

COVID-19 Restart Policy

Energy Northwest's Mission Statement: Provide our public power members and regional customers with safe, reliable, cost-effective, responsible power generation and energy solutions.

As reflected in our mission statement, customers across the Pacific Northwest count on Energy Northwest to provide a reliable source of electric power. In addition to the conveniences of modern life, this power is supplied to our hospitals, medical care facilities and first responders, who are under tremendous pressure in dealing with the COVID virus impacts. Continuing to meet our responsibility to help our community weather the pandemic is critical. Key to reliable and safe power generation is successfully completing our refueling and maintenance outage safely and on time.

Energy Northwest policy for managing COVID in preparation for R-25 and EN corporate offices

In order to ensure a successful refueling and maintenance outage (R-25) at Columbia Generating Station, increasing the on-site presence of applicable agency employees as we approach the start of outage. Increasing on-site employee presence will enable robust planning and preparation, as well as reestablish a culture of direct personal interaction to foster the teamwork necessary for outage success. We understand there is some increased risk of inadvertent exposure to the COVID virus while at work as more employees work on-site, but are convinced by employees' dedication to safe practices since March 2020 that this risk can be managed through our existing screening, social distancing and masking policies.

Responsibilities:

- Outage management: Develop and challenge a successful R-25 plan, including actions to mitigate the impact of COVID.
- Department managers and supervisors: Ensure the appropriate engagement of employees to develop and execute a successful outage plan.
- All employees: Support the execution of the outage plan.
- Pandemic response team: Monitor COVID impacts to the full-time and outage work force and advise station leadership of trends that may impact outage performance.

Policy:

Effective: March 1, 2021

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Strategy: Reduce work-at-home allowances for essential workers to restore normal preventive and corrective maintenance and foster employee collaboration in support of a successful outage. Department managers will determine when essential and non-essential employees' presence is required on-site in support of plant operations or to prepare for a successful outage at Columbia.

Actions:

1. Return to "normal" pre-COVID daily core business schedule, modified to accommodate updated remote work guidance. Department managers are expected to manage their work force to ensure that the appropriate workers are available, in the appropriate location on a daily basis to properly prepare for and execute the outage.
2. Return to in-person core business meetings Feb. 8
 - a. Quorum members only in person; cannot provide social distancing for the larger group.
 - b. Dial in still available for those who might be quarantined or just to listen in.
3. Employees who are at "high risk" from COVID-19 may continue to work remotely (see notes).
4. All employees are encouraged to be vaccinated when a vaccine is available.
5. Continue existing daily screening, including temperature checks.
6. Social distancing and masking policy remain in effect.
7. All EN employees who do not pass daily screening or become COVID positive will be eligible for supplemental leave (SLP) or non-productive work orders **ONLY IF THEY HAVE BEEN VACCINATED** (or tried to get vaccinated but the vaccine was not available or the two-shot course not complete). If not vaccinated once vaccine is available, employees will need to work remotely (if allowed), use personal time (PT) or take leave without pay (LWOP). Consult Human Resources for religious or medical exemptions.
8. Maintain COVID-19 allowances for special employee groups (see notes).
9. Maintain allowances for remote work for non-essential employees as work and priorities permit.



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10. Maintain necessary allowances for non-productive work order (see notes).
11. Vaccination status may alter quarantine protocols, return to work, social distancing or mask policy based on changes to Centers for Disease Control and Prevention (CDC) guidance and WA state mandates.
12. Outage pandemic planning teams remain in effect.
13. Pandemic response team remains in effect.

NOTES

COVID-19 special employee groups

High risk: Defined per CDC guidance. (Age 65, certain underlying health conditions)

- EN may not ask employees for proof, confirmation or details if they self-identify as being in the high-risk group.
- EN may require employees who they know or suspect to be in the high-risk group to follow the high-risk guidance. (Department manager consult with vice president prior to implementing this action.)
- This group will continue to follow governmental direction for social distancing including remote work if authorized and fit for duty, or non-productive work from home if necessary (while Washington state proclamation is in effect).

Day care or school closure impacts

- Remote work if work allows -
 - Employees who work remotely to care for family members impacted by COVID must report all worked hours in accordance with timekeeping procedures.
 - Non-productive work orders and SLP are not authorized.
- If unable to work from home -
 - Regular or project employees can seek approval for alternate work schedule where possible.
 - Regular or project employees can utilize PT or take LWOP.
 - Non-productive work orders and SLP are not authorized.

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General employee guidance

- Employees who do not pass screening criteria and who have been vaccinated.
 - Notify supervisor and stay home.
 - SLP is authorized if symptomatic.
 - Remote work if work allows and employee is fit to work from home.
 - Non-productive work orders authorized if necessary, after SLP is exhausted.
 - Pandemic response team provide return to work authorization.

- Employees who do not pass screening criteria and have not been vaccinated because a vaccine was not available:
 - Notify supervisor and stay home.
 - Remote work if work allows and employee is fit to work from home.
 - SLP may be utilized.
 - Non-productive work orders authorized if necessary, after SLP is exhausted.
 - Pandemic response team provides return to work authorization.

- Employees who do not pass screening criteria and who choose not to be vaccinated when the vaccine was available:
 - Notify supervisor, do not report for work.
 - Remote work if job allows with department manager approval.
 - If remote work is not an option, then take PT or LWOP until screening criteria is met. SLP and non-productive work orders are not authorized.
 - If a medical or religious exception to vaccination is claimed, contact HR for guidance. EN will not ask for medical details.
 - Pandemic response team provides return to work authorization.

Screening procedures

- Refer to COVID-19 website for current screening procedures.
- All EN employees reporting for work will be required to have a temperature check on-site in addition to completing the self-screening checklist.

Social distancing and protective measures

- Frequent hand washing.
- Employees should remain 6 feet or more apart.
- If not able to maintain appropriate distance, use a mask. (Utilize masks per the current company policy.)

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Training: All training – including manager and supervisor training – is classified as an essential work activity. Classrooms and labs will be configured to support social distancing requirements.

Special guidance for Energy Services & Development: ESD essential employees will continue to provide support for our other projects and for Columbia in their regular work locations as needed and as determined by their manager. Plans are already in place and being implemented in those areas to ensure proper operations and maintenance activities are occurring, but with proper personal protective measures, including staffing rotations where possible. The plans for ESD projects, sites and facilities are regularly evaluated and an ESD manager will participate in the planning process.

