

Effective Date: 06/16/2020	Version: v3 Supersedes: v2	Related Documents:
 <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 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 a pandemic. This policy establishes health screening 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

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.

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

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 not attributable to

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another health condition, or 3) who has been in close contact with someone who has tested positive for COVID-19 or who has COVID-related symptoms not attributable to another health condition, must immediately notify their supervisor or District Representative. This requirement applies to all Grant PUD employees, including those working from home.

For purposes of this policy, a close contact is defined as an employee or contractor who has been within 6 feet of an infected individual for at least 15 minutes.

Self-Monitoring Before Departing for Work

Grant PUD employees and contractors must check their temperature prior to commencing 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. If a Grant PUD employee chooses to take their temperature at home, that time will not be compensated.

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.

When an employee reports symptoms based on any of the criteria above, the supervisor or District Representative must direct the employee to not report to work. The supervisor or District Representative must immediately contact the **IMT COVID Reporting Group at 509-754-1805 or x4111**. The supervisor will be provided direction on any necessary subsequent actions from the IMT COVID Reporting Group.

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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 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

When an employee reports symptoms based on the criteria above, the supervisor or District Representative must direct the employee to return home and immediately contact the IMT COVID Reporting Group at **509-754-1805** or **x4111**. The supervisor 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. 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

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4. Headache
5. Sore throat
6. New loss of taste or smell

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

USE OF PAID LEAVE

Grant PUD will authorize paid leave under the Families First Corona Response Act Policy for employees under specific circumstances. Paid leave may be authorized for an employee who is diagnosed with COVID-19, who has been in close contact with an infected individual (defined as being within 6 feet of an infected person for at least 15 minutes), or who exhibits the following symptoms associated with COVID-19 and are unable to work remotely:

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 Centers for Disease Control and Prevention (CDC). This policy provision only applies to Grant PUD employees.

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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.