

# COVID-19 SAFE WORK PLAYBOOK

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1	6/10/2020	Original Issue
1.1	6/23/2020	Addition of Guidance on Enclosed Spaces

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## Introduction

At CMC Energy Services, it is our priority to keep our employees, their families, our customers, and communities healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business, keeping our employees, customers, and partners safe to every extent possible.

This Playbook, reflecting guidance from the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA), is to be used as a corporate recommended practice guideline. Additionally, we have included state, local, and utility guidance. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

While we implement various protocols to ensure your safety, it's up to everyone to execute these protocols daily. By releasing this Playbook, CMC hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety, and establish a level of comfort for all of our employees as we ask you to return to work.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager and Human Resources to discuss alternate arrangements, should they be necessary.

The intent of this Playbook is to provide all employees with guidance to navigate your return to work. It is imperative that you understand and adhere to the procedures outlined within.

## Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. CMC will continue to monitor applicable state and local guidance and determine next steps for reopening an office.

At this time, we’ve created a phased approach for asking our employees to return to work. The status of each office and/or program may be different based on state and utility directives and the health situation in each state in which we operate. To remain consistent with federal guidance, our phased approach to reopening an office is consistent with the guidelines included in the White House’s [Opening Up America Again Guidelines](#).

### **Office Closure**

During this stage, affected offices will remain closed to employees, vendors, and visitors. Employees who are able to work remotely are asked to do so.

### **Phase One**

Under Phase One, an office may reopen. We will evaluate whether it is possible to open an office and permit a maximum number of essential employees to return to work per office location. Some field work may resume. Social distancing and PPE protocols will be put in place and should be followed. However, any other employees who are able to do so should continue to remain home and work remotely. Under Phase One guidance from the government, non-essential travel should be avoided. Business-related travel will not resume under Phase One.

### **Phase Two**

Under Phase Two, an office may reopen to more employees. Government guidance states that in Phase Two, gatherings of up to 50 people are permitted. As such, we will review our situation, consider expanding field work performed, resuming in-home work, opening an office, and permit a maximum of 50 employees to return to the office. CMC will observe governmental guidelines related to occupancy and capacity given an office’s square footage. Similar to Phase One, employees who are able to work from home should continue to do so. Access to the office will be granted for job roles that are critical to business operations or for employees who are not able to work remotely.

Should we reopen an office in this limited capacity, social distancing and PPE protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols will be

put in place to ensure our headcount in an office does not exceed 50 employees and to promote social distancing efforts:

- **Staggered schedules**—Rotating schedules will be used until all restrictions are lifted to minimize employee contact. Managers will need to determine an appropriate schedule to ensure the safety and comfort of employees.
- **Workstation modifications**—Creating at least 6 feet of distance between employee workstations. We will work with functional managers to ensure office modifications are completed prior to returning to work.
- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, in-person meetings will be prohibited. Instead, employees should conduct virtual meetings. Employees who are in the office should avoid gathering in groups. Managers will develop solutions to support field staff meetings and training sessions while following safety protocols.
- **Kitchen protocols** – Employees must ensure that they do not congregate in the kitchen. Kitchen areas will be limited to 3 people at a time with a requirement that social distance protocols are followed.

In addition to the protocols mentioned above, CMC may implement additional guidance during Phase Two that is designed to promote workplace safety.

Finally, although governmental guidance dictates that non-essential travel may resume under Phase Two, business-related travel will be restricted to essential travel only. A travel approval workflow will be implemented once the majority of states have entered Phase Two of the federal government’s plan. Any employee who travels should follow self-isolation guidelines and not return to work during the isolation to ensure the safety of their peers.

### **Phase Three**

Under Phase Three, we will consider continuing to expand field work, in-home services, and reopening an office to all employees, while implementing various protocols to ensure the health and safety of our employees and customers. At this phase, we may also consider resuming non-essential business-related travel.

### **Considerations**

It’s important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Field staff return to work will be considered within the phases based on utility and state guidance applicable to the field work in question. Should an employee test positive for COVID-19 after an office reopens, our plan may change in an effort to protect our employees. In addition, if cases

of COVID-19 spike again in any of the states or local areas where our offices are located, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when they are comfortable returning to the office or field based on individual circumstances. Please reach out to your supervisor, manager, or Human Resources to discuss your personal situation.

