



Colorado Springs Utilities
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Sequestration Memorandum

Overview

Beginning 03/30/2020 at 0600, Front Range Power Plant (FRPP) will commence a sequester in place protocol. The site will be locked down and access restricted to Operations for weekly turnover. Exceptions to the lockdown for critical plant work and employee health must be approved by plant management. The sequestration plan consists of a rotation of two primary Operations crews, Operations Crew A and Crew B as designated below. Each crew will have enough employees to cover the day and night shift during the designated duration. The goal of sequestering the FRPP employees is to limit interaction of essential Operations personnel with external factors, thus reducing potential COVID-19 viral infection.

Entry Gate Protocol

Due to the nature of sequestering in place, and ensuring exposure to COVID-19 is minimized, the entry gate to the FRPP site will be locked down. Access to the site is restricted to the designated operating crews reporting for duty - ONLY.

Exceptions to this rule apply to emergency services, critical plant work, and planned deliveries essential to plant operations.

Emergency services responding to employee health conditions or catastrophic events on the property (fire) shall be granted access prior to receiving plant management approval. The Shift Supervisor shall notify plant management as soon as the situation is stabilized enough to safely do so.

Critical Plant Work – ESD employees responding to priority 4 and 5 corrective maintenance, emergency work, or work with regulatory implications may enter the site once proper approval is received from plant management. These employees must adhere to the Building Restrictions, Work Management Process, and Cleaning Protocol outlined in this document.

Scheduled deliveries essential to plant operations (chemicals) shall be allowed on site with prior plant management approval and proper coordination with non-sequestered personnel to be available for acceptance of the delivery. During the delivery, Operations Staff shall remain in the Front Range Administration Building.

Work Schedule

Crews shall work rotating 12-hour shifts, in one-week blocks as outlined below. Extension of the one-week block schedule beyond 4/30/20 is subject to change based on the evolving COVID-19 situation. Shift change will occur at 06:00 and 18:00. Assignments while off shift include: Training updates / LOTO Review / TBD

Quality of Life Accommodations

Sleeping Accommodations:

Two RV's will be delivered on 3/27/20 to accommodate four personnel. Two employees will occupy a RV. The RV's will come with a change of sheets and towels for each employee. Water hook ups and sanitation hook ups on the RV will not be utilized. Facilities in the Front Range Administration Building will be used for restrooms and showers.

Employee Accommodations:

Employees shall bring enough personal clothes, required medications, and toiletries to cover their one-week shift.

Laundry Services:

Central Uniform and Linen is arranged to clean sheets and towels. Laundering will occur on Mondays and Thursdays starting Thursday 4/2/20. Employees shall deliver their sheets to be laundered, in provided laundry bag, to the main gate and leave the bag for pick up. Upon end of shift rotation, employees will leave their linens in the laundry bag at the gate for pick up.

Uniform pick up and drop off will still occur with AlSCO/Cintas. A drop off binbag will be placed by main gate and uniforms returned by AlSCO/Cintas shall be left for pick up at the Front Range Gate.

Food:

Each crew supervisor can utilize their P-card to purchase meals for delivery to the guard shack. Every effort shall be made to support local companies when ordering food. To avoid exposure, a non-sequestered employee at CSR, or the guard, will accept the delivery from the CSR main gate and deliver the items to the FRPP main gate. These interactions should be brief and social distancing practices should be maintained.

Daily Self Checks:

The control room will be equipped with the self-check questionnaire and thermometer for crew members to self-check at each turnover (twice per day), or if they are feeling unwell. Please refer to the self-check procedure in the Appendix.

Building Restrictions

Signs shall be posted on all entry doors stating, "Restricted Site. Operations Personnel ONLY" The control room phone number shall be annotated on the sign as well, should someone need to make contact with staff.

Control Room: Crew members will be the only employees allowed in the control rooms. PSO and Shift Supervisors should limit the amount of exposure to these rooms as much as possible and practice social distancing when these iterations take place.

The Administrative Building is to be occupied by sequestered personnel ONLY. This includes the office area, meeting rooms, and lunch/break area. Please refer to the Administration Building map in the Appendix.

The Library area is a neutral area where LOTO's would be exchanged.

The Command Center will be unoccupied by Operations staff during normal operations.

The Maintenance and I&C shop areas and the cubicle area are restricted from the sequestered staff. These are the areas where call-out maintenance will occur. A Danger taped area will separate a single walking path to the locker rooms from the office door North East of admin building. This corridor is to only be used by operations personnel.

There are two restroom locations in the Main Admin Building, which is co-located with a hallway with the control room. These are limited to sequestered staff only. A note will be placed on the door acknowledging this restriction.

There is a locker room with restroom, showers, and lockers for both women and men. These locker rooms share a connected space with the Maintenance work area. Only sequestered staff will use these locker rooms. A note will be placed on the doors of the locker rooms acknowledging this restriction.

Work Management Process

All callouts that require craft personnel to enter the site will require approval prior to commencing.

