

# Plan of Measures

**for the case the COVID-19 virus epidemic is  
declared and Transgaz health and activity is  
affected**

**Approved by Resolution no. 11/13.03.2020**

Revision 19.05.2020

## **MAIN COORDINATES:**

- **MITIGATING EFFECTS ON THE EMPLOYEES' HEALTH AND SECURITY**
- **SAVEGUARDING THE CONTINUITY OF THE GAS TRANSMISSION SERVICES AND NTS SECURITY**
- **SAFEGUARDING THE SECURITY OF THE COMPANY'S OBJECTIVES**

# 1. MITIGATING EFFECTS ON THE EMPLOYEES' HEALTH AND SECURITY:

## 1.1. Technical-organizational measures to restrict the virus spread to the company (1):

- *Monitoring and tracing sick or sick suspicion personnel in the context of an epidemic, including getting in contact with the personnel absent unexpectedly:*
  - ❖ The managers will ask the subordinated personnel to fill in the questionnaire under Annex no.1, namely, to answer the following questions:
    1. *Have you traveled abroad or inside the country to localities in areas officially declared to be affected by COVID-19 (red area) or to areas other than those with extended community spread (yellow area)?*
    2. *Have you got into direct contact with people suffering from Coronavirus COVID-19 infection in the vicinity of your home, at work, visiting medical units or other types of locations during the last 14 days?*
  - ❖ The managers will make subordinate personnel aware of the need that whenever they find out about potential or proven cases of infection and have been in contact with such cases or when such cases may be related with the company's personnel, they request the questionnaire (Annex No. 1) to be filled in;
  - ❖ The questionnaire will also have to be filled in whenever cases of infection or quarantine / isolation of persons in the area of the business activity are announced in order to identify the employees who may have been or were in contact with such persons.
  - ❖ If the answers to the questions in the questionnaire will be affirmative, the authorities will be called at the emergency number 112 in order to establish the necessary specialized measures;
  - ❖ In these cases, the measures to be taken will be as indicated by the competent authorities;

## 1.1. Technical-organizational measures to restrict the virus spread to the company (2):

- Establishing measures to reduce unnecessary contacts within the company, among its own personnel as well as between its own personnel and the public / third parties. In this regard, no third parties shall not be allowed on Transgaz' premises unless it is required and provided that at least the following measures will be implemented:
  - An appropriate place shall be set up on the ground floor of Transgaz' Regional Operating Centres' offices / sectors, as close to the entrance as possible, where third parties will be received for regular activities (mail correspondence, requests for approvals, working meetings);
  - Third parties entering Transgaz' premises:
    - shall be disinfected at the premises' entrance by disinfectants applied on their hands;
    - shall wear a protection face mask;
    - shall be subject to epidemiological triage by having their body temperature measured before entering the headquarters. Third parties with a body temperature above 37.3 C shall not be granted access and they shall be recommended to be examined by the family physician.
  - Third party access shall be allowed only along the route Gate - Specially arranged place, without access to other work or administrative facilities within the respective offices;
  - It is recommended for third parties to make electronic payments, at the locations where there is such possibility (e.g. endorsement fees, etc.);
  - as far as possible contact with third party personnel will be avoided, all scheduled meetings and meetings that can be held in this regime will be organized online;
  - Third parties who will request access to the facilities and administrative offices of TRANSGAZ, will fill in under their own responsibility Annex no. 2;
  - For the service of the third party personnel, but also for its own employees, at the entrance of all the administrative offices containers (dispensers) with disinfectants will be installed.
- Trip restriction particularly if such trips involve border crossing, as well as travel to areas where infections has been announced;
- Ensuring at work there are enough materials necessary for personal hygiene, for keeping buildings clean, for cleaning protective and work equipment;

## 1.1. Technical-organizational measures to restrict the virus spread to the company (3):

- Take the official hygienic – sanitary measures promoted by the authorities;
- Promote materials prepared by authorities and provided by the Ministry of Health and the Department for Emergency Situations, by displaying such materials to be visible; (Annexes 4-7);
- Encourage the personnel to return to work as soon as the health state has improved and/or the quarantine period has elapsed;
- The air conditioning shall be avoided as much as possible. The nebulization and disinfection of the air conditioning installation shall be ensured by the specialized departments, according to the manufacturer's instructions and outside the working hours;

