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DESCRIPTION OF CHANGES

Justification (required)
Change in procedure to clarify items and add additional references

Page(s)	Description (including summary, reason, initiating document, if applicable)
6	Added Steps 3.1.2a and updated 3.1.2b
7	Updated Steps 3.1.4d and 3.1.5
8	Updated step 3.2.2a
11	Added definitions 5.1 and 5.5, added references 6.3 and NEI Resource Guide

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1.0 PURPOSE AND SCOPE

- 1.1 This document describes planning for and response to a Pandemic event at Energy Northwest.
- 1.2 The Energy Northwest Pandemic Plan is designed to protect Energy Northwest assets by protecting Energy Northwest employees.
- 1.3 Actual implementation of the phases or actions in the plan will depend on many factors. Consideration for implementing all or part of this plan will depend on the developing conditions and status as it relates at a national, state and local level.
- 1.4 This plan provides strategic direction.
 - 1.4.1 When possible, specific implementation actions and responsibilities are described in attachments.
 - 1.4.2 For some actions, details cannot be established until specific characteristics of the pandemic are known.
 - 1.4.3 Should a pandemic occur, teams will be assembled to plan in accordance with this document while interfacing with local, state and federal government officials as required.

2.0 RESPONSIBILITIES

2.1 Chief Executive Officer/Senior Management

- 2.1.1 The Chief Executive Officer or delegate is responsible for implementing this plan or portions of the plan.
- 2.1.2 Portions of the plan may be implemented at the discretion of Senior Management. Decisions on implementing all or part of the plan should depend on transmission capability of the virus and outbreak status in certain geographic regions.
- 2.1.3 Importance of continuity of business activities should also be considered in decisions to implement actions.

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2.2 Managers/Supervisors

- 2.2.1 Each department should develop and implement a staffing coordination and communication plan during periods of high absenteeism to ensure staffing levels are tracked and critical functions are able to be performed.
- 2.2.2 Each department should identify a Staffing Coordinator.
- 2.2.3 Each department should conduct their day-to-day operations in compliance with procedures and guidelines applicable to their facility to ensure Energy Northwest assets and the health and safety of the public are protected.

2.3 Employee(s)

- 2.3.1 Employees should remain informed of the pandemic status and Energy Northwest expectations related to the phases of the pandemic.
- 2.3.2 Employees should refer to this GBP and maintain contact with their supervisors/managers for direction.

2.4 Human Resources

- 2.4.1 Human Resources (HR) should develop and implement policies on leave of absence, compensation, and benefits related to extended absences and overtime during a pandemic.
- 2.4.2 Human Resources should provide guidance to management on implementation of such policies.

2.5 Occupational Health

- 2.5.1 Occupational Health (OH) should monitor the status of a pandemic event and provide information to management on the developing stages of the pandemic.
- 2.5.2 Occupational Health should provide educational information regarding prevention and methods to minimize transmission of pandemic viruses/diseases.
- 2.5.3 Occupational Health should provide methods for evaluating and screening employees for safe entry into the workplace during the pandemic phases.
- 2.5.4 Occupational Health should provide guidance to management on safe entry into the workplace after an employee has been ill.

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2.6 Operations

Operations is responsible to conduct facility operations in compliance with procedures and guidelines as applicable for all facilities to protect Energy Northwest assets and the health and safety of the public.

2.7 Public Affairs

2.7.1 Public Affairs should develop and maintain a communications plan that provides a framework and support materials to manage communications in the event of a pandemic and integrate communication needs throughout the organization.

2.7.2 The plan should cover communication needs for the employees, stakeholders and the public about pandemic planning and preparedness activities and provide a staged response to a potential pandemic event. A communication strategy is provided in Attachment 7.1.

2.8 Supply Chain Services

2.8.1 Supply Chain Services should identify suppliers, evaluate their pandemic plans, and have contracts in place with suppliers of critical consumables and materials to maintain operations of Energy Northwest assets in the event of a pandemic.

2.8.2 Supplies should include those needed for facility operations and for items unique to a pandemic such as antibacterial cleansers, gloves, masks etc.

2.9 Emergency Preparedness

2.9.1 Emergency Preparedness (EP) should serve as the liaison with outside agencies to review plans and preparations with them to support the Energy Northwest Emergency Plan during a pandemic.

2.9.2 Emergency Preparedness should consider enhancing methods to ensure adequate Emergency Response Organization (ERO) staff is available to respond in accordance with Energy Northwest Emergency Plan requirements.

2.10 Information Services

2.10.1 Information Services should identify, plan, and develop support plans for critical information technology infrastructure needed to support Energy Northwest operations in the event of a pandemic.

