



Pandemic Response Business Continuity & Reintegration Plan

Tier I - Organizational

Revision Date: 5 / 15 / 2020

Effective Date: / /

Scope:

Tier	Affected Divisions / Departments
Tier I	<input checked="" type="checkbox"/> All (EWEB)
Tier II	<input type="checkbox"/> Multiple Divisions and/or Departments, or within a Division or Department

All operational policies are organizationally supported, governed, and enforced; see the Operational Policy for additional details.

Revision History

Revision	Author / Editor	Date	Description
00	Lisa Krentz	5/15/2020	Policy Origination

Description *(Roles & Responsibilities, Requirements or Standards, References, Process Descriptions, Impacts)*

As a publicly owned utility, EWEB is committed to ensuring the continued delivery of safe and reliable power and water to our community. The safety, security, and efficient operations of our facilities provides the foundation for the workforce to meet our responsibility to our customers and community at large. As Executive Orders regarding Work from Home, Shelter in Place, and Modified Work Plans come to an end, the Executive Team has outlined a phased reintegration of the workforce to minimize exposure, prevent mishaps, and ensure the safety of all employees and contractors. The utility holds employees accountable to enterprise-wide policies and procedures that impact all employees, contractors, visitors, and guests.

These rules were adopted to establish guidelines for all applicable persons accessing and using EWEB facilities at the Roosevelt Operations Center (ROC) and the Headquarters (HQ) building, including offices, common areas, outbuildings, storage yards, and other workspaces. All EWEB employees, contractors, vendors, and visitors will acknowledge their understanding and commitment to uphold this policy prior to working in or around EWEB facilities.

Roles and Responsibilities:

- A. The Executive Team (ET) shall establish strategic goals for operational policies, and advise Managers/Supervisors on developing/implementing procedures and setting enforcement guidelines. The ET shall establish and define the phases for reintegration from the incident. The ET shall provide final approval for all Operational Policies and shall approve any changes.

- B. Managers shall have the responsibility for ensuring continuity of this policy between all divisions and for providing guidance to their personnel regarding exceptions due to documented emergent needs or circumstances, and for enforcement action for policy violations. As each reintegration phase is introduced, managers will evaluate personnel needs, material requirements, and general scheduling for workgroups to resume operations.
- C. Supervisors shall have the responsibility of communicating and enforcing the policy provisions within their workgroups, including addressing witnessed or reported policy violations. Supervisors will develop work plans for their personnel to meet the goals set forth by management.
- D. All employees shall be required to strictly adhere to this policy and to promote the positive attributes of a safe and secure working environment. Employees may choose to assist others by respectfully pointing out actions or conditions violating the principles or spirit and intent of this policy, or they should use their chain of command to report egregious or repetitive violations. Employees will work safely while embracing social distancing guidelines and workgroup separation plans.
- E. Contractors and visitors must abide by all EWEB policies and procedures when working at or visiting EWEB facilities. Contract administrators, site contacts, and EWEB employees hosting visitors are responsible for ensuring the understanding of and compliance with EWEB policies. Concerns or questions should be routed through their contract administrator or site contact.
- F. Facilities Maintenance Department personnel will post and maintain appropriate directive signage, manage conference room and meeting room opening and closing, and managing daily and weekly cleaning through third-party contractors.
- G. Security Department personnel will monitor appropriate access control measures to assist with the phased reintegration procedure. Any unusual circumstances or patterns that are discovered that may hinder the safe and efficient phased reintegration as intended by the Executive Team will be reported to the Support Services Manager.
- H. Human Resources and Safety shall establish and maintain the Pandemic Safety Guidance and define requirements necessary to maintain the health and safety of the workforce. Safety requirements during pandemic outbreaks will follow guidance from the Centers for Disease Control & Prevention (CDC), Oregon Health Authority (OHA), Oregon Occupational Safety & Health Administration (OR-OSHA), and other various State, Federal and Local health authorities and regulatory agencies.

