


Effective Date: 11/9/2020	Version: v4 Supersedes: v3	Related Documents: HR-BEP-POL-305
 <h2 style="text-align: center;">DISTRICT-WIDE POLICY</h2>		
Approved by: GM/CEO, CFO, CCO, COO, IMT Operations Chief, IMT Operations Deputy Chief		Regulation:
Policy Owner: IMT Operations Chief, IMT Operations Deputy Chief		Policy Category: Operational, Safety

HR-BC-POL-315 – GRANT PUD COVID-19 HEALTH SCREENING

Scope

The U.S. Centers for Disease Control and Prevention (CDC) 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, to self-monitor while at work, and to undergo testing when circumstances warrant, are additional administrative controls Grant PUD is implementing to keep our workers safe.

Policy Statement


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

Definitions

CLOSE CONTACT (formerly First-hand Exposure): An employee is defined as having Close Contact when they have been within 6 feet of an infected or symptomatic person for a total of 15 minutes within a 24-hour period. They are defined as Close Contact until they have successfully completed a quarantine period following the Close Contact.

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

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

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SYMPTOMS: Symptoms of COVID-19 in accordance with CDC guidelines, which include:

1. Fever or chills
2. Cough that cannot be attributed to another health condition
3. Shortness of breath or difficulty breathing that cannot be attributed to another health condition
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

TESTED POSITIVE: An employee who has tested positive for COVID-19 and has not yet been cleared to return to work.


Policy

HEALTH SCREENING REQUIREMENT

Any Grant PUD employee or contractor covered under this policy who has 1) tested positive for the COVID-19 virus or 2) who is experiencing COVID-related Symptoms, or 3) who has been in Close Contact with someone who has tested positive for COVID-19 or who has COVID-related Symptoms, must immediately notify their supervisor or District Representative. This requirement applies to all Grant PUD employees and contractors, including those working from home.

Self-Monitoring Before Departing for Work

Grant PUD employees and contractors must check their temperature prior to commencing work. If the temperature is 100.4 degrees F or greater, 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 Grant PUD facility sign-in location. If a Grant PUD employee chooses to take their temperature at home, that time will not be compensated.

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

When an employee or contractor reports Symptoms, the supervisor or District Representative must direct the employee or contractor to not report to any Grant PUD facility or project. The supervisor or District Representative must immediately contact the **IMT COVID Reporting Group at 509-754-1805 or x4111**. The supervisor or District Representative will be provided direction on any necessary subsequent actions from the IMT COVID Reporting Group.

Self-Monitoring When 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 Grant PUD facility. 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 Symptoms or combination of Symptoms, the employee or contractor must immediately notify their supervisor or District Representative prior to reporting to a Grant PUD facility or project.

When an employee or contractor reports Symptoms, the supervisor or District Representative must direct the employee or contractor to return home and immediately contact the IMT COVID Reporting Group at **509-754-1805 or x4111**. The supervisor or District Representative will be provided direction on any necessary subsequent actions from the IMT COVID Reporting Group.


Self-Monitoring While at Work

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.

When an employee or contractor reports Symptoms, the supervisor or District Representative will direct the employee or contractor to return home and immediately contact the IMT COVID Reporting Group at 509-754-1805 or x4111. The supervisor or District Representative will be provided direction on any necessary subsequent actions from the IMT COVID Reporting Group.

Critical Positions

The requirements in this section apply to CRITICAL POSITIONS ONLY.

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1. Definitions:

CRITICAL POSITIONS: Critical positions are Senior System Operators, Plant Chief Operators and Plant Senior Operators.

SECOND-HAND EXPOSURE: An employee is defined as having Second-Hand Exposure when they have been within 6 feet of someone who is a Close Contact for a total of 15 minutes or more during a 24-hour period. They are defined as Second-Hand Exposure until they are asymptomatic for 14 days following the Close Contact. Second-Hand Exposure employees are not expected to quarantine during this time – the standard quarantine period of 14 days will be used as a timeframe for monitoring only.

2. Reporting:

Critical Positions are required to report both Close Contacts and Second-Hand Exposures. The reporting procedure will be the same as for reporting a Close Contact. Second-Hand Exposures will not be used as triggers for Sequestration or be required to quarantine but will be monitored closely through contact tracing to determine if they become symptomatic or test positive for COVID-19 during a standard quarantine period.


MANDATORY TESTING REQUIREMENT¹

As we work to protect employees against the spread of COVID-19 and in keeping with Grant PUD’s core values of safety, teamwork, respect, and integrity, employees who fit one of the following criteria will be required to provide proof of COVID-19 testing:

- Employees who are experiencing COVID-related Symptoms (see Symptoms list above).
- Employees who have experienced a Close Contact (within 6 feet for a total of 15 minutes or more within a 24-hour period) with someone who has COVID-related Symptoms or with a confirmed case of COVID-19².

¹ Grant PUD’s authority to require testing for employees who are symptomatic or who have experienced a close contact is based on guidance provided by the federal Equal Employment Opportunity Commission (EEOC). The EEOC webpage titled “What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws” includes questions and answers about what employers may and may not require of their employees as it relates to COVID-19: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws#A.2>

² Persons living in the same household as a Grant PUD employee and who are experiencing COVID-related symptoms but have not been tested are presumed to be COVID-19 positive.

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- Employees who have been asked or referred to get tested by their healthcare provider or their local or state health department.

An employee who fits one of the above criteria ~~above~~ must immediately notify their supervisor, who will provide direction on quarantining from Grant PUD facilities and other employees. The supervisor will then call the IMT COVID Reporting Group at 509-754-1805 or ext. 4111.

Employees who fail to adhere to these requirements will be subject to disciplinary action³. Any full-time regular employee who meets one of the testing criteria above but fails to provide proof of testing will receive a written warning and will be required to use Personal Leave for the balance of their quarantine period not covered under the Families First Coronavirus Response Act. Any temporary employee who meets one of the testing criteria above but fails to provide proof of testing will be terminated. Any full-time regular employee who violates the mandatory testing provisions a second time will be terminated.


Supervisors who fail to report an employee who has experienced a Close Contact or who is showing COVID-related Symptoms will also be subject to disciplinary action. Any supervisor who fails to report will receive a written warning and will be placed on Leave Without Pay for 80 hours. Any supervisor who fails to report a second time will be terminated.

USE OF PAID LEAVE

Grant PUD will authorize paid leave under the Families First Coronavirus Response Act Policy for employees under specific circumstances. Paid leave will be authorized for an employee who:

1. Has tested positive for COVID-19;
2. Has experienced COVID-related Symptoms (see Symptoms list above), has undergone COVID-19 testing, and has provided proof of testing; or
3. Has experienced a Close Contact with someone who has COVID-related Symptoms or with a confirmed case of COVID-19, has undergone testing and has provided proof of testing.

³ Discipline will be carried out in accordance with Grant PUD's policies and procedures. For bargaining unit employees, section 2.4.1 of the Collective Bargaining Agreement applies.

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REVIEW/REVISION HISTORY

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.
v3 06/16/2020	Clarifies the procedure for reporting COVID-19 related Symptoms.
v4 11/9/2020	Incorporates definitions for Close Contact, Symptoms, and Tested Positive, new Critical Position section, incorporates testing into Scope, Mandatory Testing Requirement and Use of Paid Leave sections.