

# COVID-19 Response Protocol: Actual and Suspected Cases Among Employees and Contract Employees

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# RESPONSE PROTOCOL FOR ACTUAL AND SUSPECTED COVID-19 CASES AMONG EMPLOYEES AND CONTRACT EMPLOYEES

FOR EMPLOYEES WHO ARE BEING TESTED FOR COVID-19 BECAUSE OF HAVING SYMPTOMS PLEASE FOLLOW THE PROCESS FOR "[AFFECTED EMPLOYEES](#)".

FOR EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19, PLEASE FOLLOW THE PROCESS FOR "[POSITIVE EMPLOYEES](#)".

FOR CONTRACT EMPLOYEES WHO ARE EITHER BEING TESTED FOR COVID-19 SYMPTOMS OR ARE POSITIVE FOR COVID-19, PLEASE FOLLOW THE PROCESS FOR "[CONTRACT EMPLOYEES](#)".

FOR EMPLOYEES WHO ARE NOT POSITIVE OR SYMPTOMATIC BUT ARE BEING TESTED FOR OTHER REASONS, PLEASE FOLLOW THE PROCESS FOR "[OTHER EMPLOYEES](#)".

FOR EMPLOYEES WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO HAS TESTED POSITIVE FOR COVID-19, PLEASE FOLLOW THE PROCESS FOR A "[POSITIVE HOUSEHOLD MEMBER](#)."

# 1 FREQUENTLY ASKED QUESTIONS REGARDING SELF-ISOLATION AND TESTING

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The following section is provided to answer common questions regarding the self-isolation and testing of employees due to COVID-19. A link to the section in this document with the specific details is provided, where applicable. Please be sure to review these details further as it relates to your situation.

## 1. When is an employee required to self-isolate and/or be tested?

Employees must self-**isolate** if they meet any of the following criteria:

- are symptomatic;
- have tested positive;
- have been exposed to a symptomatic or positive person\*;

\*in some instances, there may be other options (such as working independently, or with the same crew).

Employees will be referred to be **tested** if they meet any of the following criteria:

- are symptomatic;
- have been exposed to a positive person;

## 2. Who should be contacted when an employee is symptomatic, is getting tested or has been exposed to a COVID positive person?

The employee should inform their manager if they are symptomatic. The manager should then either inform Occupational Health or have the employee notify Occupational Health. The manager should also inform the HR Manager of the situation.

## 3. How does my employee get set up for COVID-19 testing?

An employee should work with Occupational Health to be referred for testing. Employees may also consult with their primary care physician to discuss getting tested. The employee must still inform Occupational Health they are being tested.

## 4. Where will Avista employees be tested?

Avista has an agreement with Incyte Diagnostics which allows same day testing for employees in the Spokane and Coeur d'Alene area. Test results are usually received within 24 hours in most cases. Occupational Health will determine the best option for testing depending on where the employee is located.

## 5. How long will my employee be out if required to self-isolate or test?

The duration of self-isolation and/or testing varies with each case. However, there are minimum periods of time managers should expect their employees to be away from work.

For an employee who:

- tested positive: they must self-isolate for at least 10 days after onset of symptoms;
- is symptomatic: they must self-isolate until negative test results are received;
- was exposed to a positive person: they must self-isolate for at least 7 days since their last exposure to the positive person, as long as the employee never develop symptoms;
- who was exposed to a symptomatic person: must self-isolate until the results of symptomatic person have been received (some exceptions may apply).

## **6. How does Contact Tracing work?**

The contact tracing process is initiated when an employee is being tested or is positive. The HR Managers will discuss that employee's possible exposures, recent interactions with other employees or customers, and the timelines. The current contact tracing looks for those who have been in Close Proximity during the following timelines:

- If the employee is symptomatic, the Close Proximity contacts are identified by going 2 days prior to the date of the employee's onset of symptoms.
- If the employee is asymptomatic, but positive, the Close Proximity contacts are identified by going 2 days back from the positive test. If there is a known exposure date, this may require contact tracing to identify Close Proximity contacts farther back than 2 days from positive test.

## 2 DEFINED TERMS

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**Affected Employee:** means an employee who is being tested for COVID-19 because of having COVID-19 Symptoms (as defined below).

**Affected Person:** means an external person (who is not an Avista employee) who is being tested for COVID-19 because of having COVID-19 Symptoms (as defined below). This could include a Contract Employee, family member, customer, or other person.

**Contract Employee:** means an independent contractor working on behalf of Avista.

**Avista Contract Sponsor:** means the Avista employee that is designated as the liaison with the Contractor Representative and the Contract Employee who is working for Avista.

