

EWEB Reintegration Phase One – FAQs

Reintegration Overall

If everything goes well, how long before we enter the next phase of reintegration?

RESPONSE: *Consistent with the Governor’s plan, each phase will last a minimum of three weeks. The overall Reintegration Plan involves three phases that may take months to fully implement. The Executive Team is meeting on a weekly basis to review current conditions both externally and internally. Based on these conditions the decision to remain in our current phase or prepare for a transition to another phase is communicated to the management team.*

What internal and external triggers would cause EWEB to revert to a lower level phase of reintegration?

RESPONSE: *It is our responsibility to maintain essential services, so EWEB’s phases may not always mirror Lane County’s phases for the general public. Management is monitoring data at the national, state and county levels. You can view the COVID-19 Report on [SharePoint](#) for examples of the data being monitored, such as new cases, hospital capacities, availability of PPE and sanitization supplies, and trends. We are providing multiple layers of protection and controls to reduce the risk of widespread sickness through our workforce. In the event of worsening of external conditions, EWEB may enhance its safety precautions at the current phase or roll back to a more conservative phase. The Utility will revert back to a lower phase if multiple peer-to-peer transmission occurs within the workforce, or if a shortage of PPE or critical supplies develops. Additional partial precautions such as quarantine or shutting down departments or areas of the Utility could also occur if COVID-19 sickness happens in the workforce.*

Safety/Health

What safety precautions do I need to follow to return to the work site?

RESPONSE: *All employees are responsible for coming to work fit for duty and not knowingly reporting to work with any illness that could put themselves or others at risk.*

To protect employees and prevent the spread of COVID-19, all employees are required to perform a self-check before entering a building or beginning work at any EWEB location This includes employees reporting directly to the field or job site.

Performing a self-check entails acknowledging you are free of COVID-19 symptoms: cough, fever greater than 100.4 F, shortness of breath or difficulty breathing and free from any two of these symptoms: chills, headache, muscle pain, new loss of taste or smell, sore throat, repeated shaking with chills.

Employees are responsible to read and understand the Safety Pandemic Guidelines before returning to work during the reintegration phase. The Safety Pandemic Guidelines outline a layered approach to providing a safe work environment. These Safety Pandemic Guidelines follow guidance from health authorities such as the CDC and OHA. Your Supervisor will be able to answer specific questions that you have regarding applying the Safety Pandemic Guidelines to your work.

What should I do if I determine that I have a fever during a self-health check?

RESPONSE: *You should notify your physician and follow their guidance. Contact your supervisor who will determine the appropriate leave option. Employees should not return to work until they have been free of fever and other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicine.*

Why is there more health screening at one location than another?

RESPONSE: *Some locations can be subject to elevated health screening procedures or what we are calling Level II health screening. Level II health screening will be determined by the Executive Team based on risk criteria (social distancing capabilities and employee density, current COVID-19 threat). For example, the majority of employees entering HQ daily work in close proximity and are required to enter within a short period of time due to their role. Due to this increased occupancy density, Level II screening is an effective measure to decrease the risk of widespread outbreak within this workgroup. At the ROC, the majority of employees entering the building during initial Reintegration either pass through to retrieve equipment or materials for a short duration, or work within the building in a way that is isolated in different areas. Due to the dispersed nature of occupancy at the ROC, Level I screening is currently an adequate measure.*

What should I expect when subjected to an elevated health screening?

RESPONSE: *The health professional will conduct a non-contact temperature check from about an arm-length away. You will be closer than six feet apart for a few seconds. In the case of an elevated temperature (above 100.4 F) they will retake the temperature with a contact thermometer. Cascade Health will also use the contact thermometer to conduct the secondary test. The actual distance from employee to health screener is the same, the big difference is that after testing the health screener needs to sanitize the equipment before it is used again.*

Is the person who is taking the temperature for the Level II Health Screening a medically qualified person?

RESPONSE: *The individuals doing the screening are from Cascade Health and are medics or medically trained professionals.*

Do I need to wear a mask at all times while at work?

RESPONSE: *Wearing a mask helps reduce the spread of the COVID-19 virus because it reduces the potential of viral particles being expelled by asymptomatic/pre-symptomatic individuals. Masks are required when in a common space and when you are in close proximity to another (less than 6 ft. from employees or public) person, including anytime that 2 or more people occupy a vehicle. Masks are optional when the work environment is controlled and social distancing can be maintained. Wearing a mask is not recommended when wearing a mask exposes employees to a greater potential hazard.*

What is considered a “common area”?

RESPONSE: *Common areas are considered areas where movement and access of employees and public are not controlled and are intended for use by more than one person. Common areas may include: parking lots and yards, hallways, lunchrooms, kitchenettes, copy rooms, office supply rooms, storage/equipment yards, mailrooms, restrooms, locker rooms, elevators, stairwells, and break areas near stairwells or outside division spaces. Any building space other than your immediate workstation is*

likely considered a common area. Each work space is unique to your department, so please discuss areas in question with your Supervisor and work group for clarity. We need to protect against the spread of germs in these areas even when someone is the only person present at a given time.

