

<b>Effective Date:</b> 12/17/2021	<b>Version:</b> v7 <b>Supersedes:</b> v6	<b>Related Documents:</b> Letter of Agreement #69
		<b>DISTRICT-WIDE POLICY</b>
<b>Approved by:</b> GM/CEO, CFO, CCO, COO, IMT Operations Chief, IMT Operations Deputy Chief		<b>Regulation:</b>
<b>Policy Owner:</b> IMT Operations Chief, IMT Operations Deputy Chief		<b>Policy Category:</b> 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:** According to the Center for Disease Control, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- 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 one or more COVID-related Symptoms that cannot be attributed to another health condition, or 3) who has been in Close Contact with someone who has tested positive for COVID-19 or who has one or more COVID-related Symptoms that cannot be attributed to another health condition, shall immediately notify their supervisor or District Representative. This requirement applies to all Grant PUD employees and contractors, including those working from home.

When an employee or contractor reports Symptoms, the supervisor or District Representative shall first direct the employee or contractor to remain or return home. The supervisor or District Representative shall then 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.

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### **Self-Monitoring for Fever Prior to Work**

Grant PUD employees and contractors who are not experiencing COVID-19-related symptoms as described above, shall take their temperature prior to reporting to their assigned work location. If the temperature is 100.4 degrees F or greater, the employee or contractor shall immediately notify their supervisor or District Representative. If an employee or contractor does not have access to a thermometer at home, they shall take their temperature at the nearest Grant PUD facility sign-in location. Grant PUD employees who choose to take their temperature at home will not be compensated for that time.

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

### **Self-Monitoring While at Work**

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

When an employee or contractor reports Symptoms while at work, the supervisor or District Representative shall first direct the employee or contractor to return home. The supervisor or District Representative shall then 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.

#### 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.

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## 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 REQUIREMENT<sup>1</sup>

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-19<sup>2</sup>.
- 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 shall 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.

Employee compliance with this policy is expected to provide a safe work environment for all. Grant PUD believes that employees will follow our core values of safety, respect, teamwork, and integrity in their efforts to comply with this policy as well as others related to

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<sup>1</sup> 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>

<sup>2</sup> Persons (non PUD employee) 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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COVID; however, willful violations of this policy will be subject to just cause evaluation and will lead to discipline.

Any non-bargaining unit 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. Any non-bargaining unit full-time regular employee who violates the mandatory testing provisions a second time will be terminated. Any non-bargaining unit temporary employee who meets one of the testing criteria above but fails to provide proof of testing will be terminated.

Disciplinary action for bargaining unit employees who fail to adhere to these requirements will be carried out in accordance with Grant PUD’s policies and procedures and Section 2.4.1 of the Collective Bargaining Agreement.

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 Incident Admin Leave (185 and 185L) under the following circumstances:

- Employees who have been vaccinated and experience vaccine-related side effects after receiving the vaccine.
- Non-bargaining unit employees who have been vaccinated and must isolate as a result of a positive COVID-19 test as confirmed by Grant PUD’s Safety Department and who cannot be accommodated to work remotely. The decision on whether an employee must isolate will be made by the Safety team once PCR test results are available.
- Other specific circumstances approved by Grant PUD.

The following activities will be charged to regular work hours:

1. Employees who desire to get vaccinated and must travel during working hours to and/or from the vaccination location. Grant PUD will reimburse employees for the mileage associated with this travel.

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2. Employees who are directed to obtain a COVID-19 test and must travel during working hours to and/or from the testing location.
3. During the time an employee is required to quarantine until the initial PCR test results are received.

Employees who are directed by Grant PUD’s Contact Tracing Team to obtain a PCR test may request mileage reimbursement to and from the testing location.

### 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.
v5 06/25/2021	Modifies use of paid administrative leave and administration of discipline.
v6 10/18/2021	Modifies use of paid leave (Incident Admin Leave), revises language related to COVID-19 symptoms, provides clarifying wording, and revises language related to temperature screening.
v7 12/17/2021	Incorporates mileage reimbursement for employees to be vaccinated during work hours.