**Contractor Representative:** means the contract company representative that is designated as the liaison with the Avista Contract Sponsor and the Contract Employee.

**Positive Employee:** means an Avista employee who has tested positive for COVID-19.

**Positive Household Member:** means a member of an employee's household (or someone that the employee is providing ongoing care to) who has tested positive for COVID-19.

**Positive Person:** means an external person (not an Avista employee) who has tested positive for COVID-19. This could include a family member, customer, or other person.

**Other Employee (non-symptomatic and no Close Proximity):** means an employee who is being tested because of credible circumstances that indicate a possible exposure and is awaiting test results. For example, an employee who has a close friend or family member who may have been exposed to COVID-19. See [Section 6](#) on Other Employees.

**Tier One Contacts** mean those persons who may have been exposed to COVID-19 by being in Close Proximity with an Affected Employee, Affected Person, Positive Employee, Positive Household Member or a Positive Person.

**Note:** the processes for Tier One Contacts are different depending on whether they have been in Close Proximity with an Affected Employee, Affected Person, Positive Employee, Positive Household Member or a Positive Person. For the most part Tier One Contacts in this document refer to employees or Contract Employees, however in some instances Tier One Contacts may include Avista customers.

**Close Proximity** means:

- Being within 6 feet of an Affected Employee or Affected Person for 10 minutes or more; or
- Being within 6 feet of a Positive Person or Positive Employee for 10 minutes or more.
- Caring for a Positive Household Member

**Note:** use of face coverings while in Close Proximity does not exclude the individual from the Tier One designation.

**COVID-19 Symptoms\*** are:

- **Fever (above 100.4 F oral or 99.4 F forehead)** or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

\* This list does not include all possible symptoms.

**Emergency Warning Signs** include\*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Employees should consult their health care provider for any other symptoms that are severe or concerning.

**Daily Health Screening:** is a required COVID-19 health screening protocol that all Avista employees must successfully pass before arriving at an Avista facility or work site (the checklist can be [found here](#)). Employees performing this health screening is critical to help maintain a safe work environment for employees, their co-workers, and the community.

**Rapid Test:** is an option for COVID-19 testing that provides results within 15 minutes. Avista has approved designated rapid testing locations that are determined to have high levels of accuracy. For more information and approved locations go [here](#).

**Return to Work:** means returning to a physical workplace (facility or field). This does not include employees who are able to work from home or remotely.

**Note: the timeframe of a person’s exposure to a person who has tested positive for COVID-19 can be a factor in the accuracy of the tests. Health officials have advised that an individual directly exposed to COVID-19 may not develop the virus for purposes of testing for a timeframe of 2-14 days.**

### 3 PROCESS FOR AFFECTED EMPLOYEES DUE TO SYMPTOMS

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**This section only applies to employees who are currently being tested for COVID-19 due to having COVID-19 Symptoms.**

**For additional guidance on how to handle a Contract Employee being tested for COVID-19 because of symptoms please see the section below on [Contract Employees](#).**

1. Employees who fit the definition of Affected Employee must immediately notify their Manager when concerned they may have COVID-19 Symptoms.
2. Upon learning of an Affected Employee, Manager will immediately notify HR Manager, and his/her Director regarding the Affected Employee for visibility and planning for potential business impact. HR Manager will notify Occupational Health so that they can contact Affected Employee regarding the ability to take a Rapid Test, any FMLA or other benefits and to continue to check on his/her health and wellbeing.
3. HR Manager, Manager or Occupational Health will inform Affected Employee to:
  - Not return to a physical work location and to remain in self-isolation until the Return to Work criteria set forth below is met.
  - Contact Affected Employee’s health care provider.
  - Seek medical attention immediately if Affected Employee develops any Emergency Warning Signs for COVID-19.
  - Ask Affected Employee to provide health status updates to HR Manager and Occupational Health.

4. HR Manager or Occupational Health will gather a “Tier One” list, that includes the following information from the Affected Employee:
  - All employees, customers, and vendors with whom Affected Employee was in Close Proximity during the 2 days prior to the onset of COVID symptoms (or a positive test for asymptomatic people) and the precise dates of exposure.
  - Any information that may relate to whether/likelihood that Affected Employee may have contracted COVID-19 (e.g., travel to known COVID-19 epicenters or hot spots, Close Proximity with a known or suspected COVID-19 case).