What if someone is in the hallway without a mask, either an employee or contractor?

RESPONSE: *Employees should assist others by respectfully pointing out actions that are not consistent with the principles or spirit and intent of EWEB policies, or they should use their chain of command to report obvious or repeated violations.*

Is security monitoring everyone to make sure they are wearing a mask?

RESPONSE: *We are all responsible for holding each other accountable for adhering to the requirement of wearing masks. Security department personnel have the responsibility like all of us in communicating and enforcing this requirement.*

Why are employees being required to acknowledge Security and Facility policies now, has something changed?

RESPONSE: *The Security and Facilities policies are not new, but merely documenting various practices and semi-formal policies that have been in place for years. We needed to formalize the Security and the Facilities policies to form the basis for the other Pandemic response related documents. However, it is likely that most employees have not seen all of the Security and Facility policies in one place at one time, so the information will feel new. The policy that includes new information is the Business Continuity policy that will help guide us through the reintegration of our employees from the Shelter-In-Place Executive Order.*

How and when is the building cleaned?

RESPONSE: *A third-party contractor provides janitorial service as a compliment to routine personal hygiene and workspace cleanliness practiced by employees. Commonly contacted surfaces are sanitized daily including elevator buttons, door handles, break rooms/kitchenettes, restrooms, other common gathering areas with shared work surfaces, and conference rooms if not in use.*

After normal business hours, workspace cleaning is scheduled on specific days and arranged by zones to ensure complete and efficient service. Trash cans will be emptied during regularly scheduled cleaning times; any special requirements should be communicated in advance to the Facilities Team for accommodation.

Each weekend, a specialty cleaning contractor sanitizes common areas of the ROC and HQ buildings, including the Warehouse and Fleet, by applying an electrostatic solution.

What cleaning am I responsible for?

RESPONSE: *It is everyone's responsibility to clean up after ourselves by wiping up spills and eliminating clutter in the common areas we share.*

Workstation and cubical cleaning is the responsibility of the occupant, these spaces should be sanitized at the beginning and end of each shift.

Similarly, employees are expected to sanitize shared equipment (copiers, tools, kitchen equipment, AV/remote controls, etc.) and any conference room furniture they come in contact with. Conference room surfaces should be sanitized as necessary at the beginning and end of meetings.

How do I obtain more cleaning supplies and/or masks from the Warehouse?

RESPONSE: The warehouse is open and available Monday-Thursday 6:30 am to 5:00 pm and Friday 6:30 am to 3:00 pm for customer pick up and receiving. Notice of pick up is appreciated (email storekeepers@eweb.org or call ext. 7504) as well as social distancing.

What should I do if I don't feel safe around my coworkers and am afraid to come to work? I'm protecting myself but I don't know how others behave outside of work.

RESPONSE: If an employee is apprehensive or fearful about returning to work they should talk to their supervisor. If they are unable to productively telecommute, they may use Vacation, Floating Holiday or Compensatory Time with supervisory approval. Supervisors should not approve the use of leave without pay (LWOP) for this purpose. Employees may not use sick leave in this circumstance. (Sick leave should be used as outlined in the EWEB Employees Leave Policy 400.05.)

What if someone in my department gets COVID?

RESPONSE: If an employee believes they have been exposed to COVID-19 either inside or outside of EWEB, they should seek direction from a medical provider and contact The Standard to initiate a Families First Coronavirus Response Act (FFCRA) leave if they are directed to quarantine. More details can be found in the "Scenarios and Leave Options" document found on the COVID SharePoint site.

If COVID-19 starts rising again or a second wave occurs locally, will EWEB start offering Covid tests to help diagnose and prevent the spread of the disease since some of our work is compulsory?

RESPONSE: EWEB doesn't have any plans to do broad employee testing. We do have the ability to refer employees to be tested but, this would be as a response to some specific and extraordinary circumstance. EWEB-referred tests can only be scheduled by Safety or HR in cooperation with the supervisor or manager.

How/when will employees be able to safely ride in the same vehicles to go out to field sites?

RESPONSE: Social distancing practices are the most effective method to control the spread of COVID-19, so using 1 employee per vehicle will always be the best solution to minimize the spread of a communicable illness. However, the Safety Pandemic Guidelines do not prohibit multiple employees from riding in the same vehicle if that is necessary. If multiple employees are using the same vehicle, they would be required to wear a cloth mask during the close proximity travel.

Sometimes it is not possible or practical for multiple vehicles to be used for traveling to field sites either due to availability of vehicles, or the field site cannot support the space for one vehicle per employee. Employees are currently able to ride more than one to a vehicle while observing additional measures since social distancing cannot be observed in any of the vehicles EWEB owns. This would include wearing a mask, so long as a mask does not pose an additional risk to employee's ability to operate the vehicle safely.