## Operating Protocol

#	Playbook Topic	Protocol
1	Minimum Safety Requirements	<ul style="list-style-type: none"> <li>• CMC will establish minimum safety requirements</li> <li>• Program Managers will recommend additional requirements above and beyond the minimum standards which will be identified and met separately according to utility and program guidelines</li> </ul>
2	Pre-Return to Work Training Plans	<ul style="list-style-type: none"> <li>• Program and Functional Managers will host Pre-Return to Work trainings</li> <li>• Employees and managers must certify completion of training prior to returning to work</li> </ul>
3	Preventive Material Inventory/Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Program Managers will ensure that there is an adequate supply of PPE for field and office employees at all times (to the extent possible given supply constraints)</li> <li>• Employees should alert their manager if they observe low levels of any PPE inventory</li> <li>• CMC will determine if temporary office closures or suspensions of in-home services are necessary if PPE inventory becomes unavailable in one or more location</li> <li>• Employees are required to wear appropriate PPE before they enter the office, a customer's home, business, or other facility, and when within 6 feet of another person</li> <li>• Managers will determine if certain PPE may require special fitting, certification or training before use</li> </ul>
4	Office Disinfection Measures, Procedures and Frequency	<ul style="list-style-type: none"> <li>• Employees will disinfect desk, work areas, and computer equipment as recommended per protocol</li> </ul>
5	Worksite Risk Prevention Practices / Safeguarding Your Vehicle	<ul style="list-style-type: none"> <li>• Employees will disinfect all field equipment after every customer visit</li> <li>• Employees will wear proper PPE according to standards and guidelines</li> <li>• Employees will disinfect all vehicles at the beginning and end of each workday</li> </ul>
6	Social Distancing Protocol	<ul style="list-style-type: none"> <li>• Employees will review and understand protocol including cubicle distancing, one-way office flows, and field and in-home/business visit protocols.</li> <li>• Employees will follow and continue to adhere to social distancing guidelines and posted signage</li> </ul>
7	Inbound Materials/Packages	<ul style="list-style-type: none"> <li>• Employees will manage incoming supplies and inventory in accordance with Playbook standards</li> </ul>
8	Employee Screening, Exposure, and Confirmed Illness Protocols	<ul style="list-style-type: none"> <li>• Employees and managers will review and understand protocol and responsibilities</li> </ul>
9	Isolation Protocol	<ul style="list-style-type: none"> <li>• Employees must review and understand protocol</li> <li>• Supervisors and managers must review and understand isolation and reporting protocols</li> </ul>
10	Employee Symptoms and Return to Work Protocol	<ul style="list-style-type: none"> <li>• Employees, supervisors, and managers must review and understand protocol</li> </ul>
11	Deep-Cleaning and Disinfection Protocol	<ul style="list-style-type: none"> <li>• Managers must review, understand, and prepare for the triggering of the deep-cleaning and disinfection protocol</li> </ul>
12	Visitors & Contractors Self-Screening	<ul style="list-style-type: none"> <li>• Supervisors and managers must review and understand protocol for screening visitors and contractors</li> </ul>
13	Reporting Non-Compliance and Daily Compliance	<ul style="list-style-type: none"> <li>• Supervisors and managers must review and understand reporting requirements</li> <li>• To the extent required by utilities, employees may be required to log all contacts during the day</li> </ul>



