



Date: March 22, 2020
To: Saul Rojas
From: Trish Meehan

Subject: New Process for Temperature and Questionnaire during Control Room Shifts

Based on the community spread of COVID-19, in addition to the pre-site entry wellness questionnaire and temperature check of essential personnel, a mid-shift and post shift wellness check will be added. These additional health checks are to verify employees have not developed any symptoms during the shift and at the end of their shift. The process for taking the wellness check is outlined below:

Prior to a shift:

- 1- Medical or non-medical professional checks employee's ID and verifies identity.
- 2- Medical or non-medical professional asks questions on attached questionnaire and instructs employee based on responses.
- 3- Medical or non-medical professional will have sanitary wipes and hand sanitizer available.
- 4- Medical or non-medical professional wears face mask, disposable nitrile gloves and safety glasses or goggles when taking temperature.
- 5- Medical or non-medical professional will take the employees temperature (staying as far away as possible) using a non-contact thermometer.
- 6- If temperature is above 100.4F, temperature will be recorded as a "yes". If temperature is below 100.4F, it will not be recorded.
- 7- If the employee has a temperature, employee is sent home with instructions not to return to work until employee has been fever-free for 24 hours.
- 8- HR will be informed that the employee was sent home due to possible illness.
- 9- If employee does not have a temperature, employee proceeds to work.

During a shift

- 1- During the mid-shift safety briefing, the shift supervisor will ask all employees how they are feeling at that moment.
- 2- If employee responds that he or she does not feel well, employee will put on gloves and take their own temperature and then disinfect the thermometer. If above 100.4F, employee will be instructed to put on a surgical mask and will be sent home immediately and the area is cleaned by remaining operators already in Control Room in accordance with the current procedure used in the Control Room. The Shift Supervisor will document the employee's condition during the mid and post wellness check



- 3- If the employee indicates they are feeling well and have no temperature they can remain on-site.
- 4- HR will be informed that the employee was sent home due to possible illness.
- 5- Employee is asked to follow up with HR on health condition prior to returning to work

End of Shift

- 1- At end of shift, the shift supervisor will ask all employees how they are feeling at that moment.
- 2- If employee responds that he or she does not feel well, employee will voluntarily put on gloves and take their own temperature and then disinfect the thermometer. If above 100.4F, employee will be instructed to stay home until fever-free for 24 hours.
- 3- Employee will contact HR.
- 4- Employee is asked to follow up with HR on health condition prior to returning to work.



Effective Date: March 14, 2020

NYPA Pre Shift Health Declaration/Questionnaire

The following guidance is based upon the most current Centers for Disease Control [CDC] and Prevention and NYS Department of Health recommendations for prevention of the spread of the novel corona virus of 2019 disease [COVID-19]

Employee ID Number: _____

Date: _____

Prior to gaining access to one of the New York Power Authority sites, this questionnaire must be completed in full:

1. Have you traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the last 14 days? Y / N
2. Have you had contact with any Persons Under Investigation¹ [PUI] for COVID-19 with the last 14 days, or with anyone with known COVID-19? Y / N
3. Do you have any symptoms of a respiratory infection [ie cough, sore throat, fever or shortness of breath?] Y / N

If the answer to question 1 **or** 2 is “Yes”, the individual is not allowed to enter the facility for 14 days.

If the answer to question 3 is “yes” for a fever, the individual will not be allowed into the NYPA facility until the individual has been fever-free for 24 hours.

If the answer to question 3 is “yes” for cough, sore throat, and/or shortness of breath and the individual believes this is due to allergies, the individual is allowed access to the facility.

If the answer to question 3 is “yes” for cough, sore throat, and /or shortness of breath and the conditions are a new illness, the individual is not allowed access to the facility and should consult with their medical professional.

¹ A PUI is a person who has been contacted by the Department of Health



Effective Date: March 14, 2020

NYPA Mid and Post Shift Health Declaration/Questionnaire

The following guidance is based upon the most current Centers for Disease Control [CDC] and Prevention and NYS Department of Health recommendations for prevention of the spread of the novel corona virus of 2019 disease [COVID-19]

Mid Shift Evaluation: _____

Post Shift Evaluation: _____

Employee ID Number: _____

Date: _____

Please access your current state of wellness.

Do you have any of the following symptoms?

- Sore Throat
- Cough
- Shortness of breath
- Fever: Temperature above 100.4F _____

If you are having any of the above symptoms, please put on a face mask and gloves and leave the Control Room and go directly home.

Please do not return to work until symptom free (if you have a fever, you must be fever free without fever reducing medication for 24 hours).