**Note: Avista respects the confidentiality of its employees and will not directly disclose the Affected Employee’s identity to coworkers. However, we cannot guarantee total anonymity since some employees may be able to determine the identity of Affected Employee based on the situation.**

5. Manager or HR Manager will notify Facilities and Fleet if the individual has access to a vehicle, in order to close the area where the Affected Employee or Affected Person was working in the last 2 days (prior to being symptomatic or testing positive) and schedule a cleaning of the area and vehicle in accordance with the [CDC guidelines](#). Once the cleaning is complete, the area can be re-opened and/or vehicle can be used again. If it has been more than 7 days since the person with suspected COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
6. HR Manager will schedule a Skype call with applicable management, Occupational Health, and Legal to discuss the Tier One Contact list and to decide on next steps if necessary. If a meeting is not needed, the HR Manager will provide an email update to applicable management.

In general, Tier One Contacts will be required to stay away from the physical workplace until Occupational Health has received negative test results from the original Affected Employee or Affected Person. However, depending on the business impact and criticality of functions affected there may be alternatives for non-symptomatic Tier One Contacts such as Rapid Testing, the potential for self-isolation including continuing work remotely or in an isolated manner.

**Note: The Tier One Contacts will not automatically be tested for COVID-19, unless the Tier One Contacts are exhibiting COVID-19 Symptoms.**

7. Manager or HR Manager will communicate with Tier One Contacts and either send them home or employ alternatives decided in the Skype call conducted in Step 6. Manager or HR Manager also shall inform Tier One Contacts to seek medical attention immediately if they develop any COVID-19 Symptoms or Emergency Warning Signs for COVID-19.
8. When Manager/HR Manager communicates with Tier One Contacts, Manager will not identify by name the Affected Employee or Affected Person and will try to avoid providing information that would lead to the identification of Affected Employee. This is out of respect for the person’s confidentiality, avoidance of stigma and discrimination, and promotion of individuals to self-report. In addition, if there are Tier One Contacts in different work groups, the work group Manager will only communicate with their direct report Tier One Contacts and the HR Manager(s) will provide the information necessary. For a suggested script when communicating with Tier One Contacts, see [Section 8](#).

**Note: A Tier One Contact, upon application of the process outlined above, may be determined to meet the definition of Affected Employee or Affected Person if he/she develops COVID-19 Symptoms. In this scenario, the process outlined above will then be applied and the Tier One Contact now meets the definition of Affected Employee or Affected Person.**



### 3.1 TEST RESULT NOTIFICATION PROCESS

- Affected Employees must notify Occupational Health immediately upon receiving their test results.
- Manager and/or HR Manager will notify all Tier One Contacts about the test result (without identifying the Affected Employee or Affected Person) and the processes below will cover the Return to Work for Affected Employee and Tier One Contacts.

### 3.2 RETURN TO WORK AFFECTED EMPLOYEE- NEGATIVE TEST

Affected Employee must not Return to Work until notified by Occupational Health. In order to provide Affected Employee with a Return to Work notification, Occupational Health must receive all the following information\*:

- Receipt of notification that Affected Employee tested negative for COVID-19. The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA; and
- At least 24 hours have passed since the resolution of the last fever without the use of fever-reducing medications; and
- Other COVID-19 Symptoms have improved

### 3.3 RETURN TO WORK BY AFFECTED EMPLOYEE- POSITIVE TEST

If an Affected Employee tests positive for COVID-19, he/she is considered a Positive Employee and the following process applies for returning to work:

A Positive Employee must not Return to Work until notified by Occupational Health. In order to provide Positive Employee with a Return to Work notification, Occupational Health must confirm and receive all the following information\*:

- At least 10 days have passed since the onset of COVID-19 Symptoms; and
- At least 24 hours have passed since the resolution of the last fever without the use of fever-reducing medications; and
- Other COVID-19 Symptoms have improved

\* Requirements are in accordance with CDC guidelines for discontinuing home isolation after COVID-19 found [here](#).

### 3.4 RETURN TO WORK- TIER ONE CONTACTS (NO EXPOSURE TO A POSITIVE EMPLOYEE/ PERSON)

In the event Tier One Contacts were required to stay away from work and self-isolate per the decision made in Step 6 above, Tier One Contacts must not Return to Work until notified by Occupational Health. To provide Tier One Contact with a Return to Work notification, Occupational Health must receive receipt of notification that the original Affected Employee or Affected Person tested negative for COVID-19. The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA.

**Note: Employees who are able to work from home and/or self-isolate may continue to work if they are healthy. The Return to Work criteria set forth above relates specifically to employees returning to a physical location or working in the field.**

## 4 PROCESS FOR POSITIVE EMPLOYEES

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If an employee tests positive for COVID-19, they are considered a Positive Employee for purposes of this section.