## Minimum Safety Requirements

	<b>Office Staff</b>	<b>Field Staff</b>
<b>Training</b>	Pre-Return to Work training must be completed and certified before returning to CMC's offices	Pre-Return to Work training must be completed and certified before returning to CMC's offices or field work
<b>Health Screening</b>	Daily, prior to arriving at an office, office staff will verbally self-certify health-screening questions. Employees who do not pass the verbal self-certification must stay home. Additional health screening measures may occur for individuals who become symptomatic at work	Daily, prior to the start of every shift, field staff will verbally self-certify health-screening questions. Employees who do not pass the verbal self-certification must stay home. Additional health screening measures may occur for individuals who become symptomatic at work, or per worksite guidelines
<b>Social Distancing</b>	Maintain a distance of 6 feet between others. Eliminate contact such as handshaking and embracing	Maintain a distance of 6 feet between others. Eliminate contact such as handshaking and embracing
<b>Disinfection</b>	Daily disinfecting should be performed on individual workplace surfaces and frequently touched common surfaces outlined in <b>Office Disinfection Procedures and Frequency</b> . Additional disinfection measures to be taken in accordance with <b>Employee Screening, Exposure, and Confirmed Illness Protocols</b>	Disinfecting should be performed at the beginning of each day and after each appointment to include surfaces and equipment outlined in <b>Worksite Risk Prevention Practices and Safe Guarding Your Vehicle and Company Vehicle</b> . Additional disinfection measures to be taken in accordance with <b>Employee Screening, Exposure, and Confirmed Illness Protocols</b>
<b>Handwashing / Hand Sanitizing</b>	Handwashing for 20 seconds with soap should occur often throughout the day and after disinfection. Alcohol-based sanitizer may be used when handwashing with soap is not possible	Handwashing for 20 seconds with soap should occur often throughout the day, after each appointment and disinfection. Alcohol-based sanitizer may be used when handwashing with soap is not possible
<b>Masks</b>	Cloth masks must be worn in the office	N95/KN95 masks must be worn according to worksite and program guidelines. Cloth masks must be worn in the office or when performing in-home services where program guidelines do not require N95/KN95 masks
<b>Gloves</b>	Disposable gloves must be used when cleaning and disinfecting work surfaces	Nitrile and utility gloves must be worn as required by worksite and program guidelines and when performing in-home services
<b>Face Shield / Safety Glasses</b>	Face shields provided for Isolation Coordinators	Safety glasses or face shields will be required according to worksite program guidelines
<b>Tyvek Suits / Shoe Coverings</b>	NA	Tyvek suits and/or shoe coverings may be required according to worksite or program guidelines

\*Requirements above display a summary of CMC's minimum safety requirements until further notice. Detailed information can be found throughout the Safe Work Playbook. Additional requirements above and beyond the minimum standards will be met and identified separately according to utility and program guidelines.

## Pre-Return to Work Training Plans

Topic	Audience	Content Included
COVID-19 General Awareness	All employees	Online training covering tips on reducing the risk of the virus by using best practices including social distancing, hygiene, disinfection practices and properly wearing and disposing of PPE.
Overview of COVID-19 Safe Work Playbook	All employees	Virtual overview of guidelines, protocols, and procedures
Safe Work Playbook Acknowledgments	All employees	Acknowledgments collected electronically through CBIZ
Supervisor and Manager COVID-19 Responsibilities	All supervisors and managers Human Resources	In-depth review of the role, responsibilities, safety requirements including: PPE Isolation Protocol Reporting
Visitors and Deliveries	Receptionist Inventory Coordinators	In-depth review of screening forms and delivery acceptance procedures

\*It is very important that ALL employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

\*Prior to returning to work, employees will be required to complete Pre-Return to Work trainings and certify understanding of the safe workplace expectations.

## Preventive Material Inventory / Personal Protective Equipment (PPE)

#	Item	Minimum Specification	Quantity On Hand
1	<b>Mask (cloth)</b>	Reusable cloth face mask Provide 3 per employee	30-day supply
2	<b>Mask (N95/KN95)</b>	Disposable N95/KN95 masks. Provide 1/appointment per employee for approved use as required by program	30-day supply
3	<b>Face shield or Safety glasses</b>	Polycarbonate face shield or safety glasses provided	1 per office 1 per field employee
4	<b>Disposable Gloves</b>	Provide 1 pair per office employee as needed to disinfect their workspace	30 day supply
5	<b>Nitrile gloves</b>	Nitrile gloves for field employees Provide 1 / appointment per employee	30-day supply
6	<b>Utility gloves</b>	Utility gloves for field employees as required by program	1 per field employee
7	<b>Infrared thermometer</b>	Infrared no-touch thermometer or disposable thermometers, measures ranges 90° F.-110° F.	1 per office 1 per field program
8	<b>Disinfectant spray</b>	Hospital-grade disinfectant spray	30-day supply
9	<b>Disinfectant wipes</b>	Pre-moistened disinfectant wipes	30-day supply
10	<b>Hand sanitizer</b>	Alcohol-based sanitizer gel or foam (70% or greater)	1 in work area per 20 employees in office Individual containers provided to field staff 30-day supply
11	<b>Hand soap</b>	Hand soap in touchless dispensers	30-day supply
12	<b>Paper towels</b>	Disposable paper towels	30-day supply
13	<b>Tissues</b>	Disposable tissues	30-day supply
14	<b>Bio-hazard container</b>	Bags that can be sealed and tagged as contaminated material shared in offices, individual containers for field employees	30-day supply

\*Personal Protective Equipment (PPE) will be provided by CMC and will be required to be used and disposed of in accordance with established safety standards.

