

# RETURN TO WORKPLACE PLAN

The Office of the Governor of the Commonwealth of Kentucky has outlined a tentative schedule to gradually reopen businesses while continuing to keep Kentuckians healthy and safe from COVID-19 ([see Healthy at Work](#)). The Governor's Office has identified minimum requirements that businesses must be able to meet before they can reopen. As an essential business providing utility services, East Kentucky Power Cooperative (EKPC) has been able to remain open during the COVID-19 pandemic. We meet the Healthy at Work requirements. The following provides information on how EKPC has complied:

## 1 Phased return to workplace

Each department has unique responsibilities and job duties, and has developed its own phased return-to-workplace plan. Some employees will continue to work from home while some job classifications will return to their work location.

EKPC will be generous with the use of banked sick leave and/or vacation leave for those employees who are not able to come into work due to illness, taking care of a family member(s), and/or lack of childcare options.

## 2 Permit telework where possible

Requests for telework are reviewed with Senior Executive Management and require a qualifying reason (personal serious health conditions, immediate family member within same household with serious health condition, over the age identified by the [Center for Disease Control](#) (CDC) as vulnerable to the virus), and/or child care issues.

## 3 Enforce social distancing

EKPC will implement practices to enforce social distancing of 6 feet among employees. These practices include, but are not limited to:

- a) No congregating of employees within offices, breakrooms, hallways, kitchens, and/or conference rooms.
- b) Limit access to breakrooms and conference rooms (i.e. removing chairs to ensure 6 feet distance).
- c) Protective barriers installed in all public-facing areas.
- d) Stagger arrival and departure times to minimize congregating of employees.
- e) One person in elevator at a time.
- f) Do not enter other employee workspaces unnecessarily.

## 4 Limit face-to-face interaction

EKPC will use video or teleconferences for meetings when possible. In-person meetings, when necessary, should have no more than 10 people and must be in a meeting room large enough to enable social distancing of 6 feet. Surfaces should be disinfected before and after the meeting.

## 5 Universal masks and any other necessary PPE

Use of face masks in common areas of offices, and upon entering and exiting offices, will be required. Face masks will also be required while attending in-person meetings and when more than one employee is traveling in a vehicle. EKPC will provide two (2) cloth masks to each employee, or you may use your own mask. A face mask will NOT be required in an employee's own workspace or if wearing a face mask would create a serious health or safety hazard. EKPC will supply each office with hand sanitizer, disinfecting wipes and/or sprays, disposable gloves and any other PPE recommended by federal and state agencies.

## 6 Adequate hand sanitizer

EKPC will supply each office with hand sanitizer and disinfecting sprays and/or wipes. If disinfecting wipes are not available, you may use sanitizer or disinfecting spray with paper towels. Routine hand-washing is recommended to all employees.



### 7 **Restrict common areas**

Breakrooms will be closed temporarily. Once breakrooms are reopened, employees must observe proper social distancing. Employee should disinfect table before and after use.

Refrigerator handles, microwave handles/controls and other appliances should be cleaned with disinfecting wipes (or disinfecting spray/sanitizer with paper towels if wipes are unavailable) before and after use.

### 8 **Proper sanitation**

Cleaning services will disinfect surfaces of common areas as contracted. It will be the employees' responsibility to regularly clean and disinfect personal workspaces. Routinely used surfaces in facilities will be disinfected several times throughout the workday, including doorknobs, handrails, buttons, copy machines. Routine building disinfecting will be conducted at least once a week at all locations; twice a week at HQ (Wednesday and Sunday).

### 9 **Conduct daily temperature/health checks**

EKPC will require employees to complete a temperature check before coming into work each day. A Return to Workplace Questionnaire will be completed by each employee prior to their initial return to the workplace. The purpose of this questionnaire is to minimize risks for all employees in the workplace.

### 10 **Create a testing plan**

If an employee has COVID-19 symptoms, he/she will be instructed to STAY HOME and notify his/her health care provider immediately. He/she will also be required to be tested for COVID-19. If symptoms develop at work, the employee will be isolated immediately and then sent home for self-isolation. Both the employee and his/her supervisor should follow exposure protocols listed in the ***Manager/Supervisor Guide for Reporting and Disinfecting Procedure***.

### 11 **Make special accommodations**

EKPC may allow special accommodations for certain employee circumstances due to the COVID-19 pandemic, to be considered on a case-by-case basis.



## HEALTHY AT WORK GUIDELINES

The health and safety of our employees and their families is very important to East Kentucky Power Cooperative. The following recommendations and guidelines will be implemented to ensure returning to the workplace during the COVID-19 pandemic is safe for all employees.