Reintegration Phase I – Structured Re-Introduction of Employees to EWEB Work Sites

Phase I of the reintegration plan will include limited use of HQ and ROC facilities. Use of these facilities will be governed by:

- Business necessity and EWEB's ability to safely accommodate occupancy. Entrance to EWEB facilities, either as full time assignment or occasional use, will be approved by Managers and Supervisors.
- EWEB Health and Safety policies and Health Screenings.
- Acknowledgement of the Facility Use Policy and Security Access Policy.

Management will evaluate work functions for a phased reintegration strategy and report expected employee reporting assignments to the Support Services Manager. During each phase, Management will review the work assignment plans and avoid having entire workgroups return to worksites together.

Consideration for building management and social distancing will be given to those functions which cannot be effectively and efficiently performed remotely. Those employees who are functioning well at home with limited interruptions to their work activities will continue to be assigned to work from home while the initial reintegration phase is rolled out.

Prior to work site entry, employees and contractors must remain aware of their own health conditions and alert their Supervisors and Managers of any potential symptoms of illness. No person may enter any EWEB facility if they are exhibiting signs or symptoms of illness per the symptoms matrix created by Safety and HR. During Phase I of the reintegration plan, employees are required to perform self-health checks daily and may be subject to a health screening prior to being allowed entry. Further, entry may be denied to individuals presenting obvious signs of illness per the Safety Pandemic Guidelines.

Pandemic Related Signage

During Phase I reintegration, employees will be required to follow all safety pandemic related signage. Pandemic related signage will inform employees on:

- Current pandemic Phase of reintegration
- PPE requirements, such as when a cloth face covering is required
- Restricted or closed locations such as bathrooms or conference rooms
- Health screening requirements prior to starting work
- Social distancing and respiratory hygiene requirements

It is critical to abide by these postings as we reintegrate the workforce into our facilities.

Facility Access and Security

EWEB is committed to providing safe and secure buildings, workspaces, and common areas for business purposes, which requires reasonable provisions for access control and responsible use of the facilities. While reintegrating a large compliment of employees into the facilities, adhering to access control and basic security measures is especially prudent. Security and personal safety is the responsibility of every individual. While in Phase I of the reintegration plan, all employees are expected to acknowledge and follow the standard Facility Use Policy and the Security Access Policy.

Beyond the standard Facility Use and Security Access policies, compliance with additional safety measures will be required during reintegration. EWEB has adopted the following safe workplace practices in an effort to provide a layered defense against exposure to contagions:

- Maximize social distancing and minimize the use of common spaces
- Behavior requirements to comply with EWEB's adopted safety standards, such as wearing face coverings in common areas and not lingering in these spaces.
- Integrating daily and weekly surface cleaning to minimize risk of spreading contagions from surfaces.

Movement within Buildings

Limiting contact between employees is the number one layer of defense against the spread of contagions. Social distancing guidelines must be followed to provide six feet between people to minimize the spread of communicable diseases. Be respectful to not disrupt the work of others and minimize movement in or through workspaces. Take the most direct path when moving about the buildings and do not unnecessarily cut through or otherwise transit occupied spaces. As a matter of courtesy and caution, only access another work area when necessary; entering another person's office, cubicle, or assigned workstation should be by invitation only, or after prior coordination and consent.

Common Area Protocols

Common areas include: lunchrooms, kitchenettes, copy rooms, office supply rooms, mailrooms, restrooms, locker rooms, and break areas near stairwells or outside division spaces. Employees shall minimize crowding in these areas, wear face coverings and practice social distancing and good area hygiene. A minimum of six feet must be maintained between all persons until further notice. Keep surfaces clean, wipe up spills, and eliminate clutter to allow unobstructed access to daily and weekend janitorial and cleaning services.

Common break or lunchroom areas shall not be used for any purpose other than breaks or lunches. Gatherings in these areas must comport with social distancing guidelines. Be respectful of others and clean up the area when done. Tables with chairs shall be arranged to ensure a six foot distance remains between any users. Kitchenettes, refrigerators, and sinks shall be maintained in a clean and courteous manner to prevent contamination and spread of disease. Refer to the Facility Use Policy for further guidance.