2.10.2 Information Services should concur with department level plans that leverage information technology during times of high absenteeism to ensure information services infrastructure availability is factored into departmental plans.

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3.0 PROCEDURE

NOTE: The sections listed below follow the planning phases as defined in industry planning documents such as those developed by NEI (NEI 06-03) and the NEI Resource Guide: Preventing and Mitigating the Spread of COVID-19.

CONSIDER the status and recommendations at the Federal, State and County levels when deciding to implement steps in the pandemic plan. Decisions may be made to implement or not implement any step in any section at the discretion of the CEO or delegate.

3.1 Stage 1

NOTE: Implementing steps in this section are at the discretion of the CEO.

3.1.1 Prior to implementing all or part of this section, **CONSIDER AND EVALUATE** a review of the status at the federal, state and local level.

3.1.2 Staffing

- a. CEO to determine if a pandemic response team is to be formed to manage the agency's response to the pandemic. This may be established in stage 1 or stage 2 if determined to be needed by the CEO.
- b. Managers should **REVIEW** their respective staffing to identify essential and non-essential staff.
- c. Managers should **EVALUATE** upcoming work based on preparations and planning for reduced staffing levels.
- d. Managers and supervisors should **ADVISE** employees not to come to work when they are feeling ill, exhibiting symptoms, or have had close contact with individuals exhibiting symptoms. (Reference Attachment 7.2)
- e. Managers should **IDENTIFY** their Staffing Coordinator.
- f. Managers should **REVIEW** their processes for tracking availability of staff on a weekly and/or daily basis.

NOTE: Communication of measures occurs through news articles, posters, etc.

- g. **ENCOURAGE** employees to apply measures to minimize transmission from each other.
- h. Human Resources should **REVIEW** policies and processes for increased processing of Disability claims and leave policies.

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- i. Emergency Preparedness should **DEVELOP** enhanced methods to ensure adequate ERO staff is available to respond in accordance with Emergency Plan requirements.
- j. Emergency Preparedness should **DEVELOP** alternate methods to “all call” staffing of the ERO to reduce exposure of essential and augmenting individuals at a single time and location.

3.1.3 Facilities

- a. Managers/Supervisors should **DISTRIBUTE** antibacterial cleaning products and Personnel Protective Equipment (PPE) to key work locations.
- b. Managers should **CONSIDER** closing non-critical common areas.
- c. Prior to implementing, **REVIEW** local and regional conditions.
- d. **ENCOURAGE** employees to disinfect fixed surfaces shared by multiple employees.
- e. Facilities and Commercial Engineering should **POST** information regarding methods to minimize transmission of the virus.
- f. **INCLUDE** information on personal protection techniques such as hand washing and social distancing techniques posted at key locations.

3.1.4 Materials and Resources

- a. Procurement should **SECURE** vendors to supply antibacterial cleansers, appropriate PPE and develop a process for departments to obtain supplies.
- b. **EVALUATE** the procurement of food and water for overtime staff.
- c. Departments should **REVIEW** plans to obtain additional supplies of appropriate PPE.
- d. Departments should **EVALUATE** purchasing of consumable supplies to support critical work.
- e. Occupational Health should **COLLABORATE** with the Local Health District on availability of vaccine to critical staff once developed or if available.

3.1.5 Outage

Outage Management should **EVALUATE** outage work scope and scheduling issues based on the duration and severity of the pandemic. Consideration should be given to the development of an outage pandemic plan based on time to next outage.

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3.1.6 Other

- a. Security Program Manager should **EVALUATE** security issues and the limitations of law enforcement agencies.
- b. Fire Protection Program manager should **EVALUATE** critical service functions provided by outside agencies or personnel (i.e., Hanford Fire Department).
- c. Regulatory Affairs Manager should **EVALUATE** voluntarily disclosing the below information to the NRC:
 - 1) Whether Columbia Generating Station anticipates operational challenges at the facility or in the conduct of activities in the next 48 hours in the following areas as a result of the pandemic:
 - safety
 - security
 - safeguards
 - emergency preparedness
 - 2) Whether Columbia Generating Station anticipates the need to request regulatory action as a result of the pandemic in the next 48 hours.
- d. Safety, Security, and Emergency Preparedness management should **PROVIDE** input to the Regulatory Affairs Manager on 3.1.6(c) (1).
- e. **EVALUATE** other service providers with local infrastructure impacts such as hospital, emergency services and law enforcement.

3.2 Stage 2

NOTE: Implementing steps in this section are at the discretion of the CEO.

3.2.1 Prior to implementing all or part of this section, **CONSIDER AND EVALUATE** a review of the status at the federal, state and local level.