For additional guidance on how to handle a Contract Employee who is positive for COVID-19 please see the Section below on [Contract Employees](#).

1. Employees who test positive for COVID-19 must immediately notify their Manager.
2. Upon learning of a Positive Employee, Manager will immediately notify HR Manager, his/her Director and the VP regarding the Positive Employee for visibility and planning for potential business impact. HR Manager will notify Occupational Health so that they can contact Positive Employee regarding any FMLA or other benefits and to continue to check on his/her health and wellbeing.
3. HR Manager, Manager or Occupational Health will inform Positive Employee to:
  - Not Return to Work and to remain in self-isolation until the Return to Work criteria set forth below is met.
  - Seek medical attention immediately if Positive Employee develops any Emergency Warning Signs for COVID-19.
  - Provide health status updates to HR Manager or Occupational Health.
4. HR Manager or Occupational Health will gather a “Tier One” list, that includes the following information from the Positive Employee:
  - All employees, customers, and vendors with whom the Positive Employee was in Close Proximity during the 2 days prior to the onset of COVID symptoms (or a positive test for asymptomatic people) and the precise dates of exposure.
  - Any information that may relate to whether/likelihood that Affected Employee may have contracted COVID-19 (e.g., travel to know COVID-19 epicenters or hot spots, Close Proximity with a known or suspected COVID-19 case).
  - In the event customers are considered Tier One Contacts, Corporate Communications should be notified immediately to help with the communication.

**Note: Avista respects the confidentiality of its employees and will not directly disclose the Positive Employee’s identity to coworkers. However, we cannot guarantee total anonymity since some employees may be able to determine the identity of Positive Employee based on the situation.**

5. Manager or HR Manager will notify Facilities and Fleet if the individual has access to a vehicle, in order to close the area where the Positive Employee was working in the last 2 days and schedule a cleaning of the area and vehicle in accordance with the [CDC guidelines](#). Once the cleaning is complete, the area can be re-opened and/or vehicle can be used again. If it has been more than 7 days since the Positive Employee visited or used the facility, additional cleaning and disinfection is not necessary.
6. HR Manager will schedule a Skype call with applicable management, Occupational Health, and Legal to discuss the Tier One Contact list and to decide on next steps if necessary. If a meeting is not needed, the HR Manager will provide an email update to applicable management.
7. Manager or HR Manager will communicate with Tier One Contacts and either send them home or employ alternatives decided in the Skype call conducted in Step 6. Manager or HR Manager also shall inform Tier One Contacts to seek medical attention immediately if they develop any COVID-19 Symptoms or Emergency Warning Signs for COVID-19.

When Manager/HR Manager communicates with Tier One Contacts, Manager/HR Manager will not identify by name the Positive Employee and will try to avoid providing information that would lead to the identification of Positive Employee. This is out of respect for all employees’ confidentiality, avoidance of stigma and discrimination, and promotion of employees to self-report. For a suggested script when communicating with Tier One Contacts, see [Section 8](#).

**Note: A Tier One Contact, upon application of the process outlined above, may be determined to meet the definition of Affected Employee if he/she develops COVID-19 Symptoms, or a Positive Employee if he/she**

**tests positive. In this scenario, the processes outlined above will then be applied to the now Affected Employee or Positive Employee.**

#### **4.1 RETURN TO WORK BY POSITIVE EMPLOYEE:**

A Positive Employee must not Return to Work until notified by Occupational Health. In order to provide Positive Employee with a Return to Work notification, Occupational Health must confirm and receive all the following information\*:

- If asymptomatic, at least 10 days have passed since the test was conducted;
- At least 10 days have passed since the onset of COVID-19 Symptoms; and
- At least 24 hours have passed since the resolution of the last fever without the use of fever-reducing medications; and
- Other COVID-19 Symptoms have improved; and
- Permission from Positive Employee's health care provider that the employee can discontinue self-isolation\*\*

\* Requirements are in accordance with CDC guidelines for discontinuing home isolation after COVID-19 found [here](#).

\*\* This is only required if the Positive Employee was hospitalized or under their doctor's care due to COVID-19.

