

COVID-19 Safety



A guide for staying safe while saving energy

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WHAT IS COVID-19 and how does it spread?

The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

The virus that causes COVID-19 is thought to spread from person to person, usually through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouth, eyes, or nose of people who are nearby or possibly inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Information based on recommendations from the CDC. To learn more visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



DON'T COME TO WORK if you exhibit symptoms

If you are experiencing **fever, cough, or shortness of breath, please stay home** and contact your healthcare provider.



REPORT TO HR if you believe you have COVID-19

If you have COVID-19, **it is important to let HR know** so that appropriate action is taken to keep everyone safe.



CLEAN frequently touched surfaces regularly

Use **disinfectant wipes or spray cleaner** on frequently touched surfaces.



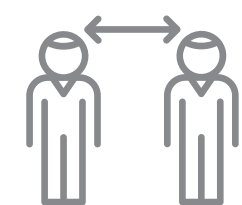
COVER coughs and sneezes

Always **cover your coughs and sneezes**, dispose of tissues after use, and wash your hands.



WEAR A MASK based on personal situation or preference

Review **CDC website** for current preventative measures and face masks recommendations.



SOCIAL DISTANCE based on personal situation or preference

Review **CDC website** for current preventative measures and social distancing recommendations.



WASH HANDS often

Follow the guidelines provided by the CDC and **wash your hands thoroughly for 20 seconds** multiple times a day.