## Office Disinfection Measures

- Offices will be disinfected prior to anyone returning to a phased reopening.
- The cleaning steps outlined in the General Disinfection Measures should be taken routinely, to disinfect workplace surfaces, chairs, tables, etc. and protect employees.
- In addition to the disinfection procedures outlined in the table below, additional deep cleaning procedures will be taken for affected areas of exposure due to a confirmed COVID-19 case.

Take unique site-specific circumstances into consideration when sanitizing and disinfecting with special attention to:



- Workstations and equipment
- Computer screens and keyboards
- Frequently touched surfaces

## Office Disinfection Procedures and Frequency

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Common surfaces	Including control buttons, equipment, and other common surfaces	Hospital-grade disinfectant spray or disinfectant wipes	Spray or wipe. Dispose of cleaning materials in sanitary bin.	Minimum at the beginning and end of each day
2	Offices, desk, and conference rooms	Tables and chair handles and surfaces		Spray or wipe	At the end of each meeting and end of day
3	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray or wipe	At least four times per day
4	Kitchen/Break Room	Table and chair surfaces, dispensers, coffee machines, etc.		Spray or wipe	Generally, 3 or more times per shift to include after all breaks and meals
5	Tableware	Disinfection of tableware	Dishwasher	Wash all tableware in high-temperature dishwasher cycle. Do not hand wash cups, glasses, flatware or dishes	After use

\*Everyone is responsible for keeping areas clean.

## Work Site Risk Prevention Practices

- At a minimum, all field employees are required to wear masks and gloves when working near others or with materials and surfaces that others may touch.
- Employees will be supplied personal protective equipment (PPE), including disinfectant wipes, hand sanitizer, masks, and, as needed, face shields, eye protection, Tyvek suits, and shoe coverings.
- Employees must observe prominently displayed signage to promote safe workplace social distancing.
- All employees are required to wear appropriate face coverings and gloves when working.
- Avoid touching your face with your gloves or hands.
- Clean all non-disposable PPE before and after use.
- Clean all tools and reusable masks and Tyvek suits before and after each appointment. Clean all shared equipment before and after use.
- Remove PPE gently, so as not to disturb contaminants on surfaces.
- Throw away disposable PPE after use in provided biodegradable trash bags. Do not dispose of PPE in customers' homes or at a job site.
- Immediately wash hands with soap for at least 20 seconds or use an alcohol-based sanitizer after removing PPE.
- Employees will drive to and from work sites in a single-occupant vehicle including company vehicles.

### **Enclosed Spaces – Added 6/23/20**

When possible, avoid working in enclosed spaces, such as elevators, storage/utility rooms or areas, attics, crawl spaces, etc., where social distancing with another person cannot be maintained.

- Assess options for completing the task without violating safety precautions. For example, perhaps one person at a time could work in the enclosed space.
- Respiratory protection (properly fitted N95 mask or higher) and gloves must be worn at all times while working in an enclosed space.
- Sanitize or wash hands after emerging from work in an enclosed space.
- Document that you worked in an enclosed space when required, in accordance with program utility guidelines.

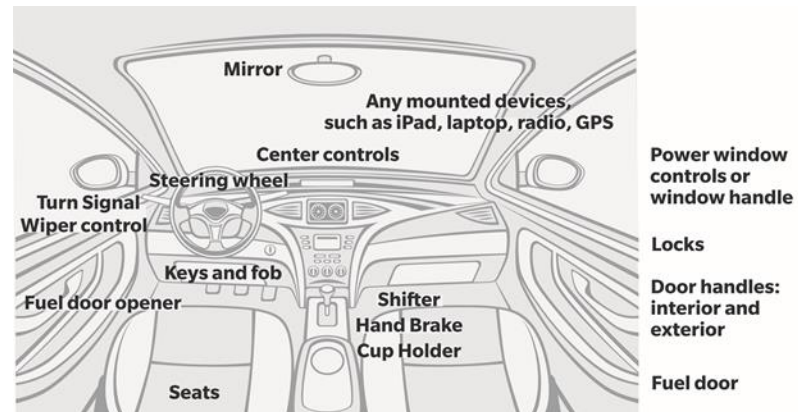
### **Elevators – Added 6/23/20**

Elevators pose possible risks of transmission from breathing in air-borne particles from others or touching contaminated surfaces. Even passengers who rode in the elevator before you may leave behind air-borne contaminants.