#### **4.2 RETURN TO WORK- TIER ONE CONTACTS (EXPOSURE TO A POSITIVE EMPLOYEE)**

Tier One Contacts must not Return to Work until notified by Occupational Health. In order to provide Tier One Contact with a Return to Work notification, Occupational Health must receive all the following information\*:

- If tested, receipt of notification that Tier One Contact tested negative for COVID-19, subject to the following:
  - The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA.
  - Tests should not occur until 2 days have passed from last exposure to the Positive Employee and then must reoccur again after 7 days of last exposure to the Positive Employee. However, if an initial test occurs 7 days or more after last exposure, then only 1 negative test result will be required.
  - Tier One Contacts must stay away from work until receiving a negative test after at least 7 days from last exposure to the Positive Employee.
- If not tested, a Tier One Contact may not return until 14 days after last exposure to a Positive Employee and not have COVID-19 Symptoms.

### **5 PROCESS FOR EMPLOYEE'S EXPOSURE TO A POSITIVE HOUSEHOLD MEMBER**

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**An employee who is exposed to a Positive Household Member (or is otherwise giving ongoing care to a someone who is positive) is considered a Tier One Contact under this process. This process assumes that the employee has ongoing exposure to the Positive Household Member, not a one-time exposure.**

1. Employees who have a Positive Household Member must immediately notify their Manager.
2. Upon learning of an employee who has contact with a Positive Household Member, Manager will immediately notify HR Manager, his/her Director and the VP regarding the situation for visibility and planning for potential business impact. HR Manager will notify Occupational Health so that they can be in touch with the employee.
3. HR Manager, Manager or Occupational Health will inform employee to:

- Not Return to Work and to remain in self-isolation until the Return to Work criteria set forth below is met.
  - Seek medical attention immediately if employee develops any COVID-19 Symptoms or Emergency Warning Signs for COVID-19.
4. HR Manager will schedule a Skype call with applicable management, Occupational Health, and Legal to discuss the Tier One Contact list and to decide on next steps if necessary. If a meeting is not needed, the HR Manager will provide an email update to applicable management.

**Note: A Tier One Contact employee, upon application of the process outlined above, may be determined to meet the definition of Affected Employee if he/she develops COVID-19 Symptoms, or a Positive Employee if he/she tests positive. In this scenario, the processes outlined above will then be applied to the now Affected Employee or Positive Employee.**

## 5.1 RETURN TO WORK BY FOR EMPLOYEE WITH A POSITIVE HOUSEHOLD MEMBER:

This Tier One Contact employee must not Return to Work until all of the following criteria is met:

1. Occupational Health has received information from the Positive Household Member's health care provider that he/she has tested negative for COVID-19 in accordance with CDC guidelines or at least 10 days have passed since the onset of their COVID-19 symptoms or their positive test (when asymptomatic), and may cease self-isolation.
2. Occupational Health has received notification that Tier One Contact employee tested negative for COVID-19 subject to the following:
  - The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA.
  - Employee tests must not occur until both of these time periods have passed:
    - A. 10 days have passed since the onset of the Positive Household Member's COVID-19 symptoms (and the Positive Household Member's symptoms have cleared).
    - B. 7 days have passed since the time period above in subsection A above or after the Positive Household Member has been given clearance by their health care provider in accordance with Section 1.
3. If not tested, a Tier One Contact may not return until 14 days after last exposure to the Positive Household Member and not have COVID-19 Symptoms.

## 6 OTHER EMPLOYEE PROCESS

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There may be circumstances in which an employee was not determined to be in Close Proximity with a Positive Employee, Positive Person, an Affected Employee, Affected Contract Employee or Affected Person and therefore not determined to be a Tier One Contact. Additionally, an employee may be undergoing testing per their health care provider's recommendation prior to a surgery, for example.

In these instances, if an employee expresses concerns about their potential risk of exposure, the employee should work with their HR Manager and Manager to discuss the circumstances, possible exposure and whether taking a precautionary test is needed. Factors to be considered include whether or not the employee is considered high risk (i.e. underlying health condition), is in Close Proximity with someone considered high risk (i.e. spouse or family member), and the impact the exposure could have to their family, customers, etc.

In this scenario, the following applies:

- If the employee is undergoing testing prior to a surgery or medical procedure, he/she should simply notify their HR Manager for awareness.
- If the employee receives a negative test, the employee may Return to Work immediately and there is no waiting period for retesting.
- A Tier One contact list is not required.
- The employee may continue to work without requiring them to self-isolate.