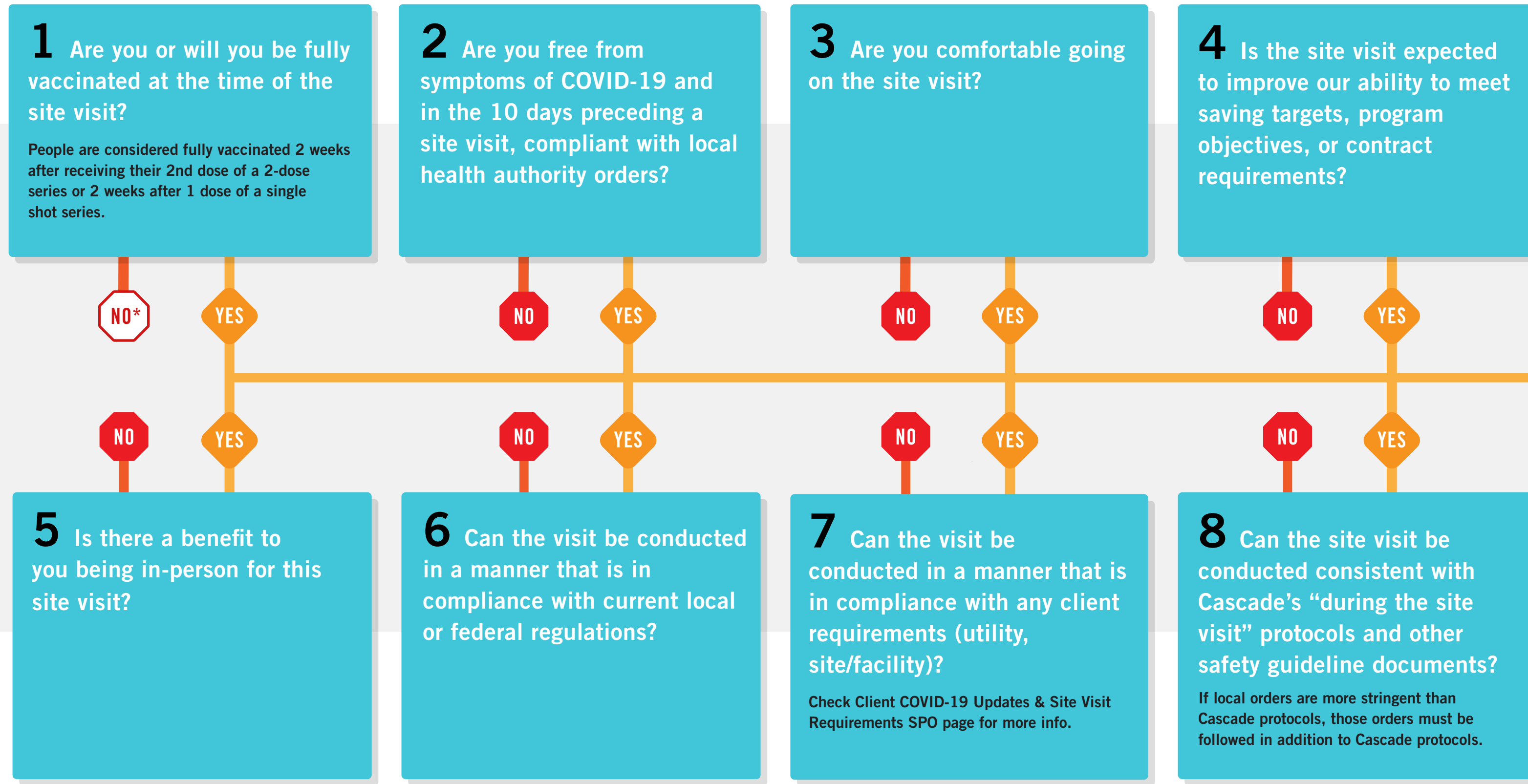


COUGH into elbow instead of hand

This helps to **reduce the spread of droplets** that could transmit COVID-19.

Step One Decide if a site visit is appropriate

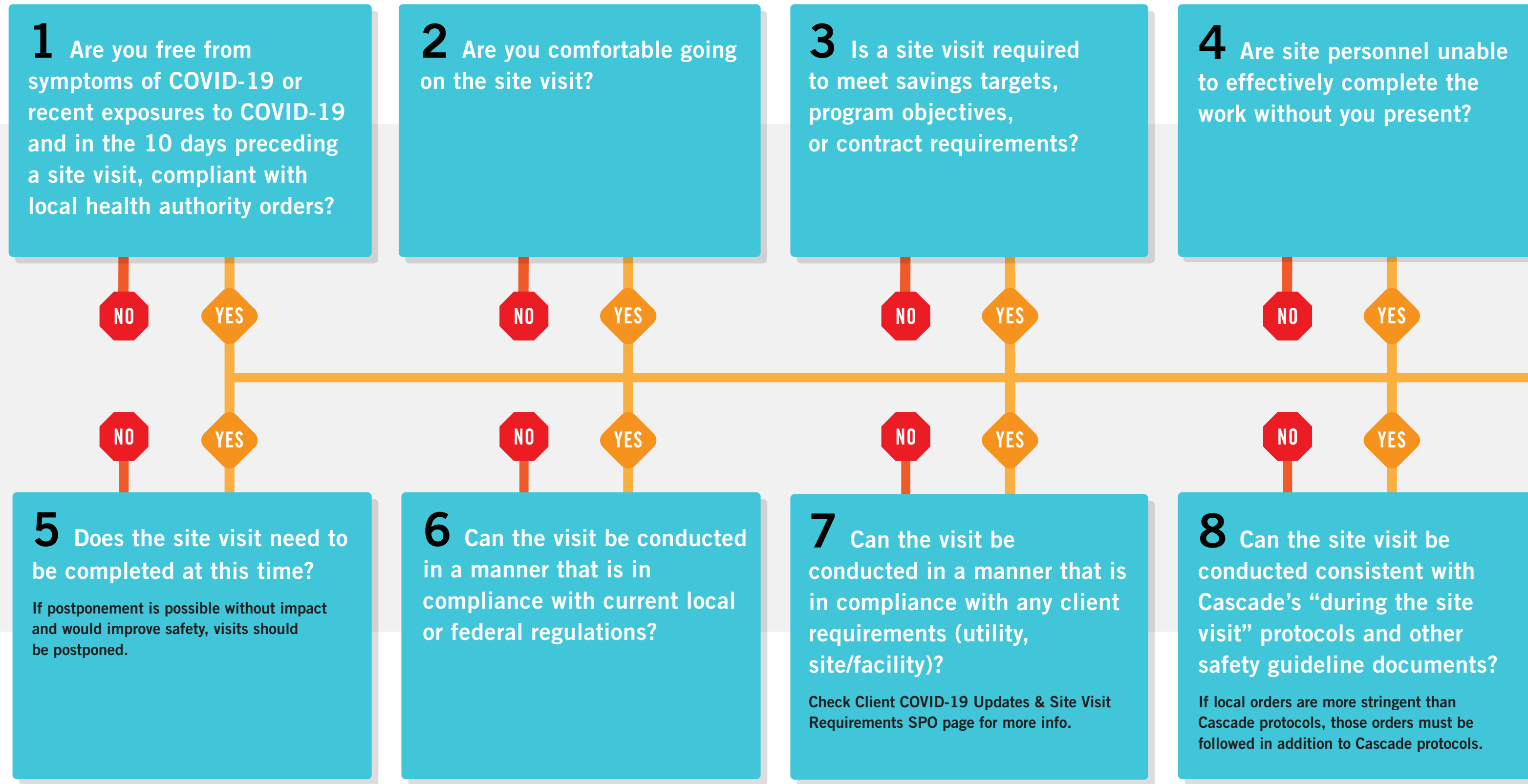
Vaccinated Employees - Answer these 8 questions before proceeding to a site visit.