**In charge: Managers** pursuant to Annex no. 3 Administrative Department

**Deadline:** during the period recommended by authorities

- All Transgaz' personnel will be provided with the necessary disinfecting materials allowing for a proper framework for an effective disinfection both of the personnel and of the places where they operate;

**In charge:** Sectoral Procurement and Contracting Division  
Directors of the Regional Operating Centres and of Medias Subsidiary  
Supply Department

**Deadline:** during the period recommended by authorities

- The administrative personnel in charge with the cleaning and sanitation of the work places will be trained in how to use the disinfectants and in the frequency of disinfecting the allocated space.

**In charge:** Administrative Department

**Deadline:** achieved

## 1.2. Information and training in general hygiene-sanitary measures (1)

- ***Informative materials displayed in crowded areas (with high traffic) and provided to the company's personnel during training sessions***

### **CORONAVIRUS 10 RULES TO FOLLOW**

1. Wash your hand frequently
2. Try to have not contact with people with acute respiratory infections
3. Don't touch eyes and mouth with the hand
4. If you sneeze cover your mouth
5. Take antiviral drugs only if your doctor has prescribed them to you
6. Clear surfaces with chlorine-based or alcohol-based disinfectants
7. Use the mask only if you suspect to be infected or will support people infected
8. Items received from China are not dangerous
9. Pets can't spread the new Coronavirus
10. Call 112 if you have a fever, cough or you have travelled to countries with confirmed coronavirus infected persons. Please notify the dispatcher of this.

**★ The employees having respiratory symptoms will not come to work to protect the colleagues. In such case, it is necessary to phone call the family physician and to obtain a medical certificate.**

## 1.2. Information and training in general hygiene-sanitary measures (2)

- Employees shall undergo mandatory epidemiological triage by having their body temperature at the entrance / start of the work shift. This activity will be performed according to the Instructions approved for this purpose (Annex 11).
- Employees with a body temperature above 37.3 C shall not be granted access and shall be recommended to be examined by a family physician.
- Employees shall sanitize their hands when entering the premises / starting the work shift by applying hand sanitizer;
- Employees shall wash their hands often / day with soap and water and will use sanitizer after washing their hands;
- Employees shall use the protective masks in all enclosed spaces. The mask must cover the mouth and nose, according to the instructions in Annex 5 on the correct use of the protective mask;
- Employees shall daily sanitize the surfaces and objects they touch in the office with alcohol-based solution (desk surface, keyboard, telephone, etc.).
- Employees shall frequently ventilate the rooms where they work;
- Touching the eyes, nose and mouth with unhygienic hands shall be avoided;
- The mouth and nose shall be covered in case of sneeze or cough, in the elbow pit or in the paper towel that is immediately disposed of in the garbage can;
- Antiviral drugs and / or antibiotics shall not be administered unless prescribed by a physician;
- Common areas (bathrooms, toilets, railings, door and window handles, elevator buttons, floor hallways, stairs, entrance areas to buildings) shall be sanitized daily.
- The cleaning of office floors shall be ensured and their disinfection shall be ensured at least once a week and whenever it is needed.

## 1.2. Information and training in general hygiene-sanitary measures (3)

- Employees shall meet the social distancing requirements recommended by the authorities by keeping 1.5 m distance between people in all public areas, avoiding crowded areas and common areas, as well as forming groups of more than 3 people.
- Direct contact between people in common areas shall be limited to a maximum of 15 minutes.
- The office spaces shall be arranged so that the physical distance of at least 1.5 m between the employees can be maintained.
- A number of people who can work in the same room (50% of the number of employees working in the same office) shall be established, with back-back or back-front set-up. For offices with face-to-face set-up, plastic partitions shall be installed.
- Lunch breaks shall be taken in phases, meeting the distancing requirements, i.e. of at least 1.5 meters between employees;
- Employees shall avoid contact with people who are suspected of acute respiratory infections;
- Employees are obliged to notify their manager of any possible contamination within their family or circle of friends. In such cases the relevant employee has to get isolated at home. The employee will contact the family physician by telephone and obtain a medical certificate;
- The employees having respiratory symptoms will not come to work to protect the colleagues. In such case, it is necessary to phone call the family physician and to obtain a medical certificate;