### Employee Responsibilities:

The CDC recommends the following actions to help prevent contracting or spreading respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid touching surfaces touched by others to the extent feasible.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Stay at least 6 feet away from others as a normal practice. Eliminate physical contact with others such as hand shaking.
- If you are sick, displaying signs of illness, and/or have a fever of 100.4°F or higher, **STAY HOME** – you do not want to contribute to the spread of illness. You may use COVID-19 leave (up to 2 weeks), banked sick leave or vacation leave during this time.
- Employees are unable to work until free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)

### Other Control Measures:

Until further notice, EKPC will be implementing the following work guidelines for all offices:

- Minimize the congregating of employees in the mornings and evenings by implementing rolling arrival/depart times (e.g. 6:30am, 7am, 7:30am and 8am).
- Make supplies readily available to all employees including disinfecting wipes, disinfecting sprays and hand sanitizer.
- Use of face masks in common areas of offices, and upon entering and exiting offices, is required. Face masks are required while attending in-person meetings and when more than one employee is traveling in a vehicle if required and approved by management. EKPC will provide surgical masks, or you may use your own. Face masks will NOT be required when employees are in their own workspace or would create an unsafe condition while working.



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- Elevator should be used one person at a time.
- If an employee travels to an owner/member's office, he/she must wear a face mask at all times in the office.
- Employees should remain in their office space and minimize socializing. Do not enter other employees' workspace unnecessarily.
- Break and conference rooms will be closed until further notice.
- Refrigerator handles, microwave handles/controls and other appliances should be cleaned with disinfecting wipes (or disinfecting spray and a paper towel) before and after use.
- Avoid using other employees' phones, desks, offices, work tools and equipment when possible. If necessary, clean and disinfect them before and after use. Do not use phones located in common areas.
- Cleaning services will disinfect surfaces of common areas as contracted. It will be the employees' responsibility to regularly clean and disinfect personal workspaces.
- Deep cleaning will be performed when an onsite employee is identified as being COVID-19 positive by testing. Deep cleaning of the potentially impacted site will be performed as soon after the confirmation of a positive test as is practical.
- Common surfaces in facilities will be disinfected several times throughout the workday, including doorknobs, handrails, buttons, copy machines. Someone will be assigned this duty in each work area by departmental leadership.
- Daily temperature checks will be performed prior to an employee reporting to work. Non-contact thermometers will be available in each facility for use as needed.
- No visitors allowed in building during work hours unless approved by business unit executive. In these instances, a temperature check will be required before entering the office, and cleaning and disinfecting of work areas should be done upon departure. Individuals should also be required to wear appropriate PPE, including face mask.
- Protective barriers have been or will be installed in all public-facing offices (for when lobbies are opened).
- No unnecessary travel allowed.
- If a pool vehicle is used for necessary travel, surfaces should be wiped and disinfected before and after use.
- If more than one employee is riding in a company vehicle, face masks should be worn by all while traveling.
- Use video or teleconferences for meetings when possible.
- In-person meetings, when necessary, should have no more than 10 people and must be in a meeting room large enough to enable social distancing of 6 feet. Attendees will be required to wear face masks. Surfaces should be cleaned and disinfected before and after each meeting.



### **Employee Self-Screening of Health:**

One of the requirements for reopening businesses is to establish routine daily employee health checks, include daily temperature monitoring. EKPC will require all employees to complete a temperature screening prior to coming to work each day. A Return to Workplace Questionnaire will be completed initially to log information about your ability to enter EKPC facilities. The purpose of this self-check is to minimize risks for all employees in the workplace.

In accordance with CDC guidance, the Return to Workplace Questionnaire will be distributed to each employee to allow a self-check prior to their initial returning to the workplace. Each employee should review the questions and follow the instructions on this form before reporting to work.

The following chart outlines various scenarios that might prompt action to prevent the risk of exposure to COVID-19. It includes descriptions of various levels of exposure, employee actions, employer actions and return-to-work protocols.

Should an employee answer "NO" to all questions, no further action will be necessary, as these forms are not to be collected daily.

If an employee answers "YES" to any of the questions, they should discuss the situation with their supervisor and contact Human Resources/Safety for guidance.

Employees with a sickness of any kind are instructed to inform their supervisor and not report to work. If a fever exists with the employee exhibiting a dry cough or shortness of breath, they are to contact their medical provider immediately and notify their supervisor. If an employee or immediate family member is diagnosed with COVID-19, the employee will be on a 14-day self-quarantine at a minimum prior to returning to work.

## GLOSSARY OF TERMS:

**Close Contact:** a person who has been within about 6 feet of a person with a confirmed COVID-19 infection. Examples include: living in the same household as a sick person with COVID-19; caring for a sick person with COVID-19; being within 6 feet of a sick person with COVID-19 for about 10 minutes.

**Symptoms:** primarily includes fever, cough, and shortness of breath (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

**Diagnosed with COVID-19:** a positive laboratory confirmed test for COVID-19.

**High Risk:** older adults and people of any age who have a serious underlying medical condition such as heart disease, lung disease, diabetes, weakened immune system, or those who are pregnant (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>).