3.2.2 Staffing

- a. Senior management should **CONSIDER** staffing positions with essential personnel only and assess the need to release non-essential staff home.
- b. Managers should have departments **IMPLEMENT** high absenteeism (Pandemic) staffing plans (see Attachment 7.3).
- c. Management should **CONSIDER** limiting access to certain critical areas.

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- d. All departments should **CONSIDER** suspending non-essential work activities, evaluate schedules and work plans to determine critical work activities, and prioritizing those that must be maintained.
- e. All departments should **CONSIDER** limiting certain work force contacts such as non-essential meetings and training.
- f. IF a meeting is necessary, THEN IMPLEMENT teleconferencing, e-mail or other methods of social distancing.
- g. Employees entering the work-site should **COMPLETE** a self-screening check prior to entry.
- h. Those who have “positive” findings should **CHECK** with their supervisor and expect to be directed home. (Attachment 7.2)
- i. **SEND** employees who exhibit any symptoms at work home.
- j. In addition, those employees with respiratory symptoms may be asked to wear a disposable surgical mask until they are released home (see Attachment 7.2).
- k. Those who have contracted or suspect they have contracted the virus should **REPORT** their status through their department protocol and communicate to their Department Staffing Coordinator.
- l. Employees will be encouraged to **IMPLEMENT** self-sequestering at home during non-work hours.
- m. **DO NOT ALLOW** employees back to work after an illness until they have completed the self-screening or supervisor’s screening tool or they have been released by their health care provider (see Attachment 7.2).
- n. **DIRECT** employees to check local radio broadcasts, or emergency broadcast system for recorded phone message, and external web site for directions on reporting back to work and for facility status reports.

3.2.3 Facilities - Senior Management should **EVALUATE** the following:

- a. **CONSIDER** closing non-critical common areas.
- b. **CONSIDER** limiting access for critical areas to critical personnel and/or critical functions.
- c. **CONSIDER** restricting non-essential vendors and visitors from accessing the site.
- d. **CONSIDER** restricting or prohibiting any personnel that recently came (past 7 days) from an infected area onto the site.

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- e. **POST AND DISPLAY** self-screening signs at key entry locations.
- f. **EXPECT** employees entering the site to perform a self-screening.
- g. **INSTRUCT** employees to disinfect shared work tools or areas after use. Examples of items include telephones, keyboards, etc.

3.2.4 Materials and Resources

- a. Supply Chain Services should **ESTABLISH** an alternate receiving area off-site for receipt of supplies and material.
- b. **PROVIDE** key locations and work stations antibacterial supplies and appropriate PPE.
- c. **POST** signs to remind employees to disinfect shared items.

3.2.5 Public Affairs

Public Affairs should **PROVIDE** regular communication to staff with the latest health advisories, other specific requirements, and emphasize adherence to actions suggested (KONA, external web site).

3.2.6 Regulatory Affairs

Regulatory Affairs should **EVALUATE** voluntarily disclosing the below information to the NRC.

- a. Whether Columbia Generating Station anticipates operational challenges at the facility or in the conduct of activities in the next 48 hours in the following areas as a result of the pandemic:
 - safety
 - security
 - safeguards
 - emergency preparedness
- b. Whether Columbia Generating Station anticipates the need to request regulatory action as a result of the pandemic in the next 48 hours.

4.0 DOCUMENTATION

None

5.0 DEFINITIONS

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- 5.1 Essential/Non-Essential Personnel – See GBP-HR-10, section 4.4. Essential personnel are those needed for essential business functions, operations, and/or activities, as determined by their department's manager. Non-essential personnel are those determined they are not needed. This designation can change based on the need of the agency.
- 5.2 Influenza - A serious illness caused by viruses that infect the respiratory tract. Symptoms often include a high temperature, sore throat, runny nose, headache, dry cough, and muscle pain.
- 5.3 NEI - Nuclear Energy Institute
- 5.4 Pandemic - Very widespread disease: a disease or condition that is found in a large part of a population.
- 5.5 Pandemic Response Team – A team established by the CEO to manage the agency's response to the pandemic if needed. The team may include: CEO, all vice presidents, all general managers, Public Affairs, Human Resources, Occupational Health, Emergency Preparedness, Information Services, Regulatory Affairs, Legal, Supply Chain, Facilities, and other departments as necessary.
- 5.6 Social Distancing - The strategy to limit human-to-human contact in order to minimize the risk of spreading a disease.
- 5.7 Staffing Coordinator – Designated person in each department responsible for functions such as monitoring absenteeism trends and planning staffing coverage according to department and Energy Northwest needs.
- 5.8 Vaccine - A preparation containing weakened or dead microbes of the kind that cause a disease, administered to stimulate the immune system to produce antibodies against that disease.
- 5.9 Virus - A submicroscopic parasitic particle of a nucleic acid surrounded by protein that can only replicate within a host cell. Viruses are not considered to be independent living organisms.
- 6.0 REFERENCES
- 6.1 NEI 06-03, Nuclear Sector Coordinating Council Influenza Pandemic Threat Summary and Planning, Preparation, and Response Reference Guide
- 6.2 GBP-EPP-01, Non-Nuclear Emergency Plan
- 6.3 GBP-HR-10, Work Schedules and Telecommuting: Including Adverse Conditions
- 6.4 FSME-09-100, December, other, RIS 2009 NRC
- 6.5 NEI Resource Guide: Preventing and Mitigating the Spread of COVID-19

