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| **Doc. Number** | **HR-BC-POL-315** |
| **Policy Title** | **GRANT PUD COVID-19 Health Screening** |
| **Effective Date** | **POL v1 04/27/2020**  **POL v2 05/12/2020** |
| **Approved By** | **Kevin Nordt, GM/CEO**  **Jeff Bishop – CFO; Dave Churchman – CC0; Rich Wallen – COO**  **IMT Operations Chief – Jeff Grizzel; IMT Operations Deputy Chief – Shannon Lowry** |
| **Developers &**  **Reviewers** | **POL v2\_Jeff Grizzel – IMT Operations Chief; Shannon Lowry – IMT Operations Deputy Chief; Carol Mayer - IMT Logistics Chief; Mitch Delabarre, Legal Counsel; Safety - Craig Bressan; Darla Stevens – Human Resources; Dale Campbell – Power Production; Jesus Lopez – Power Delivery; Cary West – Customer Service; Kevin McCarthy – Internal Services**  **POL v1 \_ Craig Bressan – Safety; Darla Stevens – Human Resources; Dale Campbell – Power Production; Jesus Lopez – Power Delivery; Cary West – Customer Service; Kevin McCarthy – Internal Services; Julie Pyper – previous IMT Operations Chief** |

**Scope**

The U.S. Center for Disease Control and Prevention and local health departments currently recommend employers implement a program to screen employees for COVID-19 symptoms prior to coming to work. The intent of this health screening is to gather basic information, as reported by Grant PUD employees and certain contractors, as to whether they may be experiencing any symptoms known to be associated with COVID-19. In addition to screening employees for symptoms of COVID-19, encouraging employees to conduct regular self-monitoring while at work further reduces the risk of virus spread.

Requiring employees and certain contractors to conduct pre-work health screenings and encouraging self-monitoring while at work are additional administrative controls the District is implementing to keep our workers safe.

**Policy Statement**

Prior to the COVID-19 pandemic, the District lacked a policy related to health screening and self-monitoring associated with COVID-19. This policy establishes health screening requirements and self-monitoring guidance for mitigating the spread of the COVID-19 virus among and between Grant PUD employees and contractors.

**Definitions**

**EMPLOYEES:** This document applies to all Grant PUD employees. Employees are expected to adhere to this policy as well as facilitate entry protocols as established for each facility.

**CONTRACTORS/SUBCONTRACTORS:** This policy applies to all contractors and subcontractors working at or on District facilities, properties, or field projects where Grant PUD employees work. This policy also applies to contractors and subcontractors working at or on District facilities, properties, or field projects who interact with members of the public on Grant PUD’s behalf.

**Policy**

**PRE-WORK HEALTH SCREENING REQUIREMENT**

Any Grant PUD employee or contractor covered under this policy who has had primary or secondary exposure to an individual who is known to be infected with the COVID-19 virus must immediately notify their supervisor or District Representative. The supervisor or District Representative will immediately report this notification to Human Resources and direct the employee or contractor to not enter a Grant PUD facility, property, or field project for 14 calendar days from the point of exposure. For purposes of this policy, “exposure” is defined as an employee or contractor who has been within 6 feet of an infected individual or to a primary exposed individual for more than 10 minutes.

**SELF-MONITORING BEFORE DEPARTING FOR WORK REQUIREMENT**

Grant PUD employees and contractors must check their temperature at home (provided they possess a personal thermometer) before departing for work. If the temperature exceeds 100.4 degrees F, the employee or contractor must immediately notify their supervisor or District Representative. If an employee or contractor does not have access to a thermometer at home, they must take their temperature at the nearest District facility sign-in location.

Additionally, if a Grant PUD employee or contractor exhibits the following symptoms or combination of symptoms, the employee or contractor must immediately notify their supervisor or District Representative prior to coming to work:

1. Cough that cannot be attributed to another health condition, or
2. Shortness of breath that cannot be attributed to another health condition

Or at least two of these symptoms that cannot be attributed to another health condition:

1. Chills
2. Repeated shaking with chills
3. Muscle pain
4. Headache
5. Sore throat
6. New loss of taste or smell

**Arriving at Work**

Grant PUD employees and contractors who commute more than 1 hour from their work location must retake their temperature when they arrive at a District sign-in location. If the temperature exceeds 100.4 degrees F, the employee or contractor must immediately notify their supervisor or District Representative.

Additionally, if a Grant PUD employee or contractor exhibits the following symptoms or combination of symptoms, the employee or contractor must immediately notify their supervisor or District Representative prior to coming to work:

1. Cough that cannot be attributed to another health condition, or
2. Shortness of breath that cannot be attributed to another health condition

Or at least two of these symptoms that cannot be attributed to another health condition:

1. Chills
2. Repeated shaking with chills
3. Muscle pain
4. Headache
5. Sore throat
6. New loss of taste or smell

**SELF-MONITORING WHILE AT WORK REQUIREMENT**

While at work, Grant PUD employees and contractors must monitor themselves for any changes in their physical condition that might suggest the onset of COVID-19. This includes:

1. Cough that cannot be attributed to another health condition, or
2. Shortness of breath that cannot be attributed to another health condition

Or at least two of these symptoms that cannot be attributed to another health condition:

1. Chills
2. Repeated shaking with chills
3. Muscle pain
4. Headache
5. Sore throat
6. New loss of taste or smell

If an employee or contractor experiences any of these symptoms while at work, they should immediately notify their supervisor or District Representative and leave the facility, property, or field project area.

**USE OF PAID LEAVE**

Grant PUD will authorize paid leave for employees under the following circumstances:

1. Paid leave is authorized for the first 14 calendar days following primary or secondary exposure to COVID-19.
2. Paid leave is authorized for employees who are diagnosed with COVID-19 or who exhibit the following symptoms associated with COVID-19:
   1. a fever that exceeds 100.4 degrees F; or
   2. a cough that cannot be attributed to another health condition; or
   3. shortness of breath than cannot be attributed to another health condition.

Or at least two of these symptoms that cannot be attributed to another health condition:

* + - 1. Chills
      2. Repeated shaking with chills
      3. Muscle pain
      4. Headache
      5. Sore throat
      6. New loss of taste or smell

This policy provision is consistent with Letter of Agreement #59 between IBEW Local 77 and Grant PUD. This provision is effective for 60 days from the policy effective date or until it is determined that these types of administrative controls are no longer needed as identified by organizations such as the Center for Disease Control (CDC). This policy provision only applies to Grant PUD employees.

**REVIEW/REVISION HISTORY**

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| Version Number/Effective Date | Action |
| v1 04/27/2020 | Initial POL related to Pre-Work Health Screening |
| V2 05/12/2020 | Removes “Pre-Work” from health screening policy references, clarifies to which contractors the policy applies, and includes additional COVID-19 symptoms recently outlined by the CDC. |