

## Memorandum to Avista Contractors regarding COVID-19 Best Practices

At Avista we have been working hard to cope with and adapt to the “new normal” that the COVID-19 pandemic creates. We have developed guidelines, policies and best practices to help our employees stay safe while still maintaining our ability to provide essential services. Many of these guidelines have been developed based on CDC, World Health Organization (“WHO”), OSHA, and regional health organizations’ recommendations.

We would like to share these general guidelines that we have created to help all workers minimize their exposure to COVID-19 (“Work Guidelines”).

We hope that your companies will review this information, and consider implementing these best practices. Although we are not requiring your employees to follow these Work Guidelines as a whole, what we **do expect** is that you instruct your employees to follow the “Close Proximity” guidance as it relates to their interaction with Avista employees and our customers. This is for everyone’s safety, as well as to avoid any regulatory or compliance consequences.

If you have questions about these Work Guidelines, please contact Cody Krogh (509) 495-2085 or Russ Feist (509) 495-4567.

Thank you for your understanding and ongoing support.

## **Guidelines for Employees to Minimize COVID-19 Exposure**

### **Scope**

This document pertains to all Avista Employees when working in the office, remotely, or in the field. Some portions of the document will be more relevant to specific work groups depending on their work activity.

### **Objective**

These guidelines are designed to enable employees to proceed with work in a manner that minimizes the exposure and potential transfer of the COVID-19 virus to employees, customers, and contractors.

## **EMPLOYEES SHOULD FOLLOW THESE PRECAUTIONS FOR THEIR OWN SAFETY AS WELL AS THE SAFETY OF OTHER EMPLOYEES, CONTRACTORS AND AVISTA'S CUSTOMERS**

### **1. Avoid Close Proximity with Customers, Members of the Public, Contractors, and Other Employees.**

Employees should take all measures to avoid close proximity (defined below) with customers, members of the public, contractors and other employees in order to minimize exposure to, and the spread of the COVID-19 virus through person-to-person contact.

#### **Close Proximity** means:

- Being within 6 feet of a person for 10 minutes or more and/or
- Being in direct contact with secretions from a person (such as being coughed or sneezed on, or sharing utensils).

If it is necessary to come within **close proximity** with an individual, precautions should be taken. Reference section below entitled PPE for optional methods.

According to the CDC, the virus is thought to spread mainly from person-to-person and particularly between people who are in close contact with one another (within about 6 feet). The primary method of transmission is through respiratory droplets produced when an infected person coughs or sneezes and the droplets land in the mouths, eyes or noses of people who are nearby or possibly inhaled into the lungs. To visit the CDC site for more information, click [here](#).

### **2. Use Personal Protective Equipment (PPE).**

During the COVID-19 Pandemic, there are many recommendations for the use of PPE to help avoid contracting or spreading the virus. It should be noted, however that the PPE supply is currently limited and employees are asked to follow the guidelines for their specific work groups around what PPE should be used and when. Common types of PPE include the use of safety glasses, nitrile gloves, disposable surgical masks, cloth masks, and N95 respirators. If wearing disposable gloves, employees should not try to reuse the gloves once they are removed. To reduce the possibility of touching one's eyes, employees should wear safety glasses (or any other pair of glasses) even when not required. Employees should ask their manager or the Safety Department about the availability of specific PPE and the recommendation or requirement of use.

### **3. Use of Cloth Face Masks**

The [CDC](#) has recently put out updated guidance on the use of cloth masks, and Avista strongly recommends that our employees wear a cloth face mask when social distancing measures are difficult to maintain. While, not a complete preventative barrier, cloth face masks are designed to help slow the spread of coronavirus by eliminating the wearer's ability to touch his/her nose, mouth, reducing droplets, and particles inhaled by the wearer. Avista has purchased both fire resistant ("FR") and non-FR cloth masks for employees working in the field. Specific instructions for the use of masks are available from the Safety Department.

**Note:** Be aware that cloth face masks are not particulate respirators and should not be worn in environments with constituents of concern (e.g. asbestos, lead, hexavalent chromium, around persons with confirmed COVID-19).

#### **4. Use Proactive Communication.**

In order to allow for segregation and social distancing where feasible, communication should be made with onsite personnel prior to arrival at work sites. The communication should include details such as work plans, crew members, and anticipated arrival and departure times to allow employees to plan the best way to avoid being in **close proximity**. Communication methods such as Skype, mobile phone, and radio should be used as much as possible to reduce face to face interactions, particularly when employees are communicating with Critical Operations Staff.