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7.0 ATTACHMENTS

- 7.1 Pandemic Communications Strategy
- 7.2 Sample Pandemic Screening/Guides
- 7.3 Pandemic Staffing Plan

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PANDEMIC COMMUNICATIONS STRATEGY

The purpose of this document is to outline the communication needs and actions in terms of responding to a pandemic outbreak. It provides an overview of the strategy and how it will be implemented to meet the communications goals and the integration of the various elements within the overall pandemic plan.

1. Background:

This Pandemic Communication Strategy will identify how Energy Northwest will:

- Communicate with employees, stakeholders and the public about pandemic planning and preparedness activities.
- Communicate internally and externally using a staged response to a potential pandemic.
- Develop a framework and support materials to manage communications in the event of a pandemic.
- Integrate all of the communications needs from throughout the organization into one strategic program.

2. Time Frame:

This strategy covers communications needs during all phases of a pandemic. A full pandemic outbreak could start at any time, or not at all, and last from six months to three years. Since this strategy has been developed potentially many months or years prior to an event occurring it may need revising periodically and once an outbreak occurs it may need to evolve further in reaction to unforeseen issues.

3. Communication Environment:

Challenges:

- It will be a challenge to reach all employees since we have a diverse employee profile (age, location, access to computers, etc.).
- Ensuring frequent communications to Boards, the Nuclear Regulatory Commission, and other affiliated organizations about the progress of developing a comprehensive Energy Northwest pandemic plan.
- To communicate appropriately to avoid panic among our audiences.
- To integrate all of the protocols through each of the phases and to align with the overall plan.

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Opportunities:

- To communicate messages and programs consistently across all audiences.
- To build awareness/support for good wellness practices, and support for Energy Northwest's pandemic plan.
- To provide reassurance and dispel rumors without creating fear or panic.
- To empower people to act and take control of their own health.

4. Audience:

- Energy Northwest employees
- Energy Northwest Board of Directors and Executive Board
- Regulatory agencies
- Customers
- Employee Dependents
- Media

5. Communications Goals:

- To educate Energy Northwest employees on the current situation regarding the pandemic; to provide information during the course of the outbreak.
- The strategy also provides a formal position regarding our pandemic planning efforts to assist in communications with external stakeholders, media and other interested parties.
- To disseminate the key messages for each of the response areas in a staged approach.
- To reinforce the message that Energy Northwest is concerned with the overall wellness of employees and dependents.
- To have an integrated, centralized approach to communications and ensure consistency in communications messages.

6. Strategy:

- Develop communications templates in anticipation of future requirements and needs in the event of a pandemic.

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- Utilize existing materials and channels to communicate to employees and ensure the materials are distributed prior to a pandemic (i.e., staff meetings, Energy Northwest News, posters, e-mail, web site, etc.).
- Ensure that mailings are sent home as required to ensure full coverage of messages to both employees and dependents.

7. Messaging - Communication Priorities:

Educational Stage

- Promote health and wellness for employees and their families.
- Educate employees about prevention measures regarding general infection control.
- Provide ongoing information to employees about illness of concern to alleviate fear and create a strong knowledge base.
- Provide information to employees about both Energy Northwest and government plans for dealing with a pandemic emergency.
- Provide communications advice on business continuity plans to deal with a pandemic.
- Establish additional communication vehicles for use in later stages (1-800 number and external web site).

Alert Stage

- Activate the internet/intranet site for all employee communications and communicate its availability to employees.
- Communicate company policies regarding key HR protocols, such as reporting absence from work, use of sick leave, and leave for caring for sick relatives.
- Communicate infection control prevention measures.
- Communicate information on use of anti-virals.
- Communicate information from the business continuity plan to employees, i.e., delegation of tasks, telecommuting arrangements, alternate shifts for departmental coverage, mitigation of impact to customers, etc.
- Keep employees informed on status of situation and evolving plans.
- Communicate regularly with the media to provide status updates and communicate company policies and plans.