What is the criteria for contractors/vendors to be allowed on site during Phase I? If they are allowed, do they need to sign or otherwise acknowledge EWEB's policy?

***RESPONSE:** Signed acknowledgements of individual policies are not required, however Contract Administrators, site contacts and EWEB employees hosting visitors are responsible for ensuring they understand and follow the policies. EWEB has the discretion to halt work, cease access or cancel contracts in the event of contractor non-compliance. Contact Security for questions or concerns regarding access control requirements. Purchasing can assist with contract amendments regarding ensuring that new EWEB pandemic related policies are covered in the existing contract.*

Is the HQ atrium still closed?

***RESPONSE:** HQ Atrium is still closed. There has not been an open date set yet. We are accepting all forms of payment and correspondence in the drop box and also do in person ID checks by appointment.*

Human Resources – Benefits, Policies, Procedures

State testing is coming up. This will be more onerous for online support for kids. If I need to stay home to facilitate/proctor this, would this classify as FFCRA use (out due to school closure)? Or do I have to use floating/vacation/LWOP?

***RESPONSE:** If state testing takes place, you can use your FFCRA leave for the time needed to assist your child.*

Will the end of the school year impact the coverage that FFCRA provides to employees whose children are home schooling and required care?

***RESPONSE:** FFCRA currently is set to expire December 31, 2020, so it is not tied to the school year.*

If we are asked to go home after it is determined we have a fever during the health check and we don't have the COVID-19 illness, is the sick time going to be reimbursed due to misdiagnosis?

***RESPONSE:** No, a fever is an established indicator of contagious illness. If an employee has a fever, there's a good chance they're sick. They should stay home and should use their sick leave to cover their absence.*

The health screening temperature check is not a diagnosis. The employee may not have coronavirus, but another illness or medical condition could be causing the fever. Besides contacting their supervisor, the employee should also check in with their health care provider and follow their medical advice. If they don't have a regular health care provider, employees on EWEB's health insurance plan, can also use Tele-doc.

Coughing: When asked by the health screener if I have a cough, what do I do if my coughing is chronic or acute due to asthma, allergies, COPD or any other pulmonary conditions not related to COVID-19? Can I still work?

***RESPONSE:** Employees who have another health condition as you note, should disclose that their cough or runny nose is due to another health issue not related to COVID-19 to the contracted health*

professional. The employee doesn't have to, nor should they elaborate. In this situation, the health screener will take the person's word for it and allow the employee to go through. The health screener is really looking for signs/symptoms of contagious illness and understands there are other health issues/symptoms that are not COVID-19 related.

Teleworking

If telecommuting is working great for me, can I keep doing that even after we've gotten through all the reintegration phases?

RESPONSE: *The Covid-19 experience has shown us that some jobs might be a great fit for long-term telecommuting arrangements. The ET and others will be working through policy decisions and plans to enable telecommuting as an on-going work arrangement. This work is just beginning so details are not available yet. We do know that long-term telecommuting arrangements won't just be an extension of the way telework is happening now and at this point, we don't expect to enter into these kinds of agreements with employees until the later this year.*

I was telecommuting and now I've been instructed to return to the office. Can my family member help me move my office equipment back into the office?

RESPONSE: *No - all visitors, including family members, are prohibited during Phase I. Please let your supervisor know that you need assistance and they will help facilitate help for you.*

Meeting Protocol

In what circumstances is it appropriate to schedule in-person meetings?

RESPONSE: *Keeping in mind the COVID-19 virus is spread mainly from person to person when in extended close contact (less than a 6 foot distance per current CDC guidelines) in-person meetings should be held at a minimum at this time. Circumstances that could warrant an in-person meeting include highly technical detailed work that requires a collaborative discussion. We ask the employees work with their Supervisor and use their best judgement in scheduling in-person meeting and whenever possible utilize conference call or other alternative tools or messaging platforms.*

Are all conference rooms open for meetings? How do I know?

RESPONSE: *During phase one only certain conference rooms will be available for reservation. Up to date conference room availability can be found on the [COVID-19 Update page](#) on Insite.*

Who is responsible for cleaning conference rooms?

RESPONSE: *The users of the conference room are responsible for sanitizing any contact areas such as tables, chair armrests, door handles, whiteboard markers, remote controls, etc., before and after the room is used. The meeting facilitator should remind attendees of this requirement.*

What are my available options for virtual meetings? Which platforms are EWEB-approved?

RESPONSE: *Currently EWEB supports Skype and is making adjustments to move to full support of MS Teams. MS Teams, coupled with the rollout of Office 365, has greatly expanded functionality for collaboration, large meetings and video/audio quality. Other products such as Zoom should be used carefully. Remember, your EWEB work needs to be secure while in use and for future reference, so please use approved tools.*