When using restrooms, be aware of overcrowding; if a restroom area is already occupied to a level which does not allow for recommended distancing, wait outside to maintain safe social distancing principles. Be aware of contact surfaces and the potential for spreading germs – please wipe up any spills around sinks to protect yourself and coworkers.

Personal Protective Equipment in Common Areas

All persons entering EWEB properties shall wear a face mask covering their nose and mouth when in common areas or traveling between spaces, including the parking lot, ROC yard, hallways, break rooms, and other places where another person may be encountered. Reference the Safety Pandemic Guidelines for sourcing of face coverings and additional details.

Use of Conference Rooms

During Phase I of the reintegration, only certain conference rooms will be available. As additional needs arise, Safety and Facilities Maintenance will partner to determine when additional conference rooms will be opened for use. Conference rooms are to be used only for meetings, and not breaks or private workspaces. Whenever possible, use online collaboration tools, conference calls, or other alternative networking or messaging platforms. For presentations or other circumstances requiring a person-to-person interactive forum, conference rooms are appropriate. Occupancy must be limited to allow for social distancing. Facilities Maintenance will post the safe occupancy load for each room. Users are required to not exceed the posted occupancy.

Please visit the Pandemic Response SharePoint page to see which rooms have been released for use. Do not use any conference or meeting rooms that have not been released for use by Facilities Maintenance. Please reserve the room for an additional 30-minutes before and after a scheduled meeting to allow for users to sanitize the space, and for any setup requirements. Conference rooms must be scheduled using the Outlook Reservation platform. Disinfectant wipes and hand sanitizer are available in conference rooms and users shall sanitize any contact areas such as tables, chair armrests, door handles, whiteboard markers, remote controls, etc., before and after room use to ensure safety for all participants.

Personal Office Spaces and Cubicles

Certain job functions, security requirements, and privacy sensitive positions require isolated or personally assigned office spaces and cubicles. It is the individual occupant's responsibility to keep their workspace clean and orderly. Sanitizing wipes or cleaners must be approved by

Facilities Maintenance to ensure safety and compatibility with cleaning products used by our janitorial service. Workers shall wipe down their own keyboards and work surfaces as needed; the facility cleaning contractors will only sanitize common contact points and commonly used areas. If using shared equipment or devices, sanitize the equipment before and after use to prevent the spread of disease.

During Phase I of the reintegration plan, Facilities will only perform workspace moves/setups to meet social distancing protocols, provide seating arrangements for new employees, and accommodate employees with changes to their role. Managers or the appropriate Executive Team member will make the request of Facilities after consideration of staffing plans and needs. Final authorization will lie with the Chief Operations Officer.

Accessing Facilities outside Normal Work Hours

The security of our employees, protection of customer's confidential information, and protection of the physical assets of the Utility are strengthened by a robust access control and monitoring system. Beyond normal staffing hours, there are departments with 24/7 operations that use certain portions of the ROC and HQ buildings. To provide for the safety of employees working 24/7 functions, access to EWEB buildings outside normal working hours should be controlled. During the reintegration phases there will be additional cleaning and maintenance scheduled. To minimize potential for cross-contamination or disruption of the cleaning activities, employees shall adhere to their departmental scheduling for use of the facilities. Employees not assigned shifts outside normal business hours, and with a valid business need to enter the facility between 9:00pm and 4:00am, shall first notify Security at **541-685-7911**. Department functions or scheduled activities outside of normal working hours must be communicated to Security by a department Lead, Supervisor, or Manager, so they can arrange appropriate access for those employees. Emergency call-outs and trouble-shooting functions are exceptions, though a courtesy call to Security is requested.

Contractors/Vendors/Visitors

During Phase I of the reintegration plan, only specified Contractors and vendors will be permitted in EWEB facilities. Visitors are still prohibited, including employee family members. Contractors who have received EWEB Contractor ID Badges will be allowed access only to specific portions of the facilities. Refer to the Security Access Policy for further guidance.