## 7 CONTRACT EMPLOYEE PROCESS

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1. Contract Employees who have COVID-19 Symptoms or who are positive for COVID-19 must immediately notify their manager at the contracted company and a Contractor Representative must immediately notify the Avista Contract Sponsor.
2. Upon learning of a Contract Employee in this situation, the Avista Contract Sponsor will immediately notify HR Manager, Occupational Health, and his/her Director regarding the Contract Employee for visibility and planning for potential business impact.
3. Avista Contract Sponsor will inform the Contractor Representative to communicate the following to the Contract Employee:
  - Not to Return to Work and to remain in self-isolation until the Return to Work criteria set forth below is met.
  - Ask Contract Employee to provide health status updates to Contractor Representative, so that they in turn can provide updates to Avista Contract Sponsor, HR Manager and Occupational Health.
  - Avista Contract Sponsor working with the HR Manager will create a “Tier One” list, that includes the following information from the Contract Employee: all employees, customers, and other vendors with whom Contract Employee was in Close Proximity during the previous 2 days prior to the onset of COVID symptoms or a positive test and the precise dates of exposure.

**Note: Avista respects the confidentiality of its Contract Employees and will not directly disclose the Contract Employee’s identity to coworkers (Avista employees or other contract employees). However, we cannot guarantee total anonymity since some coworkers may be able to determine the identity of the Contract Employee based on the situation.**

4. **Avista Contract Sponsor will notify Facilities and Fleet if the individual has access to a vehicle, in order to close the area where the Contract Employee was working in the last 2 days and schedule a cleaning of the area and vehicle in accordance with the [CDC guidelines](#).** Once the cleaning is complete, the area can be re-opened and/or vehicle can be used again. If it has been more than 7 days since the Contract Employee visited or used the facility, additional cleaning and disinfection is not necessary.
5. Avista Contract Sponsor will schedule a Skype call with applicable management, HR Manager, Occupational Health, and Legal to discuss the Tier One Contact list and to decide on next steps if necessary. If a meeting is not needed, the Avista Contract Sponsor will provide an email update to the HR Manager and applicable management.
6. HR Manager will communicate with Tier One Contacts and either send them home or employ alternatives decided in the Skype call conducted in Step 5. HR Manager also shall inform Tier One Contacts to seek medical attention immediately if they develop any COVID-19 Symptoms or Emergency Warning Signs for COVID-19.
7. When HR Manager communicates with Tier One Contacts, HR Manager will not identify by name the Contract Employee and will try to avoid providing information that would lead to the identification of Contract Employee. This is out of respect for the person’s confidentiality, avoidance of stigma and discrimination, and promotion of individuals to self-report. In addition, if there are Tier One Contacts in different work groups, the HR Manager will communicate with the HR Manager(s) for those groups and coordinate communication. For a suggested script when communicating with Tier One Contacts, see [Section 8](#).

### 7.1 TEST RESULT NOTIFICATION PROCESS (IF TESTING)

- Contract Employees must have Contractor Representative notify Avista Contract Sponsor immediately upon receiving their test results.
- Avista Contract Sponsor will notify Occupational Health with the test results.

- Avista Contract Sponsor and/or HR Manager will notify all Tier One Contacts about the test result (without identifying the Contract Employee) and the processes below will cover the Return to Work for Contract Employee and Tier One Contacts.

## 7.2 RETURN TO WORK CONTRACT EMPLOYEE- NEGATIVE TEST

Contract Employee must not Return to Work until Avista Contract Sponsor has received clearance from Occupational Health. In order to Return to the following must be received by Occupational Health:

- Receipt of notification that Contract Employee tested negative for COVID-19. The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA; and
- At least 24 hours have passed since the resolution of the last fever without the use of fever-reducing medications; and
- Other COVID-19 Symptoms have improved

## 7.3 RETURN TO WORK BY CONTRACT EMPLOYEE- POSITIVE TEST

A Contract Employee who tests positive for COVID-19 must not Return to Work until Avista Contract Sponsor has received clearance from Occupational Health. In order to Return to the following must be confirmed and received by Occupational Health:

- If asymptomatic, at least 10 days have passed since the test was conducted;
- At least 10 days have passed since the onset of COVID-19 Symptoms; and
- At least 24 hours have passed since the resolution of the last fever without the use of fever-reducing medications; and
- Other COVID-19 Symptoms have improved.

\* Requirements are in accordance with CDC guidelines for discontinuing home isolation after COVID-19 found [here](#).

## 7.4 RETURN TO WORK- TIER ONE CONTACTS (NO EXPOSURE TO A POSITIVE CONTRACT EMPLOYEE)

In the event Tier One Contacts were required to stay away from work and self-isolate per the decision made in Step 5 above, Tier One Contacts must not Return to Work until notified by Occupational Health. To provide Tier One Contact with a Return to Work notification, Occupational Health must receive notification from the Avista Contract Sponsor that the original Contract Employee tested negative for COVID-19. The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA.