**Note:** Some employees are individual contributors who can remote start or use onsite reporting and may not need to communicate prior to performing their work, but this practice is good to keep in mind if access to an Avista facility is needed at some point.

#### **5. Take Extra Precautions When Group Work is Required.**

Where group work is required, employees should utilize methods to avoid exposure as much as possible. Some options are to create smaller teams/crews, divide work tasks, or use barrier tape to create 6 foot distances. Social distancing should be practiced at all times, especially during meals and breaks when interaction is common. The Safety Department will continue to update managers and employees with the latest recommendations.

#### **6. Limit Exposure in Vehicles.**

When enough vehicles are available, employees should only have one occupant per vehicle to avoid unnecessary **close proximity**. If necessary, personal use of a vehicle may be considered upon supervisor approval in order to allow for one occupant per vehicle. In addition, all employees should thoroughly clean all "high touch" vehicle surfaces when receiving and returning fleet vehicles. Employees should wear gloves and utilize disinfectant wipes or an approved cleaning agent, and allow the surface to dry before touching.

#### **7. Take Precautions When Out of Town Work is Required.**

During the "Critical" phase of the COVID-19 Pandemic, Avista has suspended all non-essential travel. However, when employees are required to work out of town, employees should take basic precautions. Employees should limit their visits to public spaces like coffee shops and restaurants and instead utilize take out or delivery for meals when possible. Also, when staying in a hotel, employees should wipe down commonly used surfaces and have the rooms cleaned daily. Finally, if the out of town work spans over several weeks, employees should consider reserving the room for the duration of the project with supervisor approval to reduce turnover and potential exposure.

**8. Pay Extra Attention to Safety Precautions.**

As always, safety is of utmost importance and employees should continue to conduct safety meetings, tailboards, 3-part communication and all other safety precautions normally taken. It is important to think through safety precautions that may be routine, and consider if the current modified working conditions have any impact and find alternatives that continue to provide safe work practices (e.g. safety meetings may not be in person because of social distancing). It is expected that certain tasks will now take longer to perform due to the social distancing requirements and the need to develop new procedures.

**9. Use Sanitization Methods Designed to Prevent Spread of the Virus.**

During the COVID-19 Pandemic it is more important than ever to be vigilant in keeping employees and the equipment they handle clean.

Employees should wash their hands with soap and water for 20 seconds prior to eating, after returning from the restroom, or after using shared equipment. Washing hands is the preferred method to protect against the virus, but when not possible, using hand sanitizer with a minimum of 60% alcohol is an acceptable replacement. In addition, employees should avoid touching areas around their eyes, mouths, and noses, and should cough or sneeze in to their sleeve whenever possible. Employees are highly encouraged to utilize gloves when engaging in work that involves touching hard surfaces or “high touch point” areas (e.g. handles, doorknobs, etc.).

**Note:** Hand sanitizing solutions containing 60% alcohol are flammable mixtures and should be handled as such and kept away from an open flame.

As mentioned above, vehicles must be cleaned regularly to avoid contamination, and other equipment, materials, and tools with multiple users should be cleaned as well to minimize exposure or spread of the virus. A chlorine based disinfectant wipe or spray (stocked in the warehouse) may also be used to decontaminate work surfaces and tools. The spray is best suited for large open areas or outdoors to minimize air concentration.

In addition, considering the reduced availability of restroom facilities for remote or field workers, Avista will provide some options to help with the issue.

**10. Pay extra attention to health**

Employees should take extra care to monitor their health during this time. If an employee is ill, they should stay home or go home immediately if at work and monitor their symptoms prior to returning to work. If any employee is demonstrating symptoms consistent with COVID-19 (fever above 100.4 F by oral or 99.4 F by forehead; cough; and shortness of breath) they should contact their medical provider, notify their supervisor immediately, and stay away from work. In the event an employee or a member living in the employees household has been either: (a) diagnosed with COVID-19 by a medical provider; (b) tested for COVID-19 and awaiting results; or (c) tested positive for COVID-19, they will be instructed to work with their Human Resources Manager, Supervisor and Occupational Health on the appropriate actions.

**Note:** any Manager who is informed that an employee is suspected of having or confirmed as having COVID-19 must immediately notify Human Resources, this includes simply learning that an employee has been tested.

**Note:** Employees may be asked to perform a daily “self-assessment” checklist prior to reporting for work. These employees will be notified directly by a manager of this request.