## 1.2. Information and training in general hygiene-sanitary measures (4)

- Employees who, at the beginning or during the work schedule, have symptoms of respiratory infection (rhinorrhoea, cough, difficulty breathing, sneezing, altered general condition) shall immediately notify their superior, shall be immediately isolated from other employees and sent home, with the recommendation to consult their family physician;

**Case A:** if the time interval since the employee / suspected or confirmed infected person was on the premises is shorter than 7 days:

- close all the rooms in which that person spent a long time (over 20 minutes)
- before closing, the mechanical ventilation of the room shall be ensured;
- in order to limit the exposure of the personnel performing the cleaning to the respiratory particles, the cleaning and disinfection is postponed for 24 hours. If it is not possible to observe this interval, the cleaning will be postponed as long as possible;

**Case B:** if more than 7 days have passed since the employee / suspected / confirmed person was on the premises:

- no additional cleaning / disinfection is needed;
- routine cleaning and disinfection measures are maintained;

**In both cases,** the persons with whom the employee / suspected / confirmed infected person has come into prolonged contact (more than 20 minutes, at a distance of less than 1.5 m and without a mask) shall be informed and shall be isolated at home for 14 days, with the signs and symptoms of respiratory infection monitored by the family physician.

## 1.2. Information and training in general hygiene-sanitary measures (5)

- By measure of the Public Health Directorate, during the alert state, quarantine/ isolation at home for 14 days together with the relevant family members living at the same address shall be established for all persons returning from abroad, regardless of the country in which they travelled ( with the exceptions provided by law, based on exemption). Persons who do not respect the quarantine / isolation at home will be transferred to spaces specially arranged by the authorities for this purpose and obliged to bear the costs of institutionalization;
- It is recommended that the circulation of documents be done mainly by electronic means. Communication through printed documents, both inside and outside the company, will be avoided as much as possible in order to limit direct contact between people;
- Call the TELVERDE telephone line meant for citizens and ask for information regarding the prevention of COVID - 19 (coronavirus) infection, at 0800800358.

➤ **In charge: Managers**

## 1.2. Information and training in general hygiene-sanitary measures (6)

### Questions & Answers CORONAVIRUS

#### **What is the coronavirus?**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

#### **Coronavirus Description**

The “new” coronavirus is a new strain of coronavirus that has not been previously identified in humans. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

#### **Is Coronavirus identical with Severe Acute Respiratory Syndrome (SARS)?**

No. COVID-19 comes from the same virus family as SARS, but it is not the same virus.

#### **How dangerous is the new coronavirus?**

Just like in case of other respiratory diseases, the COVID-19 infection may cause mild symptoms including runny nose, sore throat, cough and fever. Some people may experience more severe symptoms and it may cause pneumonia or shortness of breath. Elderly people and people with pre-existing medical conditions (diabetics, cardiovascular) are more vulnerable.

#### **What is the difference between the COVID-19 illness and a cold/flu?**

The persons infected by COVID-19 or persons with cold or flu usually have respiratory symptoms such as cough, fever, runny nose. Even if most of the symptoms are similar, they are caused by different viruses. It is difficult to identify the illness based on the symptoms. This is why lab tests are necessary to confirm if someone is infected with this new type of virus.

#### **How long is the incubation period for COVID-19?**

The “incubation period” means the time between catching the virus and beginning to have symptoms of the disease. The current estimates of the incubation period for COVID-19 range from 1-12.5 days, most commonly around 5-6 days. These estimates will be updated as more data become available.

#### **Can an infected person without symptoms spread the virus?**

Pursuant to the recent reports, it is possible for persons infected persons to spread the virus before having symptoms. Based on the data which has been available so far the persons with symptoms spread the COVID-19.

## 1.2. Information and training in general hygiene-sanitary measures (7)

### Questions & Answers CORONAVIRUS

#### **Can I catch the virus from my pet?**

No. To date, there is no evidence that a dog, cat or any pet can transmit COVID-19 to humans.