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Situation	Employee Action	Employer Action
<p>1</p> <ul style="list-style-type: none"> <li>Employee has been in close contact with someone who was exposed to COVID-19, and neither individual is showing symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Notify your supervisor and monitor your health following public health guidance</li> <li>No need to self-quarantine</li> <li>Continue working, using established protocols</li> <li>Continue routine cleaning of work areas</li> </ul>	<ul style="list-style-type: none"> <li>Encourage employee to monitor his/her health</li> <li>EKPC employees do not need to be notified</li> <li>No need for enhanced cleaning of work areas</li> </ul>
<p>2</p> <ul style="list-style-type: none"> <li>Employee has been in close contact with:               <ul style="list-style-type: none"> <li>Someone who was showing symptoms of COVID-19 or</li> <li>Someone who was later diagnosed with COVID-19 even if they were not showing symptoms at the time of contact</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A 14-day self-quarantine from last date of exposure to person is recommended</li> <li>Notify supervisor about contact and self-quarantine</li> <li>If telework is not available, employee may use COVID-19 leave (2 weeks) or if exhausted, sick or vacation leave during self-quarantine period</li> </ul>	<ul style="list-style-type: none"> <li>Inform employee that self-quarantine for 14 days from last exposure is required</li> <li>Discuss whether teleworking options are available for employee</li> <li>EKPC employees do not need to be notified</li> <li>No need for enhanced cleaning of work areas</li> </ul>
<p>3</p> <ul style="list-style-type: none"> <li>Employee has been in close contact with a person diagnosed with COVID-19 and the employee does not show symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Immediately inform supervisor that you must leave work</li> <li>Self-quarantine for 14 days since exposure to person</li> <li>If symptoms develop, contact your health care provider</li> <li>If telework is not available, employee may use COVID-19 leave (2 weeks) or if exhausted, sick or vacation leave during self-quarantine period</li> </ul>	<ul style="list-style-type: none"> <li>Inform employee that self-quarantine for 14 days is required</li> <li>Discuss whether teleworking options are available for employee</li> <li>Notify HR/Safety about employee's close contact and self-quarantine</li> <li>EKPC employees do not need to be notified</li> <li>Routine cleaning continues; not need for enhanced cleaning</li> </ul>
<p>4</p> <ul style="list-style-type: none"> <li>Employee is showing symptoms of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Immediately inform supervisor that you must leave work</li> <li>Contact your health care provider to get guidance on next steps</li> <li>Immediately begin at-home isolation until at least 72 hours after your symptoms are gone and you receive a negative test result (if available)</li> <li>Employee may use COVID-19 leave (2 weeks) or if exhausted, sick or vacation leave during at-home isolation</li> <li>Once symptoms are gone during the 72-hour waiting period, discuss work options with supervisor</li> </ul>	<ul style="list-style-type: none"> <li>If employee is showing symptoms, inform employee that immediate at-home isolation is required until 72 hours after symptoms are gone and they receive a negative test result (if available)</li> <li>Notify HR/Safety about employee with COVID-19 symptoms</li> <li>EKPC employees do not need to be notified</li> <li>Notify cleaning service to schedule enhanced cleaning of employee's workspace</li> </ul>



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Situation	Employee Action	Employer Action
<p>5 • Employee has been diagnosed with COVID-19</p>	<ul style="list-style-type: none"> <li>• Immediately inform supervisor that you must leave work</li> <li>• Contact your health care provider to get guidance on next steps</li> <li>• Immediately begin at-home isolation until at least 72 hours after your symptoms are gone</li> <li>• Employee may use COVID-19 leave (2 weeks) or if exhausted, sick or vacation leave during at-home isolation</li> <li>• Once symptoms are gone during the 72-hour waiting period, discuss work options with supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• If employee informs you that he/she has been diagnosed with COVID-19, inform him/her that immediate at-home isolation is recommended until 72 hours after symptoms are gone</li> <li>• Do not disclose identity of employee or medical details that may have been shared with you to anyone except for HR</li> <li>• HR/Safety will notify the local public health department of infection and follow their guidance</li> <li>• HR/Safety will work with supervisor and to identify individuals that need to be notified of potential exposure</li> <li>• Notify cleaning service to schedule enhanced cleaning of employee’s workspace</li> </ul>
<p>6 • Employee self-identifies as a <b>high-risk</b> for severe COVID-19 related illness</p>	<ul style="list-style-type: none"> <li>• Notify your supervisor that you are in the high-risk category; do not include medical details</li> <li>• Discuss teleworking options with supervisor</li> <li>• If telework options are not available, discuss leave options with supervisor and HR</li> </ul>	<ul style="list-style-type: none"> <li>• If employee informs you that they are in a high-risk category, inform them that social distancing at home is recommended during the COVID-19 pandemic</li> <li>• Discuss teleworking options with employee</li> <li>• If teleworking is not available, discuss other leave options with employee and HR</li> <li>• EKPC employees do not need to be notified</li> </ul>
<p>7 • Employee takes a vacation to an area that is considered a COVID-19 “hot spot”, including a cruise and international travel</p>	<ul style="list-style-type: none"> <li>• Employee should prepare to self-quarantine at home for 14 days after returning from vacation</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct employee that they will need to self-isolate at home for 14 days</li> </ul>
<p>8 • Employee takes an overnight vacation/trip out of the state</p>	<ul style="list-style-type: none"> <li>• Employee may return to work immediately after completing a COVID-19 test with a negative result.</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct employee that they will need to complete a COVID-19 test with a negative result.</li> </ul>