

Reintegration Phase One Soft Launch – Supervisor Talking Points

The below talking points have been designed to help serve as a guide for supervisors to effectively communicate with their staff information about how phase one of our Reintegration Plan the week of May 18 will impact them on an individual basis.

The following talking points are not meant to be an exact script to follow. As a supervisor you know your employee's and team's communication style best so it is acceptable to frame key points in your own words for translation. However, the intent of this document is to ensure consistent facts about the plan are conveyed evenly to all staff.

Please read through the below and use the statements for preparation and rehearsal. As you communicate the information with your employees' keep in mind they may be feeling a wide range of emotions. It is ok to acknowledge this and help them through the process.

Throughout the conversation please collect any questions and send them to your Manager or Executive Team Member if your division does not have a manager to aid in the creation of FAQs that will be distributed to all.

Introduction

- I want to ensure you have had the opportunity to read the May 14th email from Frank where he shared information about ending the Executive Order effective May 16th and what our workforce Reintegration Plan will look like.
- In his email Frank provided an overview of our workforce Reintegration Plan which will include a gradual and responsible return to EWEB facilities.
- The Reintegration Plan involves three phases that may take months to fully implement. Consistent with the Governor's plan, each phase will last a minimum of three weeks.
- We are planning work in two-week intervals and will likely operate in each phase for at least three weeks before we consider ramping up the number of employees.
- The who, what, when and why of employees returning to work sites during these three phases will be continually evaluated based on: evolving health directives, workforce and community health conditions and organizational readiness.
- Conditions will determine if we continue to reintegrate more or have to retract to different and/or more restrictive work practices again.
- Phase one will be a "soft launch" beginning throughout the week of May 18th.
- The focus of phase one is primarily to return field staff to full production as well as return electric, water, support services, customer and financial operations staff who cannot telework to HQ or ROC. The majority of employees who are currently teleworking will continue to do so.
- Similar to the Executive Order, work assignment in all phases will require supervisor and manager level approval.

What This Means to You

- Based on your current role and present teleworking capability you will be expected to report to X location on X - or - remain teleworking until further notice.

- If you are continuing to telework and you have the business need to return to your work site on an intermittent basis it is ok to do so. However, we ask that you minimize your time on site during this phase. Please coordinate with your supervisor the time you will be on site and do not access the facilities outside of your regularly scheduled hours without prior permission.
- When you return to your work site be prepared for the work environment to be different. For example:
 - Every employee will follow the same conditions for safe entry that include new pandemic safety measures.
 - Every employee will be required to understand, acknowledge and follow these new pandemic safety measures as well as new security and facility use policies. There is a lot of information in these and many new requirements. Please take the time to ensure you understand these policies and direct questions to me.
 - The policies will be available in Ultipro on Tuesday, May 19. If you do not have easy access to Ultipro I can provide you a hard copy. All employees must complete a policy acknowledgement by Friday, May 22.
 - ROC and HQ will have signage identifying conditions of safe entry. Other work site conditions will be determined by managers, so check in to requirements before visiting other sites.
 - During phase one only certain conference rooms will be available for reservation and are to be used only for meetings where conference calls will not suffice. Conference rooms are not to be used for breaks or private workspaces.
 - Conference room information availability will be available on SharePoint soon and will be updated on an ongoing basis if additional conference rooms are opened.
 - Occupancy in conference rooms must be limited to allow for social distancing and whenever possible, conference calls or other alternative networking tools or messaging platforms.

For Employees Who Used Leave Time During the Executive Order

- Some of the leave policies that were temporarily expanded will revert back to the regular policy. Be sure to check the HR's leaves guide for changes that might affect any COVID 19 related leave time that you use.
- Unless specifically instructed, employees should no longer use the Shelter in Place time code. Exceptions for extraordinary circumstances must be approved by an executive or manager.

Conditions for Safe Entry

- It is our policy that all employees are responsible for coming to work fit for duty and not knowingly reporting to work with any illness that could put others at risk.
- To protect employees, prevent the spread of COVID 19, as well as ensure you are fit for duty during phase one, you are at minimum required to perform a self-health check that you do not exhibit any COVID 19 related symptoms before entering the building or beginning work at any EWEB location.
- In addition to a self-health check, some locations can be subject to elevated health screening procedures determined by the Executive Team based on risk criteria (social distancing

capabilities, staff density, current COVID 19 threat). Detailed information about health screening procedures will be included in the pandemic safety and security policies you will receive. Currently the HQ has elevated health screening procedures in place.

- For your return to work, you will/will not be subject to the elevated health screening procedures. (If the employee is subject to elevated health screening provide additional instructions).
- For added health safety, when you return to your work site you will be required to wear a mask at all times in common spaces - parking lots, common rooms, locker rooms, bathrooms, conference rooms, hallways, yards, warehouses, etc.
- You must put your mask on in the parking lot and have it on for entry to the work site.
- If you forget your mask you will have to retrieve it, on your own time, before you are able to enter the work site.
- If you do not have a mask available for your first day back, you may wear some type of protective face covering to enter the building and a mask will be provided for you. ** Supervisors if you haven't retrieved masks for your employees reach out to Sarah Gorsenger for assistance.*
- Know that social distancing guidelines providing six feet between people must be observed at all times even when wearing a mask.
- In accordance with the new security policy, all employees will be required to display their ID badge while at the HQ or ROC. Badges may be stowed if performing a task where it poses a safety risk but must be visible when entering the building.
- It will be important to ensure that employees use direct paths to their work location and limit face to face interactions as much as possible. It may be tempting to socialize with your co-workers you haven't seen for a long time. However, please do not assemble for discussions or enter other people's work spaces unless absolutely required due to a business need that cannot be accomplished by phone, email, instant messaging or video conference.

Next Steps

- As your supervisor I want to ensure you have all the information you need at this time to successfully transition to phase one of our Reintegration plan this week.
- Please let me know any questions you have and what you need to make your transition a success. For example, what concerns do you have? How does it feel to be back in the office/shop/field?
- Going forward additional information about our Reintegration Plan will be shared through the employee newsletter and additional communication channels.
- The Executive Team and Managers are planning regular updates, using multiple formats, to keep everyone informed of programs, changes, and new issues.
- We appreciate your support and flexibility as we navigate phase one and transition to what our new work normal will be.