#### **Can COVID-19 be transmitted from one person to another?**

Yes. COVID-19 causes respiratory illness and may be transmitted from one person to another usually after a close contact with an infected person.

#### **Who can contact this virus type?**

The persons who live or travel to areas where COVID-19 has spread and who may risk to be infected.

The medical aid workers caring for the sick persons run a higher risk and they have to protect themselves using adequate infection prevention and control procedures.

#### **How to use the protection mask?**

1. Before putting the mask on, clean hands with soap and water and use an antibacterial alcohol based gel;
2. Cover your mouth and nose with the mask and make sure it covers your face;
3. Avoid touching the mask while using it. If you do so, wash your hands with soap and water or an antibacterial alcohol based gel beforehand;
4. Replace the mask with a new one if it gets moist and do not reuse a disposable mask;
5. In order to take off a mask – DO NOT touch the front side of the mask, you can take it off from the back side. Immediately dispose of the mask and throw it to the garbage can and wash your hands with soap and water or an antibacterial alcohol based gel;

### **1.3. Work in tele-work conditions**

*If the evolution of the epidemic so requires, the company managers will decide that relevant categories of personnel carry out activity, where appropriate, under the TELE-WORK conditions, in compliance mainly with the legal provisions in this respect, i.e. Decree 195/2020.*

0800 800 358

TELVERDE phone line for citizens for information on the prevention of the infection with the COVID – 19 virus (corona virus)

## 1.4. Measures regarding the relationship with third party personnel:

- Se as far as possible contact with third party personnel will be avoided, all scheduled meetings and meetings that can be held in this regime will be organized online;
- Third parties who will request access to the facilities and administrative offices of TRANSGAZ, will complete under their own responsibility Annex no. 2 (according to the model of Annex no. 1 for employees);
- For the service of the third party personnel, but also for its own employees, at the entrance of all the administrative offices containers (dispensers) with disinfectants will be installed.

☐ **Responsible entity** *Managers of the working places  
Administrative department*

0800 800 358

TELVÉRDE phone line for citizens for information on the prevention of the infection with the COVID – 19 virus (corona virus)

## 2. ENSURING THE CONTINUITY OF THE SERVICE AND NTS SECURITY:

### 2.1. Hierarchy of the activity:

- *Basic activities that **cannot be interrupted**, whose operation is mandatory and requires special safety measures are:*
  - ❖ Natural gas transmission;
  - ❖ Natural gas dispatching;
  - ❖ The activity of intervention/NTS maintenance teams for the situations which may endanger the operation of the NTS;
- *Activities **which can be interrupted for a period of time**:*
  - ❖ Activities related to the provision of the gas transmission service, if the quarantine period requires such measures;
  - ❖ The contractual relations, where the suppliers will prove that they cannot fulfill the obligations regarding the delivery of materials necessary for the carrying out of TRANSGAZ investments due to the situations generated by the epidemics in the affected countries and the effects on the imports from the countries concerned, the ongoing contracts affected will be temporarily suspended;
    - The procedure for temporary termination of contracts will be carried out only with the support of the Legal Unit who will assist TRANSGAZ' entities involved and will advise them on the legality and possible effects on the fulfillment of the company's objectives and things undertaken;
    - if the affected entities feel the need for higher regulation, an information letter will be drawn up with the support of the Legal Unit, dealing with the cases mentioned in the relationship with the companies under contract with S.N.T.G.N. TRANSGAZ S.A.;
  - ❖ The business travels of TRANSGAZ' staff will be limited as far as possible, for all activities that support deferral, the travel of the staff will be canceled.