* If 'No' - use Decision Tree on next page

Step One Decide if a site visit is appropriate

Unvaccinated Employees - Answer these 8 questions before proceeding to a site visit.



Step Two Prepare for the site visit



AUTHORIZATION for business conduct

Employees - **review the decision flowchart** and complete a job planning form to prepare for the site visit. Review may be jointly with manager or completed independently at manager's discretion.

Manager **approval is required for all site visits** at this time.* Approval may be given by email, Teams chat or in 1-1 meeting.

An **Authorization for Business Conduct** form is available in cases where local jurisdictions have limited travel and work authorization may be required. All flights, rental cars and hotels must be booked through the **Travel Request** ticketing system.



SAFETY protocols

When preparing for the site visit, **be familiar with any site-specific protocols, requirements and local health orders** that may be applicable.

Employees should review site specific safety protocols, PPE requirements, and documentation needs before going on the site visit. Review Cascade's **Air Travel Guidelines** and other safety protocols on the COVID-19 SPO page as applicable.

Discuss these requirements, local health orders and any recent COVID cases with your site contact to **ensure you have all the necessary information, training and PPE** to successfully complete your site visit.



PLAN how to minimize contact

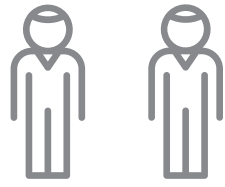
During the pre-visit conversation with your site contact, **plan how to minimize contact with people and equipment as much as possible**. Discuss how to maintain social distancing in any enclosed spaces including elevators.

Determine whether it is feasible to limit interactions to a single point of contact during the site visit.

Create a detailed site agenda (where equipment/system is located, etc.) in order to minimize the amount of time spent on site.

* Site visits to facilities in industries designated as 'very high risk' or 'high risk' by the CDC/OSHA are not approved at this time. Refer to OSHA 3990-03 2020 for industry classifications.

Step Three During the site visit



EVERY employee

Face masks & social distancing are not required during transit or at the site unless required by the utility customer, site facility, or any federal, state, or local authority. Employees are expected to follow these requirements.

Separate vehicles are not required unless specified by a customer. Employees may request separate vehicles.

All employees are encouraged to **review CDC website** for face masks and social distancing recommendations.



MINIMIZE contact

Limit the number of people with whom you interact to only those who are essential. **Shaking hands is not allowed** and other forms of close contact should be avoided.

Tool sharing is discouraged.

If necessary, tools must be cleaned with a sanitizing wipe before and after use by every person.

Have conversations with site personnel in **quiet environments** rather than noisy equipment areas.



WASH HANDS and surfaces regularly

Wash hands as often as possible after touching site surfaces, **or use hand sanitizer*** if hand washing is inaccessible.

Use sanitizing wipes* to clean any shared surface that is touched.

Use care when sanitizing around electrical connections or circuit boards to protect any exposed electronics.

Avoid touching your face.



STOP WORK if health or safety is at risk

Be alert for site employees who are not following proper social distancing guidelines or who are visibly showing indications of sickness.

Cascade employees are always allowed to stop work

at any time if they feel their health or safety is at risk.

Always **report anything about the site visit that made you uncomfortable** to your manager or the Safety Committee.

* Face masks, hand sanitizer, and sanitizing wipes will be provided to all employees. Please contact the Admin Helpdesk if you need additional supplies.

Step Four After the site visit



CDC Hand Washing Guidelines

Wash hands as soon as possible after departing the site (following the 20-second guidelines from the CDC), or use hand sanitizer if hand washing is inaccessible.

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse your hands well under clean, running water.

Dry your hands using a clean towel or air dry them.



SANITIZE all equipment

Sanitize all equipment that was taken to the site.

Use sanitizing wipes or spray cleaner on data loggers, meters, clipboards, and any other equipment that may have come into contact with anything at the site.

Use care when sanitizing around electrical connections or circuit boards to protect any exposed electronics.



REPORT any symptoms

Always report anything about the site visit that made you uncomfortable to your manager including if unable to maintain social distancing or wear PPE.

Fill out the post-visit form on the Safety site and upload your completed JPF.

If you become ill with symptoms resembling COVID-19 or are diagnosed with COVID-19, inform HR and include a list of sites you have visited in the past 14 days.

Notification **protocols may require us to report contact to the sites directly** or through local health authorities.