

Valledupar: meeting room

Mocoa: meeting room

Gas compression stations and operative centers: meeting rooms

If there is a non-critical positive case of any personnel in the administrative offices, except control center operators

The operation will be transferred to alternate sites as follows:

- **Calle 72:** alternate site calle 73
- **Calle 73:** alternate site Nido
- **Nido:** alternate site Calle 72

- Evacuate all personnel from the location where the case was reported (check the immediate contact circle and report it to the Ministry of Health).
- Perform hospital-level decontamination (high-level disinfection) of the floor, bathrooms and common areas of the building or offices.
- Normalization of the operation in the area 60 minutes after disinfection

If there are positive cases in some operators at the control centers

- Transfer the operation to the alternate control center
- Evacuate all personnel from the building or offices (check the immediate contact circle and report to the Ministry of Health)
- The operator shall be placed in home isolation for 14 days.
- Perform hospital-level decontamination of the floor and control center, bathrooms and common areas of the building or offices (high-level disinfection).
- Normalization of the operation in the area 60 minutes after the disinfection is completed

If there is a positive case of any of the operators of the substations or gas compressor stations or operational centers:

- Evacuate all personnel of the Substation (check the immediate contact circle and report to the Ministry of Health).
- The operator shall be placed in home isolation for 14 days.
- Perform hospital-level decontamination (high-level disinfection) of the equipment and areas.
- Keep control center operators informed in the event that the transfer of the operation is necessary.
- Normalization of the operation in the area 60 minutes after the disinfection is completed.

If there is a positive case of any of the administrative employees and operators of the gas compression station substations, ECG; operational centers, CO; or main control center, CPC, at the same time shall:

- Transfer the operation to the alternate control center.
- Evacuate all officials from the building or offices where the case occurred.
- Perform cleaning and hospital-level decontamination (high-level disinfection) of the equipment and areas.
- Normalization of the operation in the area 60 minutes after the disinfection is completed.

If there is a positive case of any of the administrative employees and operators of the substations or gas compression stations or operational centers:



- Contaminated personnel are to be isolated for 14 days (check the immediate contact circle and report it to the Ministry of Health).
- Evacuate all officials from the building or offices where the case occurred.
- Perform cleaning and hospital-level decontamination (high-level disinfection) of the equipment and areas.
- Keep control center operators informed in the event that the transfer of the operation is necessary.
- Normalization of the operation in the area 60 minutes after the disinfection is completed.
- The socialization of this protocol with the territorial authorities will be carried out according to what is established in **Chapter 12. Guidelines for relationships with authorities in the areas of influence of GEB, TGI and subsidiaries.**
- Guidelines for relationships with authorities in the areas of influence of GEB, TGI and subsidiaries.
- For Talent Management matters, refer to **Chapter 13. Guidelines for Talent Management - Change management**

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- Chapter 2.** Measures and care at home for the employees of GEB and TGI
- Chapter 3.** Measures to minimize COVID-19 infection at operational sites.
- Chapter 4.** Cleaning and disinfection measures of areas
- Chapter 5.** Specific measures for transportation
- Chapter 6.** Flowcharts for test-taking, follow-up and informed consent
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- Chapter 9.** Measures to minimize the spread of COVID-19 at administrative processes and sites
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- Chapter 13.** Guidelines for Talent Management - Change management

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- Annex 1.** Personal Protective Equipment (PPE) Matrix for COVID-19 due to risk of exposure
 - Annex 2.** Checklists Risk Measures for the reduction of the risk of infection due to COVID-19 in different scenarios
 - Annex 3.** Self-reporting of health conditions and immediate family
 - Annex 4.** Infographics
 - Annex 5.** Flowcharts: Employee with suspected case Symptomatic
 - Annex 6.** GEB and TGI Covid-19 Census
 - Annex 7.** Case follow-up form
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