In the event of craft call out, the Maintenance and I&C shop areas along with the cubicle area shall be the work locations for these crafts.

Any called out employee would perform the self-check protocol attached below prior to entering the site. Self-checks may be conducted at home prior to entry.

Discussions, via radio or phone, will be conducted regarding the location and type of maintenance that needs to be completed. If this maintenance must occur inside the admin building, it will require approval from the leadership stated above. This would include work in the Command Center.

LOTO's:

To maintain the practice of social distancing during this process, there will be a temporary order in place to handle processing of Lock Out Tag Outs. This temporary order is to limit personal contact and ensure that safety is upheld. During this time, plant management will allow verbal acceptance of tasks associated with the issuing and releasing process. All communications will be conducted in the **3-part communication protocol** to ensure all parties' full understanding of the verbal confirmation.

Once maintenance is complete and LOTO's have been release, the work area and any tools will be wiped down and sanitized with an approved disinfectant.

Craft personnel will check out with the control via radio or cell phone prior to leaving the site.

Cleaning Protocol

In the event that any one of the members of this team show symptoms related to the virus, phone call notifications shall be made to the Plant Management. If a fever or any other symptoms are present from the self-check, preparations shall be made for that employee to be sent home for self-quarantine, or further testing as recommended by their Personal Health Care Provider. Immediate follow up actions are to have the members of the on-shift crew begin to gather their personal belongings in preparation for turn over to the opposite crew.

The off-shift crew would be contacted and told that they would need to be available to report to work at the next shift turnover. The on-shift crew would remain on site for this time frame duration, keeping social distance.

Supervisor/CRO from the off-shift crew would arrive as soon as possible, establish communication with the Control Room, and go the CC (Command Center). From the CC they can take control of the plant, and cleaning of the Control Room can commence. The off-going Control Room Operator would remain in the Control Room for questions about what tasks could affect plant operation. Once those items are discussed, all personnel would leave the area and allow further cleaning of the room to commence.

As members of the off-shift arrive, the on-shift crew would report to their vehicles with belongings. The off-shift (now oncoming crew) would make their way to the Command Center. Once a combination of CRO/Supervisor or PSO/CRO are onsite and the plant is being controlled from the Command Center:

The on-shift (now off-going crew) would be released and additional cleaning would be completed throughout the facility to prevent further spread of possible virus.

A turnover would be completed by phone with the new crew and the off-going crew once the off-going crew reaches the guard shack.

Once cleaning of all areas is complete the new on-shift crew will move operations to the Control Room and the CC would be thoroughly wiped down and cleaned.

Appendix

The following documents are attached to this memo to give greater detail to the plan:

Attachment A: Self Check Guidelines

Attachment B: Exposure Guidelines

COLORADO SPRING UTILITIES SELF CHECK ASSESMENT FOR RISK OF CORONA VIRUS COVID-19

Attachment A

Within the past 14 days, have you, someone living in your household or someone you are caring for returned from a CDC Travel Warning Level 3 or Alert Level 2 area or country?

NO

Within the past 14 days, have you, someone living in your household or someone you are caring for been diagnosed with COVID-19

NO

Within the past 14 days, have you, someone in your household or someone you are caring for had close contact (within 6 feet for a prolonged period > 15 minutes) with a confirmed case of COVID-19?

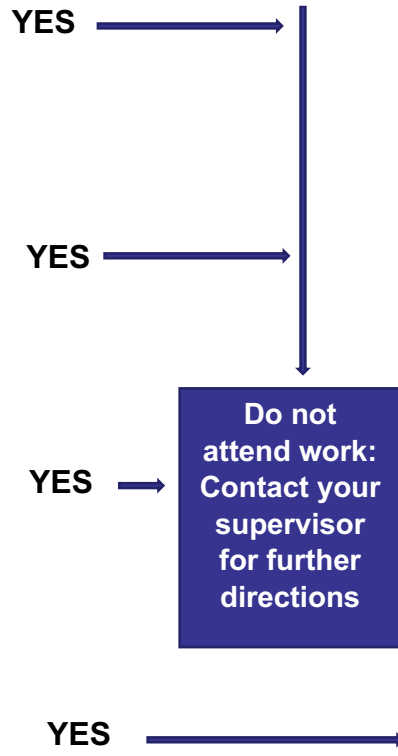
NO

Do you, someone in your household or someone you are caring for currently have, or have you had within the past 24 hours, any flu-like symptoms (i.e., a fever greater than 100.4 or chills and a sore throat, headache, cough, runny nose or shortness of breath

NO

Please Take Your Temperature
Using one of the approved methods described
IF TEMPERATURE IS OVER 100.4 CONTACT SUPERVISOR ASAP

Complete the Self-Screening Log and proceed to your work location



HOW TO TAKE YOUR TEMPERATURE (UNDER ARM PIT)

1. Make sure armpit is dry
2. Place tip of thermometer in armpit
3. Make sure thermometer is touching skin only
4. Close the armpit by holding the



HOW TO TAKE YOUR TEMPERATURE (Infrared Scan)

1. Ensure the unit is turned on
2. Aim the infrared lens at the individual's forehead, holding the thermometer approximately 0.5" – 1.0"
3. Press and release the measure button
4. The thermometer will emit a single beep and the temperature reading will be displayed
5. Clean thermometer with alcohol swab provided

Attachment B

Colorado Springs Utilities COVID-19 Exposure Guidance

Note: As a result of the rapidly evolving nature of this situation, this guidance will be regularly reviewed and updated accordingly. Please reference the most current date for the appropriate guidance.