- Take the stairs when possible.
- Maintain social distance while waiting to enter an elevator.
- Ride alone in an elevator when possible.
- Wear a mask when riding in an elevator, even if you are the only occupant.
- Avoid talking.
- Touch as few surfaces as possible and wash or disinfect your hands after riding in an elevator.
- Comply with any posted COVID safety protocols, such as occupancy limits and floor markers showing where occupants should stand and which direction they should face.
- Document that you used an elevator in which social distancing could not be maintained when required, in accordance with program utility guidelines.

## Safeguarding Your Vehicle and Company Vehicle

- At a minimum, vehicles should be cleaned at the beginning and end of each workday.
- Use disinfectant wipes or spray disinfectant to clean all high-touch surfaces throughout the cabin:
  - Touchscreens, radio, steering wheel, turn signal, wiper knob, shift knob, mirrors, door handles, window and mirror controls, and hand brake handle
    - \*Alcohol-based products should not be used on touchscreens
  - Headlight, cabin lighting, climate and audio controls
  - Power windows, window handles and window/door lock buttons
  - Your keys or the push-button ignition
  - Seats
  - Fuel door latch, fuel door
  - Exterior and interior door handles
- To guide your efforts when cleaning the cabin, think about where droplets would fall when you sneeze or cough. (For example, do you turn your head to the side?)
- Wash hands with soap for at least 20 seconds or use an alcohol-based sanitizer after completing the cleaning process.



## Social Distancing Protocol

Social distancing is a simple yet very effective mechanism to prevent potential infection that relies on simple distance to avoid infection.

In practice this means:

- Staying 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.
- Cover your nose and mouth with a tissue when coughing or sneezing, then immediately throw the tissue in the trash and wash hands. If no tissue is available, cough into your elbow.
- All field crew meetings should be held outside, using social distancing.
- Bring food from home. Do not share.
- Maintain social distancing separation during breaks and lunches.



No meeting of greater than 10 persons should occur in Phase 1, even when the meeting area is large enough to accommodate appropriate social distancing. This practice of social distancing includes but is not limited to kitchens and break rooms, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable as referenced in the phased approach.

### **Social Distancing in Common Areas**

- Increase cleaning intervals to ensure clean environment at all times.
- Ensure social distancing is maintained.
- Avoid non-essential gatherings.

- Follow instructions on office signage.

## **Inbound Materials/Packages (Operating Inventory and Supplies)**

Practice “contactless” deliveries whenever possible. Contactless deliveries allow the delivery person to leave a delivery and move back to a distance greater than 6 feet away while verifying receipt of the delivery with the recipient (if required). This eliminates the need for close contact between the recipient and the delivery person.

If packaged materials have been in transit and/or storage at the office for more than 48 hours from last human contact, no further action need to be taken.

If you receive an expedited package or in-person delivery, follow these additional precautionary steps to prevent surface contamination:

- Maintain a distance of 6 feet from others you might meet or need to speak to while accepting a delivery.
- Avoid sharing pens or other tools with the delivery person when accepting a delivery.
- Spray the outside of the box with a hospital-grade disinfectant spray before opening as appropriate.
- Wash your hands with soap and water. Use hand sanitizer when soap and water are not available.
- Avoid touching your face, eyes, nose, or mouth.

## **Employee Screening, Exposure, and Confirmed Illness Protocols**

Keeping employees and customers safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency.

Stay home when you are sick:



- If you are sick, or a member of your household is sick, stay home.
- If you feel sick while at work, follow isolation protocol immediately.

## **Employee Screening Protocols**

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with HR and members of company management with a true need to know.

The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of an office and as a response to a confirmed diagnosis. Employees unwilling to complete a required COVID-19 health and safety screening may be subject to corrective action. These situations will be addressed on a case-by-case basis in accordance with [Reporting Non-Compliance](#).

## **COVID-19 Exposure and Confirmed Illness Protocol**

Employees who test positive for COVID-19 or believe they have been infected or exposed will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask when around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until they have met specific criteria, consistent with CDC guidelines and as directed by a health care provider. Employees must coordinate their return to work with Human Resources and provide documentation as requested prior to returning to work.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Employees who feel they may have come in contact with a customer who has or may have COVID-19 should immediately contact their supervisor and Human Resources to report the contact and seek advice on next steps. Information will be reported to utility clients in accordance with program guidelines.