Department Leads and Supervisors hosting Contractors must notify Security for access to the ROC yard. The Contractor shall press the intercom button at the ROC yard visitor pedestal and await authorization from the Duty Security Officer to enter the vehicle gates. No tailgating or gate sensor bypassing is allowed.

Regularly scheduled Contractors and Vendors who require access into buildings may be granted named ID badge accounts with the appropriate access controls programmed to their electronic access ID badge. During Phase I of the reintegration, any additional requests for contractor or vendor access must be approved first by a Manager or the appropriate Executive Team member. Hosting department Supervisors must complete a Physical Access Request form for contractors and vendors and submit the form to Security for processing. Instructions for completing an electronic form can be found on the EWEB Security SharePoint Page at: https://ewshare.ewebnetwork.net/es/physsec/SitePages/Access_Control.aspx. Refer to the Security Access Policy for additional reference.

Air Handling & Filtering

In our effort to minimize the spread of contagions through the air it is vital to understand the importance of the air handling equipment that serves the facility. Air movement and filtering is performed by an intricate network of systems that depend upon a closed circuit for optimization. Air is cycled through a series of high efficiency particulate accumulators (HEPA) to remove allergens and some microbes. As such, exterior doors shall remain secure and electronically locked at all times except when entering/exiting or loading/unloading materials. Propping or blocking open exterior doors, or interior doors equipped with an automatic closure device, disrupts the critical air handling systems of the facility, can cause poor air quality within the building or damage air handling equipment. Refer to the Security Access Policy for more information about exterior doors and windows.

Facility Sanitation and Personal Hygiene Practices

EWEB strives to provide a safe, clean, and functional workspace for all occupants and facility users. A third-party contractor provides Day Porters at ROC and HQ facilities to keep up on daily cleaning functions and ensure adequate supplies in restroom, kitchenette, and common areas. Janitorial service is provided as a compliment to routine personal hygiene and workspace cleanliness practiced by employees.

In the event a person reports as symptomatic or tests positive for any pandemic related illness, Facilities Maintenance will isolate the person's work area and arrange for sanitation before allowing access.

Commonly contacted surfaces are sanitized daily to include: elevator buttons, door handles, break rooms/kitchenettes, restrooms, common gathering areas with shared work surfaces, and conference rooms.

After normal business hours, workspace cleaning is scheduled on specific days arranged by zones to ensure complete and efficient service. Trash cans are 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. Access to HQ and ROC buildings will be prohibited during cleaning to allow for fumes to dissipate. Facilities Maintenance will post notices regarding closures prior to each weekend. For emergent work during these times, such as ARCOS call-outs, contact Security so they may redirect the cleaning contractor to accommodate EWEB needs.

Workstation and cubicle cleaning is the responsibility of the occupant. Disinfecting and sanitizing products should be requested through the Warehouse. Employees shall wipe down their work areas at a minimum of the beginning and end of each shift. Keep workstations clean and clear of clutter to minimize the potential for transmitting diseases and to deter pests.

Policy Adherence

Social distancing and adhering to the Pandemic Response policies are every employee's responsibility and the best defense against the spread of disease. Employees are asked to work with each other to monitor their actions and be respectful of other employees in monitoring each other's actions. Failure to comply with this plan will be treated as a policy violation, in accordance with EWEB's Standards of Conduct (200.40) and Discipline and Discharge policies (200.05).

Approval

I agree to support and enforce the policy, procedure, standard, and/or method described herein.

DocuSigned by:
Frank Lawson
Frank Lawson – General Manager

DocuSigned by:
Susan Ackerman
Susan Ackerman – Chief Energy Officer

DocuSigned by:
Deborah Hart
Deborah Hart – Chief Financial Officer

DocuSigned by:
Lena Kostopulos
Lena Kostopulos – Chief HR Officer

DocuSigned by:
Julie McCaughey
Julie McCaughey – Chief Customer Officer

DocuSigned by:
Rod Price
Rod Price – Chief Engineering & Operations Officer

Special Instructions *(Communications, implantation, notes)*