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Pandemic Stage

- Communicate through the intranet/internet sites.
- Continue Alert State efforts.
- Continue to communicate information from the business continuity plan to employees.
- Keep employees informed on status of situation and evolving plans and policies.
- Identify the Energy Northwest spokesperson for external media information requests.
- Provide links to information on grief counseling for employees through the Employee Assistance Program (EAP).

Stand Down - Post-Pandemic

- Communicate information from business continuity plan regarding a return to normal business procedures.
- Continue employee wellness programs, with particular emphasis on stress reduction, grief counseling, and health.
- Communicate business impact assessment of pandemic to employees (based on business continuity plan) to ensure employees understand status of situation and what lies ahead.

8. Creative Considerations

A graphic look and templates for all pandemic communications to employees will be developed to build awareness and recognition of the program over time. This common look and feel will have a tone that is professional and focused on people. The writing will need to be credible and candid. Common fonts and use of typography, and treatment and use of photo images (employees in actual real work/health situations) will be used throughout all pieces.

- Cost efficiencies are important for the production of these communication products.
- Diversity must be shown in the materials (age, visible minorities, job categories, work locations).
- The material must have a long shelf life (2-5 yrs.).

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9. Roles and Responsibilities

Project Communication Elements and Timelines

This chart provides an overview of how the strategy will be implemented to meet the communications goals and the integration of the various elements within the overall plan.

Response Stage	Activity	Responsibility
Educational Stage	Develop plan for pandemic communications	Public Affairs
	Schedule for communicating <ul style="list-style-type: none"> A schedule for communicating to governing boards and stakeholders about the progress of the steering committee in developing a comprehensive Energy Northwest pandemic plan. 	<ul style="list-style-type: none"> Senior Management Public Affairs
	External communications <ul style="list-style-type: none"> Create special template for multiple communications uses Include key messages, identify corporate spokesperson and desired trigger points for notification or information exchange. 	<ul style="list-style-type: none"> Public Affairs
	Position for employee communications <ul style="list-style-type: none"> A position for communication with employees. To include key messages and desired trigger points To build awareness/support for good wellness practices, and Support for Energy Northwest pandemic plan to provide reassurance 	<ul style="list-style-type: none"> Public Affairs
	Approved sources for external information <ul style="list-style-type: none"> Inventory of Energy Northwest approved sources for external information 	<ul style="list-style-type: none"> Occupational Health
	External Site content <ul style="list-style-type: none"> Develop standby web site ready to be implemented and populated when needed Will be updated on an ongoing basis during each of the alert stages by the subject area experts 	<ul style="list-style-type: none"> Public Affairs Information Services

Response Stage	Activity	Responsibility
Educational Stage (cont'd.)	Posters - Educational series <ul style="list-style-type: none"> • Hand washing • Infection control • Flu campaign - shots, etc., and others as identified for behavioral changes for employees and families • Other topics as identified by subject experts • Provide and post across all Energy Northwest organizations as part of regular distribution 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs
	Brochures/Fact sheets - Educational series <ul style="list-style-type: none"> • Hand washing • Infection control • Flu season • Availability and use of anti-virals and vaccines • Other topics as identified by Occupational Health • Distribute appropriate brochures to employees' homes 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs
	Energy Northwest News <ul style="list-style-type: none"> • Hand washing • Infection control • Flu season • Other topics as identified by Occupational Health 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs
Alert Stage	Communicate elevation of status to Alert Stage <ul style="list-style-type: none"> • Use appropriate communications vehicles to inform audiences of change in status • Provide links to Energy Northwest sites 	<ul style="list-style-type: none"> • Senior Management • Occupational Health • Public Affairs
	Energy Northwest News <ul style="list-style-type: none"> • Prepare articles on a number of important areas - where to find more information in the event of a pandemic, who to contact, anti-virals, how to minimize contact and measures to reduce the spread of a virus. 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs

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Response Stage	Activity	Responsibility
Alert Stage (cont'd.)	Preparation of fact sheets/brochures <ul style="list-style-type: none"> • Availability and use of anti-virals/vaccines • What to do to prepare at home for a pandemic • Prepare draft of protocol for employees with instructions on: working from home, extended leave policies, travel restrictions, instructions for minimizing contact (i.e., shift changes, avoid in-person meetings, no handshakes, mandatory PT, etc.), and any other company measures to reduce the spread of the virus. 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs • Human Resources
	Posters <ul style="list-style-type: none"> • Continue to provide wellness related material provided by subject experts on these posters; government illness of concern information sites, etc. 	<ul style="list-style-type: none"> • Occupational Health • Public Affairs
	Briefings To Board of Directors, Executive Board, other stakeholders, explaining the strategy and plan for roll out of communication to employees on: <ul style="list-style-type: none"> • Emergency Management • Health Protocols • Human Resources Protocols • Anti-virals and Vaccines • Information Technology • Security Protocols • Procurement/Contractors • Facilities • Site specific plans and issues 	<ul style="list-style-type: none"> • Senior Management