### **Reporting Transparency Protocol**

Employees who are in direct contact with customers may be required to track all contacts during the workday. Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify Human Resources as soon as practicable. The employee will be asked to assist with contact tracing to identify any employees, customers, visitors, or clients they may have been in contact with. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Human Resources will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. CMC may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus. CMC will comply with utility and government reporting requirements.

### **Employee Mental Health Considerations**

CMC understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. All employees with concerns regarding their mental health should request additional resources from Human Resources.

CMC offers an Employee Assistance Program through Cigna called the "Life Assistance Program" or LAP. This confidential, free program provides confidential advice and crisis intervention for personal issues that you might be facing and information about other concerns that affect your life.

LAP counselors are available 24/7 at (800) 538-3543 or [www.cignabehavioral.com/cqi](http://www.cignabehavioral.com/cqi)

## **Isolation Protocol**

Isolation Protocol is in place for employees who become ill at work:

If a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to move away from customers or employees, remain where they are, and immediately contact their supervisor or manager by phone for instructions to

avoid further contamination. Kate Robinson, Sr. HR Generalist should be also contacted immediately @ 877-700-2620 x1105 or krobinson@cmcenergy.com.

## Procedure

1. A [COVID-19 Employee Health Screening Form](#) must be completed by a supervisor or manager for each employee exhibiting symptoms.
2. Anyone attending to the ill or symptomatic person in person should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.
3. The ill or symptomatic employee should be directed to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
  - If the ill or symptomatic person is well enough to drive their own vehicle, ask them to use it.
  - If an employee is to transport the infected person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
  - The driver must wear a mask and gloves while making the journey and keep them on for the return journey for proper disposal.
  - If a company vehicle was used, management must ensure it is disinfected after transporting an infected person, and all surfaces, seats, dashboards, door handles, seatbelts, etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while doing so.
  - Building Management must be contacted if the infected employee was in the office. Specific landlord reporting will need to be completed.
  - Human Resources must:
    - Identify persons who may have been in contact with the ill or symptomatic employee. Unless required by the local health authority, the name of the ill or symptomatic employee should not be provided.
    - Advise employees that they may have been in contact with a suspected ill or symptomatic employee, to carry out a self-screening check every morning, and based on the results, contact the Human Resources department.
  - Advise employees to contact a physician to obtain medical clearance to return to work.
4. Ensure that the ill or symptomatic employee's workstation, office, and/or field

equipment is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee, consistent with the deep cleaning protocols. All persons carrying out this cleaning must wear disposable nitrile gloves, and properly discard PPE.

## **Employee Symptom & Return to Work Protocols**

Until further notice, employees who will have contact with other employees, customers, or clients during their workday will be asked to verbally self-certify to their supervisor prior to the start of their shift that they:

- Have no signs of a fever or measured temperature above 100.3° F. or greater, a cough, or trouble breathing within the past 24 hours.
- Have not had “close contact” with an individual diagnosed with, ill or symptomatic, or suspected to have COVID-19.
  - “Close contact” means living in the same household as a person who has tested positive for COVID-19 within the last 14 days or is showing symptoms, caring for a person who has tested positive for COVID-19 within the last 14 days or is showing symptoms, being within 6 feet of a person who has tested positive for COVID-19 within the last 14 days or is showing symptoms for 15 minutes or more, or coming in direct contact with secretions (for example, sharing utensils or being coughed on) from a person who has tested positive for COVID-19 within the last 14 days or is showing symptoms.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees are instructed to stay home when they are sick, a member of their household is sick or they suspect they may have come in contact with an infected or person showing symptoms of COVID-19. Employees should immediately notify their supervisor and Human Resources of any symptoms, suspected exposure, or infection.

Employees who have symptoms during the workday, or suspect they may have contact with someone who is infected or has symptoms should immediately contact their supervisor and Kate Robinson, Sr. HR Generalist @ [krobinson@cmcenergy.com](mailto:krobinson@cmcenergy.com) or 877-700-2620 x1105, for further instructions before proceeding with their workday.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request clearance from a health care provider. In general, we would request medical information to confirm the need to be absent, to show whether and how an absence relates

to the infection, and to know that it is appropriate for an employee to return to work. As always, we expect and appreciate cooperation if and when medical information is sought.