## 2.2. The key positions which must be permanently ensured - gas transmission and gas dispatching activities-

### ➤ *The critical positions which must be permanently ensured*

No.	Position	Replacing person
1.	Director General	Deputy Directors General
2.	Operation Division Director	National Dispatching Centre Director
3.	National Dispatching Centre Director	Head of Dispatching department
4.	Exploitation and Maintenance Division Director	NS Rehabilitation Unit Director, Director of Mediaş Subsidiary
5.	BRUA Manager	Project Manager– Execution
6.	Information Technology and Communications Division Director	Director of IT Infrastructure Unit; Director IT services Unit
7.	Directors of the Regional Operating Centers	Head Engineers of the Regional Operating Centers
8.	Heads of Gas Compressor Stations, import transit stations, Operating Sectors	Appointment replacements of the heads of sectors and stations
9.	National and regional Dispatchers	Dispatchers from the free shift
10.	Operators of MRSs, GMSs, VCSs, GCSs	Operators of the stations from the free shifts

### ➤ *Sensitive functions by the nature of the activity - high exposure:*

- cashier staff;
- land formalities staff;
- registry staff;
- endorsement activity staff;
- car transport services staff;
- the personnel dedicated to the communication and representation activity.

\* *For the categories of personnel with a high degree of exposure, travel and activity will be limited as far as possible, depending on the epidemiological outbreaks officially declared by the competent authorities.*

\* *For key persons who cannot be replaced and whose absence may affect the safety of the operation of the company, the following will be done:*

- *cancellation of holiday leaves and the recall from such leave in case of need;*
- *prohibiting the movement of key persons and basic personnel necessary for the operation of the company in the affected areas.*



## 2.2. The key positions which must be permanently ensured - gas transmission and gas dispatching activities (2)

### ➤ Natural gas dispatching

- ✓ Currently, the redundancy of the National Dispatching Centre of Mediaş is ensured through the National Dispatching Centre of Bucharest. To ensure the service in optimal conditions, the personnel of the national and regional dispatching centers will be provided with laptops and access to specific online platforms for carrying out the activity, in order to continue the activity in isolation conditions at home.

❑ **Responsible entity:** *Operation division, Information Technology and Communication Division*

### ➤ Gas transmission activity:

- ✓ Depending on the areas affected by the potential epidemic followed by quarantine, the responsibilities of the affected Regional Operating Centers, shall be taken over by the Regional operating Center unaffected by quarantine, regarding strictly the emergency interventions on which the safety of the NTS depends;
- ✓ For the development of such a scheme, lists were drawn up with the NST operating sectors and the redundancy was established, either with the help of other sectors within the same Regional Operating Centre or, if necessary, with the support of the teams from the sectors belonging to the neighboring Regional Operating Centre;
- ✓ For the import stations, compressor stations and designated ICN/E facilities, the necessary personnel will be provided for the safe operation through the support of the sectors or other Regional Operating Centers, which will designate personnel that can be temporarily transferred within them;
- ✓ The Mediaş subsidiary will permanently provide specialized intervention teams properly equipped, prepared to operatively intervene in case of technical incidents / accidents in the areas affected by the interventions. It is forbidden to assign labor force, equipment and intervention machines from the quarantine areas to the work teams of the Subsidiary and for the necessary interventions in the areas the authorities declared to be closed / quarantined, it will accurately comply with the provisions of the relevant Work Instructions on the Intervention Scenario of the Mediaş Subsidiary and of the sub-units belonging to the NTS objectives in the area(s) where the epidemic quarantine generated by the COVID-19 virus was decreed.

❑ **Responsible entities :** *Exploitation and Maintenance Division  
Directors/Head engineers of the Regional Operating Centers /Mediaş Subsidiary*

### 3. SAFEGUARDING COMPANY OBJECTIVE SECURITY:

- In the event of the incapacity of the private operator providing security services within the company, TRANSGAZ' facilities that benefit from security services will be reassessed and prioritized, a new list will be drawn up, which will include, first of all, all the security facilities, critical infrastructure of national / European interest and the administrative headquarters where the control teams operate;
- The operator will be asked to notify us immediately of the areas where he can no longer provide security services, and will consider the possibility of providing security with his own qualified personnel;
- We will also request that the security supply company notifies urgently whether persons who have been active in the security service at TRANSGAZ' facilities have been identified as infected or are in a quarantine.