The U.S. Centers for Disease Control and Prevention (CDC) believes at this time that symptoms of COVID-19 may appear in as few as 2 days or up to 14 days after exposure to the virus. Some people who get the COVID-19 may experience only mild illness. However, the virus can also cause pneumonia, which may be severe. In assessing potential hazards, it is important to consider whether employees may encounter someone infected with COVID-19 in the course of their duties. It should also determine if employees could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus. Depending on the work setting, we may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures. The spread of COVID-19 is most likely to happen when there is close contact (within 6 feet or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

What to do if an employee is demonstrating flu-like symptoms (similar to COVID symptoms); an employee who has been in an area of concern as identified by CDC, state or local public health; an employee has been exposed to another person who has been in a designated area of concern where a suspected COVID-19 has recently been identified

For contacts of a confirmed case in the workplace, the employee should be;

- sent home to self-isolate
- employee to self-monitor for symptoms
- employee may return to work after 3 days (72 hours) after recovery defined as resolution of fever without the use of fever reducing medication and improvement in respiratory symptoms (cough, shortness of breath and at least 7 days has passed since symptoms first appeared).

Notify the Safety and Health Department to contact the Department of Public Health to discuss the case, identify people who have been in contact with the employee and seek advice on any actions or precautions that should be taken.

Organizational Guidance

Human Resources – Employees described above may work remotely, if approved to do so. Employees who are unable to work remotely will be directed home and will use the designated work order to be paid. If employee becomes ill they are to use accrued sick leave. Colorado Springs Utilities COVID-19 Exposure Guidance.

What to do if an employee with a confirmed COVID-19 has recently been in your workplace

For contacts of a confirmed case in the workplace, the employee should be;

- sent home to self-isolate
- employee to self-monitor for symptoms
- employee may return to work 3 days (72 hours) after recovery defined as resolution of fever without the use of fever reducing medication and improvement in respiratory symptoms (cough, shortness of breath and at least 10 days has passed since symptoms first appeared).

Notify the Safety and Health Department to contact the Department of Public Health to discuss the case, identify people who have been in contact with the employee and seek advice on any actions or precautions that should be taken.

Organizational Guidance

Human Resources – Employees described above may work remotely, if approved to do so. Employees who are unable to work remotely will be directed home and will use the designated work order to be paid. If employee becomes ill they are to use accrued sick leave.

What to do when an employee has had contact with another person who has a confirmed case of COVID-19

For contacts of a confirmed case in the workplace, the employee should;

- minimize all contact with other people whether or not they are experiencing symptoms for a period of 7 days
- if onset of symptoms occur should self-isolate
- employee may return to work 3 days (72 hours) after recovery defined as resolution of fever without the use of fever reducing medication and improvement in respiratory symptoms (cough, shortness of breath and at least 10 days has passed since symptoms first appeared).

Notify the Safety and Health Department to contact the Department of Public Health to discuss the case, identify people who have been in contact with the employee and seek advice on any actions or precautions that should be taken.

Organizational Guidance

Human Resources – Employees described above may work remotely, if approved to do so. Employees who are unable to work remotely will be directed home and will use the designated work order to be paid. If employee becomes ill they are to use accrued sick leave. Note: As a result of the rapidly evolving nature of this situation, this guidance will be regularly reviewed and updated accordingly. Please reference the most current date for the appropriate guidance.

What to do if an employee becomes ill and believe they have been exposed to COVID-19

If someone becomes ill in the workplace the ill person should be:

- Removed to an area which is at least 6 feet away from other people.
- If possible, find a room or area where they can be isolated behind a closed door. If it is possible open a window for ventilation.
- The ill individual should call their physician, medical provider or the Department of Public Health, or 911 if an emergency and explain their travel in the last 14 days and outline their current symptoms.
- They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose when they cough or sneeze
- If they need to go to the bathroom while waiting for medical assistance, they should use a separate bathroom if available.

Organizational Guidance

Human Resources – Employees who are ill should use accrued sick leave to account for their time.

Safety and Health Guidance

If an employee has a confirmed case of COVID-19 and believes they were infected as a result of performing their work-related duties they should:

- Follow all personal physician orders for recovery.
- Report illness as an injury/illness event in the Safety & Health Employee Portal.
- Safety & Health will investigate to determine work relatedness .



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