

**Guidance for Screening and Actions for Employees with Risk of COVID-19
Exposure or Symptoms- Revision 10 (01/20/2021)**

Self-Screening Health Checklist

The following symptoms should be self-screened at home to determine overall wellness. Assessing these conditions and, if present, should trigger a call to your supervisor to discuss if proceeding to an EN facility is prudent and allow for case-by-case determination of whether an employee should report to work.

NOTE: presence of any of the items in **bold** should trigger further review in Part I or Part II below for comprehensive screening against the site access screening as outlined in the reminder of this document.

Fever	Repeated shaking with chills
Cough	Muscle Pain
Shortness of breath or difficulty breathing	Headache
Loss of taste or smell	Sore throat
Chills	

COVID-19 Exposure Risk and EN Site Access

If an employee calls their supervisor **OR** reports to work and notifies their supervisor that they may have been exposed to COVID-19 **OR** have come into CLOSE** contact with another person who has exhibited the following symptoms of the COVID-19 virus, do the following:

SCREENING

1. PART I:

- A. In the last 14 days, has the employee tested positive OR waiting on test results for COVID-19 due to COVID-19 symptoms?

(Note: self-discretionary testing (or antibody testing) while asymptomatic is not applicable to this screening; unless discretionary testing results in a positive test—then, see Return to Work Criteria Document)

- B. **ASK** if the employee is experiencing any of the symptoms of the virus:

- **TEMPERATURE:** 100.4 or higher (fever)
- **COUGH:** persistent, indicative of respiratory aggravation. Can be either dry or wet.
- **IF YES ASK** if the cough is new? Does it last more than half a day?
Note: Occasional cough, or one associated with allergies (usually combined with sneezing and watery eyes), are not a positive screening criteria
- **SHORTNESS OF BREATH:** feeling “winded,” struggling to draw a full breath, tightening in the chest, air hunger, breathlessness
- **LOSS OF TASTE OR SMELL:** symptom that cannot be attributed to other health issues (eg allergies, cold).

IF YES to ANY, direct them to **stay home (or go home)** contact their health care professional

NOTE: Employees should also contact their supervisor and not report to work if they are experiencing any new or abnormal symptoms, such as fatigue, muscle or body aches, headache, sore throat, congested or runny nose, nausea or vomiting, or diarrhea.

2. **PART II:** If they are **NOT** personally experiencing any symptoms of the virus, **ASK:**

- In the last 14 days has the employee had CLOSE** contact with someone who has tested positive for COVID-19,
- In the last 14 days, has the employee had CLOSE* contact with someone who has been tested for COVID-19, the test results are not yet available, and the person had any of the symptoms of Part I, above, at the time of the contact.

IF YES to either, direct them to **stay home (or go home)** and contact their health care professional

Note: Managers or Supervisors who have an employee that 1) tests positive for COVID-19 or 2) any employee who has been sent home or told to stay at home due to having CLOSE* contact with a confirmed positive Covid-19 must contact Access Authorization about the employee's badge. See Return to Work document for additional guidance for these employees to return to an EN facility.

DISINFECTING AREAS:

IF Screening Part 1 above are indicated, then: **ASK** for detail on **WHEN** they were last at an Energy Northwest workplace (if calling from home), **WHERE** and **WHO** they interfaced with, to the extent possible.

- Make arrangements to close their work area ASAP, notifying Facilities and Commercial Engineering (FC&E)
- Notify employees in the area to stay out of the work area.
- FC&E will disinfect the areas based on details provided from the supervisor on areas of WHERE, WHEN, and WHO above
- IF the area is not maintained by FC&E or afterhours, refer to Disinfecting Protocols on Covid-19 website.
- Upon completion, the area can be re-opened

OBSERVATION OF EMPLOYEES THAT EXHIBIT SIGNS OF SICKNESS

IF an employee is showing signs of sickness but has not reported feeling ill to their supervisor then the supervisor SHOULD ask their employee about the screening criteria above and take action as outlined.

RETURNING TO WORK:

Under any of the scenarios for an employee's exhibiting symptoms, exposure to COVID-19 either at work or outside of work or being testing and awaiting results. Supervisors and Employees must follow the Return to Work guidance document and coordinate with Access Authorization.

COORDINATION WITH THE PANDEMIC RESPONSE TEAM:

There may be special consideration or scenarios that are not covered above. Management discretion should be applied as necessary. If an employee has reported to work and is sent home for any of the reasons detailed above, the employee's supervisor or manager should engage the Pandemic Response Team to ensure alignment and to address unique conditions. Refer to the Managers –Supervisor COVID-19 Guidance and Managers – Supervisors Contact Tracing Form.

Contact (Bruce Pease and Mark Sullivan) via email. NOTE: CONFIDENTIAL should be in the subject line of the drafted email.

****CLOSE contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.