Any employee who is diagnosed as being infected with an infectious disease should report this information to Human Resources as soon as possible via email to [krobinson@cmcenergy.com](mailto:krobinson@cmcenergy.com) or by phone: 877-700-2620 x1105.

### **Returning to Work After Home Isolation**

Employees with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work once they have met specific criteria, consistent with CDC guidelines and as directed by a health care provider. Employees must coordinate their return to work with Human Resources and provide documentation as requested prior to returning to work.

## **Deep-Cleaning and Disinfection Protocol**

General disinfection measures should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 by testing. All offices have received deep-cleaning and disinfection during the shutdown period.

### **COVID-19 - Deep Cleaning and Disinfection**

COVID-19 deep-cleaning is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical.

While the scope of deep cleaning is presumed to be the full office, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and Senior Leadership approval is obtained.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning shut down the office for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Deep cleaning should be carried out by an external cleaning company; this company must have the minimum requirements of:
  - Trained personnel to execute the process of cleaning, disinfection, and disposal of hazardous waste.
  - Proper equipment and PPE to perform the task.
  - All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
  - Use of approved COVID-19 disinfectant chemicals to perform this activity.
  
2. The cleaning and disinfection process must be coordinated and supervised to ensure that:
  - There is a specific plan and strategy to clean equipment, common areas, offices, and any typical areas where employees interact.
  - Only authorized people can access the site during the cleaning operation.
  - PPE used during disinfection must be properly disposed at the end of the process in accordance with federal, state, and local regulations.
  - Employees are made aware that the work areas have been disinfected.

## **Visitors and Contractors Self-Screening**

Visitation to our offices will be suspended until further notice. Meetings should take place virtually going forward, to ensure the protection of both employees and visitors.

Where business-critical and in-person visits do occur, such as to allow equipment or offices to remain operational, Visitors will be required to complete a [COVID-19 Visitor Self-Screening Form](#).

The Visitor Self-Screening Form forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

## **Host Directions for Visitors and Contractors**

Visitation or contractor work is forbidden if there has been any “YES” responses to the COVID-19 Self-Screening Checklist. If “YES” is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect

any common surfaces touched by the visitor and advising Human Resources of the incident.

Visits or contractor work that does occur should limit exposure to employees to the extent feasible, by:

- Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
- Practicing social distancing themselves at all times and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 6 feet distance when interacting, etc.).
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

## **Reporting Non-Compliance**

Instances of non-compliance with any of the protocols outlined in this document should be reported to a manager and Human Resources immediately. These instances will be handled on a case-by-case basis, keeping the safety of all of our employees our top priority. Non-compliance may be subject to corrective action, up to and including separation from the company.





# COVID-19 Employee Health-Screening Form



Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

## Symptoms Noticed:

- Shortness of breath, difficulty breathing
- Cough
- Fever (100.4° F.) or higher
- Chills/Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**If an employee's body temperature is at or above 100.4° F. or presents two or more symptoms above, the employee must be sent home immediately and the following completed:**

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

**Employees must coordinate their return to work with Human Resources and provide documentation as requested prior to returning to work.**

Date the employee returned to work: \_\_\_\_\_

Person completing form:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## COVID-19 Visitor Self-Screening Form

The safety of our employees, customers, and visitors remains the CMC's primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the company is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease Control.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

*Thank you for your time and cooperation.*

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I am a:     Company Employee         Contractor/Consultant         Visitor

### Contact Information:

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Location Visiting: \_\_\_\_\_

### Visitor Details:

Company Name: \_\_\_\_\_ Person You Are Visiting: \_\_\_\_\_

*Please answer the following questions and sign below. If the answer to question 1 below is yes, access to the facility will be denied.*

**1. Are you showing any signs of one or more of the following symptoms?**

Shortness of breath, difficulty breathing, cough, fever (100.4° F.) or higher, chills/repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Yes    No

**2. Have you been in contact with anyone who has tested positive for COVID-19, or has been ill and symptomatic in the past two weeks?**

Yes    No

**By signing below, I certify that the information provided on this form true and correct to the best of my knowledge.**

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Date

## Appendix

Additional supporting documents to the Safe Work Playbook are listed below. These documents are intended for internal purposes only.

- Safe Work Frequently Asked Questions
- CMC Field Safety One-Page
- State and Utility Guidelines
- Training Documents
- Program Manager Checklist
- Daily Self-Certification Template