## 4. COMMUNICATION / IMPLEMENTATION

Communication channels for the dissemination of the **Plan of Measures**:

- **Internal communication**: intranet, information e-mails, the notice boards of the company, phone messages;
- **External communication**: the company's webpage – a presentation of the plan of measures of S.N.T.G.N. TRANSGAZ S.A. in the situation of an COVID-19 epidemic

□ **Responsible entities**: *Information Technology and Communication Division  
Strategy and Corporate Management Division*

- \* If the epidemic caused by COVID-19 will generate an emergency situation at national level, the communication with the authorized authorities and the implementation of the measures included in this Plan will be the attribute of the Emergency Cell of S.N.T.G.N. TRANSGAZ S.A., under the strict management of Mr. Director General, according to the Decision of DG no. 104/07.02.2019, following that all the actions will be coordinated through the authorized national departments.
- \* In the case of the declaration of a force majeure situation by the authorized authorities, it is advisable to consult legal consultants regarding the liability of the company in case of possible interruptions in providing the gas transmission service generated by extreme conditions, independent of the company's effort to mitigate the effects of such an emergency situation..

□ **Responsible persons** : The leaders of the working places

***!!! All the managers will train the subordinate personnel on the provisions of the present Plan of Measures, based on signature, attesting thus the appropriation of the measures and the recommendations included in the Plan. The training will include in addition to raising awareness of the provisions of the Plan, awareness and responsibility of the staff regarding the environments to which they have access, the role they have in raising the awareness of the family members to prevent the development of epidemiological episodes that can implicitly affect the working environment and activity. The training will be recorded in the individual OHS training sheet.***

***All the measures provided for in this Plan are established and implemented in the meaning of GEO no. 68/2020, Decision no. 24/2020 of the National Committee for Emergency, GEO no. 70/2020, Law no. 55/2020, Order no. 3577/2020 and Order 1731/2020, in full compliance with its provisions, adapting the necessary actions to the specifics of the company's activity, according to the legal provisions.***

Annex no. 1

**QUESTIONNAIRE**  
 For Transgaz' employees

The undersigned \_\_\_\_\_, employee within \_\_\_\_\_, in the position \_\_\_\_\_, residing in \_\_\_\_\_, str./no. \_\_\_\_\_, date of birth \_\_\_\_\_.

1. Have you traveled abroad or inside the country to localities in areas officially declared to be affected by COVID-19 (red area) or to areas other than those with extended community spread (yellow area)?

YES	NO

2. Have you got into direct contact with people suffering from Coronavirus COVID-19 infection in the vicinity of your home, at work, visiting medical units or other types of locations during the last 14 days??

YES	NO

If the answer to any of the questions above is YES please also answer question no 3 below:

3. Did you have one or more of the following symptoms after returning home?

	SYMPTOM	YES	NO
1	Fever		
2	Intense cough		
3	Headaches		
4	Difficulties in breathing		

4. I undertake to inform the manager of the workplace about any situation related to a possible contamination within the family or the circle of friends.

Knowing the provisions of article 326 of the New Penal Code regarding the falsification of declarations, I hereby declare on my own responsibility that the answers to the above questions are real.

Date:

\_\_\_\_\_

 Declaring person  
 (signature)

\_\_\_\_\_

Annex no.2

**QUESTIONNAIRE**  
 For third parties

The undersigned \_\_\_\_\_, employee within \_\_\_\_\_, in the position \_\_\_\_\_, residing in \_\_\_\_\_, str./no. \_\_\_\_\_, date of birth \_\_\_\_\_.

1. Have you traveled abroad or inside the country to localities in areas officially declared to be affected by COVID-19 (red area) or to areas other than those with extended community spread (yellow area)?

YES	NO

2. Have you got into direct contact with people suffering from Coronavirus COVID-19 infection in the vicinity of your home, at work, visiting medical units or other types of locations during the last 14 days??

YES	NO

If the answer to any of the questions above is YES please also answer question no 3 below:

3. Did you have one or more of the following symptoms after returning home?

	SYMPTOM	YES	NO
1	Fever		
2	Intense cough		
3	Headaches		
4	Difficulties in breathing		

4. I undertake to inform the manager of the workplace about any situation related to a possible contamination within the family or the circle of friends.

Knowing the provisions of article 326 of the New Penal Code regarding the falsification of declarations, I hereby declare on my own responsibility that the answers to the above questions are real.

Date:

\_\_\_\_\_

 Declaring person  
 (signature)

\_\_\_\_\_



**RESPONSABILITY AND SOLIDARITY!**