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Response Stage	Activity	Responsibility
	<p>E-mail to Management Team</p> <ul style="list-style-type: none"> E-mail to Management describing the overall key areas in the Pandemic Plan (including - Emergency Management, Health Protocols, Human Resources Protocols, Anti-virals and Vaccines, Information Technology, Security Protocols, Procurement Contractors, Facilities) and plan for roll out of anti-viral communications to employees. Special templates available for Senior Management to send to staff with updates on local plans 	<ul style="list-style-type: none"> Occupational Health Executive Assistants Public Affairs
Alert Stage (cont'd.)	<p>E-mail to all employees</p> <ul style="list-style-type: none"> E-mail to employees describing the overall strategy and plan, who to contact, and where for more information. Special templates available for Senior Management to send to staff with updates on local plans 	<ul style="list-style-type: none"> Occupational Health Executive Assistants Human Resources
	<p>Update information on Energy Northwest Pandemic web site: Continue to make updates and add material provided by Occupational Health</p> <ul style="list-style-type: none"> Emergency Preparedness Health Protocols Human Resources Protocols Anti-virals and Vaccines Information Technology Security Protocols Procurement Contractors Facilities Site specific plans and issues 	<ul style="list-style-type: none"> Occupational Health Human Resources Public Affairs
	<p>Media Preparations</p> <ul style="list-style-type: none"> Prepare an initial news release for media inquiries and media speaking notes Alert Site Public Affairs of protocols 	<ul style="list-style-type: none"> Public Affairs
Pandemic Stage	<p>Teleconference</p> <ul style="list-style-type: none"> Arrange for meeting (teleconference) with other departments to discuss and review strategy, status and next steps. 	<ul style="list-style-type: none"> Senior Management Occupational Health Human Resources Public Affairs

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Response Stage	Activity	Responsibility
	Media and Stakeholders <ul style="list-style-type: none"> • Provide approved information to appropriate government contacts • Public Announcement to notify employees of work procedures (KONA) • Continue to issue news releases as needed • Manage all media contact/updates 	<ul style="list-style-type: none"> • Licensing • Public Affairs
Stand Down – Post-Pandemic	Provide communications support for return to normal operations <ul style="list-style-type: none"> • Prepare communications for employees on return to normal business operations. • Arrange for posting on web sites and radio public service announcement if required. 	<ul style="list-style-type: none"> • Senior Management • Human Resources • Public Affairs
	Energy Northwest News <ul style="list-style-type: none"> • Arrange for appropriate memorial tribute for employees to honor any employee deaths, if needed. 	<ul style="list-style-type: none"> • Senior Management • Human Resources • Public Affairs
	Follow-up meetings <ul style="list-style-type: none"> • Arrange for Lessons Learned meeting on assessment of communications during pandemic. 	<ul style="list-style-type: none"> • Occupational Health • Senior Management • Public Affairs

END

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SAMPLE PANDEMIC SCREENING/GUIDES

Suggested uses for the form:

- Self screening tool for employees prior to entering the worksite
- Screening tool for occupational health to review with employees
- Develop into a poster and display at key locations

Consider some of the following actions if this form is implemented:

- Employee may be required to stay home until fully recovered
- Have employee contact their supervisor, occupational health, and/or staffing coordinator before leaving work or if these symptoms should develop prior to starting work

Notes:

- This form may require modification prior to implementing depending on the actual nature and characteristics of a pandemic virus/disease

This section could be implemented at this time if you have employees traveling to high risk areas.		
<p>If you believe you might have been exposed you should</p> <ul style="list-style-type: none"> • Monitor your health for incubation period of the illness of concern. • If you become ill with a fever and develop a cough or difficulty breathing, or if you develop any illness during the incubation period for the illness of concern, consult your health care provider • Before visiting a health-care setting, tell the provider: <ol style="list-style-type: none"> 1. Your symptoms 2. If you have had exposure to others with the virus/disease 3. Where you have traveled 		
<p>Screening During Pandemic Do not enter worksite if you answer "yes" to any of the following</p>	Yes	No
Chills, shivering, and a fever (temperature >100 degrees)		
Shortness of breath/difficulty of breathing		
Onset of muscle aches and pains		
Sore throat		
Dry or productive cough		
Sneezing		
Stuffy or running nose		
Tiredness		
Recent close contact with someone exhibiting the above symptoms		

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Title: Pandemic Plan	

Sample Guideline For Managing Employees Who Develop Illness At Work

Suggested uses for the form:

- Tool for managers/supervisors to follow if a suspected case occurs at work
- Data collection tool for a “Pandemic Plan Manager”

	The manager, supervisor, etc. should consider:	Notes
1	Avoid contact with the person who is suspected to be infected - manage the process over the telephone	
2	Determine if the employee has any symptoms outlined in the screening checklist	
3	If the employee has symptoms they should be considered a “suspect case”. Use the Pandemic Tracking Guide or Employee Notification Form as a template to guide this.	
4	Consult with Occupational Health on whether to instruct the employee to obtain a surgical mask and to wear it until they are able to leave the worksite	
5	Inform the employee to return home and arrange transportation if needed - and to contact a health professional as advised by the local health districts	
6	If you are performing case contact monitoring among your employees consider the following: <ul style="list-style-type: none"> • Identify contacts (once an employee is suspected to be infected) • Advise contacts that they have been in contact with an employee suspected of having the virus/disease • Ask contacts to closely monitor their health and stay home if they develop any symptoms. 	
7	Arrange cleaning and disinfection of the employee’s workstation	
8	Other	

- Contact Definition (CDC Guide) - at this time a pandemic contact is defined as someone who has had close physical contact (<1meter/yard) with an infected person, within 1-7 days of that person developing symptoms. These individuals are likely to be family members or other living companions and co-workers (if close contact situations or confined airspace environments).
- Epidemiological evidence from a developing pandemic may change the definition of a “contact”.

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Sample Pandemic Tracking Guide Or Employee Notification Form

Suggested uses for the form:

- The general concept of this form is to use it as part of data collection. The items listed are just a few examples of what might be helpful when evaluating staffing issues or anticipating other employees who may develop illness.
- Supervisors may be able to use the form for data collection if the employee calls in sick, then route the information to a staffing coordinator
- Tool to prompt employee if they are calling into their supervisor

Name			
Date/Time:			
	Yes	No	Notes
Ill for more than 24 hours			
Around someone that is sick or has the virus/disease			
Traveled in an area where the pandemic is present			
Does the employee have any of the following: <ul style="list-style-type: none"> • Chills/Fever • Shortness of Breath • Muscle aches and pains • Cough • Sneezing • Tiredness • Stuffy or runny nose • Sore throat • Vomiting and/or diarrhea 			
Close contact with other employees in the past 7 days: If yes, list:			
Name: Department:			
Name: Department:			
Name: Department:			

Submit completed form to your Staffing Coordinator

END

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PANDEMIC STAFFING PLAN

ORGANIZATION	STAFF LEVEL	STAFF
Corporate Finance	4	1 Manager/Supervisor 1 Project/Budget Representative 1 Enterprise Risk Management Representative 1 Business Planning Representative
Chemistry	10 via shift rotations	1 Chemistry Manager 1 Supervisor 2 Chemistry Specialists 2 Radwaste and Transportation Specialist 4 Chemistry Technicians (Fire Brigade qualified), 1 here at a time
Design Engineering	9	1 Manager/Supervisor. 2 Electrical Engineers 2 Mechanical Engineers 2 Civil Engineers 2 Designers/Drafters
Emergency Preparedness	5	1 EP Manager 1 EP for the CR 1 EP for the TSC 1 EP for the EOF 1 EP for the JIC
Engineering Vice President	1	1 Manager
Environmental and Regulatory Programs	2	1 Manager or Supervisor 1 Environmental Scientist (Waste Program)
Facilities & Commercial Engineering	13	CGS: 2 Craft/Maintenance Supervisor 3 Janitors 6 Plant Technicians ENOC: 1 Janitor 1 Plant Technician
Finance	4	1 Accounts Payable Analyst 1 Accounts Payable Accounting Clerk 1 Accounting Supervisor/Manager 1 Accounting Analyst
Human Resources	5	1 Manager/Supervisor 1 Benefits Coordinator 1 Payroll Analyst 1 Accounting Specialist - payroll 1 Occupational Health Nurse

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ORGANIZATION	STAFF LEVEL	STAFF
Information Services	9	1 Management Oversight (ISDO) 1 IT Architect 1 Telecommunication Technician 1 Cyber Analyst 3 Applications Analysts (Asset Suite, PeopleSoft, eSOMS) 1 DBA 1 Records Management Specialist
Legal	1	1 Attorney
Maintenance	24	1 Maintenance Services Manager 1 Maintenance Supervisor (any discipline) 1 Major Maintenance Supervisor 1 Transformer Yard Coordinator 5 I&C Technicians (including 1 from each group) 1 Computer Technician 1 Security Technician 4 Electrician (including 1 person in each group) 1 Relay Technician 1 Security Technician 4 Mechanics 1 DG Project Manager 1 SSC Site Manager (Contractor) 1 SSC Site Supervisor (Contractor)
Nuclear Projects	6	1 Department Manager 1 Staffing Coordinator 2 Supervisors (1RxMM/1CPM) 2 Project Managers (1RxMM/1CPM)
Operations	See PPM 1.3.1	Per PPM 1.3.1
Performance Improvement	4	1 Industrial Safety Program Manager 1 Performance Improvement Coordinator 1 Performance Improvement Supervisor 1 Performance Improvement Manager
Planning, Scheduling and Outage	5	1 Outage Management (during outage) 1 Manager 1 Work Week Manager 1 Scheduler 1 Unit Coordinator
Plant General Manager	1	1 Plant General Manager
Public Affairs	0	None

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ORGANIZATION	STAFF LEVEL	STAFF
Quality	5	2 Quality Service Auditors 1 Quality Control Inspector 1 Quality Receipt Inspector 1 ANI Inspector
Reactor Fuels	3	2 Reactor Engineers 1 Computer Engineer
Radiation Protection	14	1 Manager 1 HP Craft Supervisor 12 HP Technicians
Regulatory Affairs	1	1 Regulatory Affairs Manager
Security Compliance	3 On-call	1 Security Compliance (on call) 1 Access Authorization (on call) 1 Fitness for Duty (on call)
Security Force	3 + all NSOs via shift rotation	1 Shift Lt 1 Shift Sgt 1 Shift Supervisor (on call) Normal A, B, C, and D squad rotations (all NSOs via shift rotation)
Supply Chain Services	7	1 Manager/Supervisor 2 Procurement Specialist 3 Store Keepers (dayshift) 1 Store Keeper (backshift)
System Engineering	7	1 Supervisor/Lead 2 Mechanical 2 Electrical 1 I&C 1 Civil
Technical Services	1	1 Procurement Engineer
Training	1	1 Technical Support Specialist
Treasury Services	3	1 Financial Support 2 Banking

END

**ENERGY NORTHWEST
MAJOR REVISION
REVIEWS AND APPROVALS**

General Information

Procedure Number GBP-HR-40

Cancellation/Supersede: None Superseded by: N/A

Justification for Cancellation/Supersede: N/A

EC Number (for incorporation purposes). _____

Originator Sanders, Jaclyn N. (Jackie)

Identify other procedure, instruction, manual, or form revisions to be issued in parallel (attach additional sheet if more space is needed).

Document Number	Revision	Document Number	Revision	Document Number	Revision

Impact Considerations

Consider the following Impacts when revising the procedure and contact appropriate departments

- Change Management Required?
- Other Documents impacted – notify sponsors?
- Emergency Preparedness Impacts?
- Safety Impacts?
- Environmental Impacts?
- Commitment Changes?

Governing Procedure: GBP-PRO-03

**ENERGY NORTHWEST
MAJOR REVISION
REVIEWS AND APPROVALS**

General Information

Procedure Number GBP-HR-40

Cross Discipline Reviews

If any manual approvals (hard copy signatures) are obtained then included printed name, signature, and date.

Reviewer(s)

Reviewer(s)

X

CDReview1

X

CDReview2

X

CDReview3

X

CDReview4

X

CDReview5

X

CDReview6

X

CDReview7

X

CDReview8

X

CDReview9

X

CDReview10

Cross Discipline Reviews

X

CDReview11

X

CDReview12

X

CDReview13

X

CDReview14

X

CDReview15

X

CDReview16

X

CDReview17

X

CDReview18

X

CDReview19

X

CDReview20

Governing Procedure: GBP-PRO-03

**ENERGY NORTHWEST
MAJOR REVISION
REVIEWS AND APPROVALS**

General Information

Procedure Number GBP-HR-40

Final Review and Approvals

If any manual approvals (hard copy signatures) are obtained then include printed name, signature, and date.

Fire Protection for Fire Protection Element Related Changes (R-*BTP APCS 9.5-1, Appendix B.03)

X


Fire Protection

Sponsor (As Identified in Asset Suite)

09/11/20 7:14:06 -08:00

X

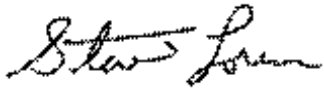


Wright, Mary B. , Occupational Health 


Responsible Approving Manager/Supervisor (Approving Authority)

09/11/20 7:17:09 -08:00

X



X

Lorence, Stephen M. , Corporate Su... 

Chief Executive Officer (for PSMs and ISPMs)

X

CEO