## 7.5 RETURN TO WORK- TIER ONE CONTACTS (EXPOSURE TO A POSITIVE CONTRACT EMPLOYEE)

Tier One Contacts must not Return to Work until notified by Occupational Health. In order to provide Tier One Contact with a Return to Work notification, Occupational Health must receive all of the following from the Avista Contract Sponsor:

- If tested, receipt of notification that Tier One Contact tested negative for COVID-19, subject to the following:
  - The COVID-19 test used must have FDA Emergency Use Authorization for detection of SARS-CoV-2RNA.
  - Tests should not occur until a minimum of 2 days have passed from last exposure to the Positive Contract Employee and then must reoccur again after 7 days of last exposure to the Positive Contract Employee. However, if an initial test occurs 7 days or more after last exposure, then only 1 negative test result will be required.
  - Tier One Contacts must stay away from work until receiving a negative test after at least 7 days from last exposure to the Positive Contract Employee.

- If not tested, a Tier One Contact may not Return to Work until after 14 days of last exposure to the Positive Contract Employee and not have COVID-19 symptoms.

## 8 SUGGESTED LANGUAGE FOR COMMUNICATING WITH TIER ONE CONTACTS

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1. In communicating about an Affected Employee/Contract Employee to Tier One Contacts the following language can be utilized:

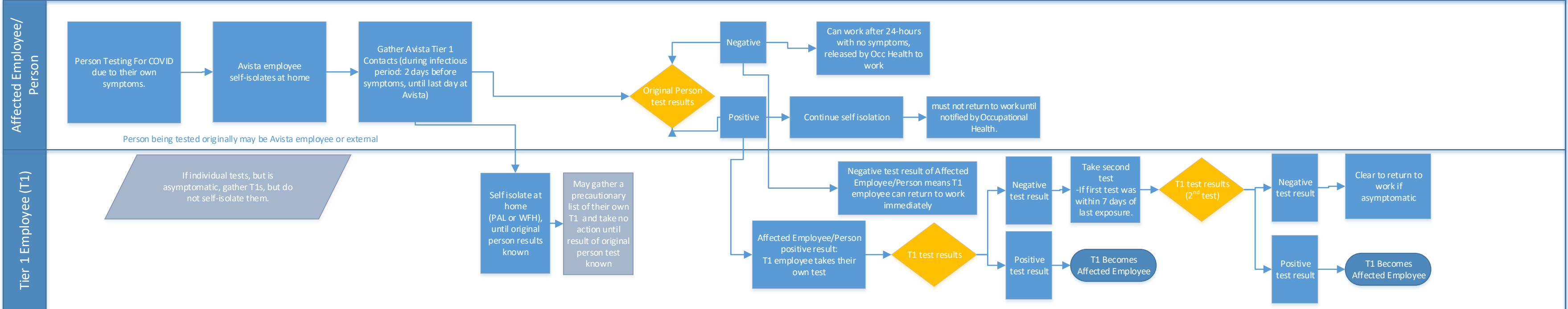
*We have learned that a person who you may have come in **Close Proximity with in the last 2 days is being monitored for COVID-19.** "Close Proximity" means: (a) being within 6 feet of a person with COVID-19 for 10 minutes or more; and/or (b) being in direct contact with secretions from a person with COVID-19 (such as being coughed or sneezed on, kissing, and sharing utensils). Out of an abundance of caution for your safety and for other employees, we would like you to: [choose the option(s) based on the decision made above- contact Occupational Health for Rapid Testing options, stay at home, self-isolate, work at a remote locate location, until at least [enter date which is 2 days from the last known contact with the Affected Employee] or until we receive a negative COVID-19 test result for the Affected Employee. We know you have questions and concerns, but we cannot share individual medical information with you, however, be assured that we will be in continued contact and notify you immediately with any updates. In addition, we ask that you provide a list of other employees, customers, or contractors with whom you have been in Close Proximity during the last 2 days. We will not notify these individuals at this time; this is simply to collect the information in case the situation changes.*

2. In communicating about a Positive Employee/Contract Employee to Tier One Contacts the following language can be utilized:

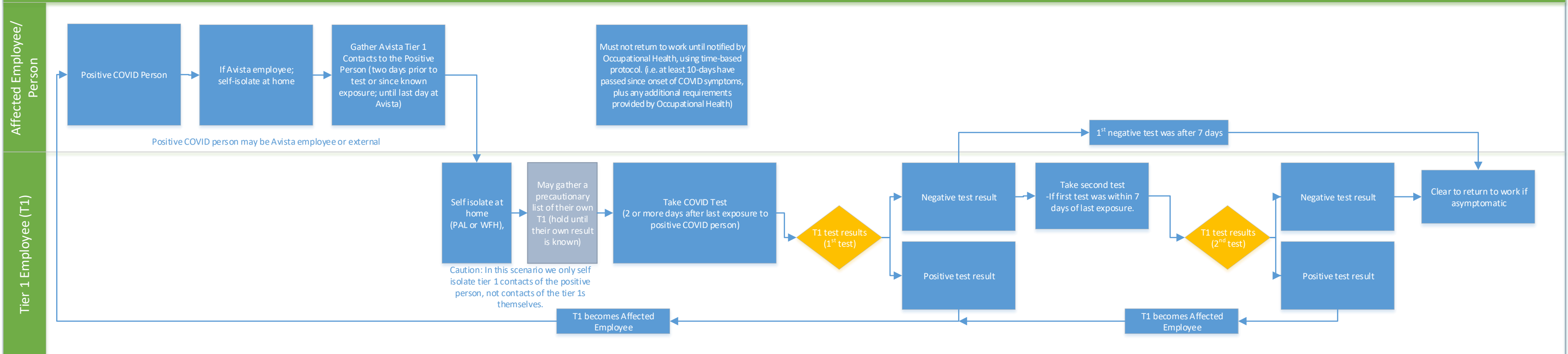
*Today we learned the individual, with whom you may have come into Close Proximity with received test results that indicated this person has contracted COVID-19. Your health and safety are of the utmost priority to us, which is why you were previously notified of your potential proximity exposure and directed to stay away from the workplace for 14 days to self-isolate. [Add details of exposure date, if known]. If you are experiencing fever, shortness of breath, coughing, other COVID-19 Symptoms, or are otherwise sick, then we encourage you to call your primary care physician's office. There are also virtual appointment options through your Premera health care plan. Employees are encouraged to utilize the [Teladoc Services](#) through Premera for virtual visits. Please seek medical attention immediately if you experience any Emergency Warning Signs, including difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face. It is even more important during this time that you monitor your own health, particularly for any COVID-19 Symptoms. The CDC provides advice on how to monitor your symptoms here:. You may also be wondering what this positive result means for people you have come into contact with, such as family members or co-workers. The CDC link above addresses those concerns as well. Please continue to proactively discuss your work plans with me and utilize your One Leave or Paid Administrative leave options if necessary. If you have additional questions, please address them to me or your Human Resources Manager.*



# Employee Testing Process: Due to Symptoms



# Employee Testing Process: Due to Exposure to Positive COVID Case



# Example 1: Employee has Symptoms

## Scenario:

Deke and Bob are Gas Journeyman Main Fitters for Avista. On Friday, Deke calls out sick because he has symptoms of COVID-19 and will be going to get a rapid test. Deke is the **Affected Employee**.

Bob is on Deke's crew and was in close proximity with Deke Monday – Thursday of that week. Bob is identified by Deke and HRM as a **Tier 1 Contact**.

Bob will be required to isolate away from work at least until Deke's results are confirmed.

# Example 1A: Employee has Tested Negative

## Scenario:

Deke's rapid test was complete on Friday and the results were negative. Deke will need to remain away from work for at least 72 hours after his symptoms subside.

Tier 1 Contacts can return to work as soon as Deke's negative results are received.

Deke's testing would fall under the **RTW – Negative Test – No Exposure** protocol.

# Example 1B: Testing Outside Tier 1

Scenario:

Deke's rapid test was complete on Friday and came back positive. Deke is the **Positive Employee**.

HR has already gathered the **Tier 1 Contact** list for Deke and those employees are isolating and will be sent to test.

Sally is an employee who has been in the same work area as Deke over the last week, but not in close proximity to him. Sally requests to be tested as well. Sally is an **Other Employee**.

Sally's test comes back negative. Sally does not have to wait 7 days from last close proximity to Deke before returning to work. Sally can return to work as soon as her negative test results are received.

Sally's testing would fall under the **RTW – Negative Test – No Exposure** protocol.

## Example 2: Family Member Potential Exposure

### Scenario:

Bill is an Avista Journeyman Lineman. On Tuesday, Bill found out that his wife's co-worker tested positive for COVID-19. Bill's wife was in close proximity to the co-worker on Friday. His wife will be tested.

Bill informed his manager. However, at this time Bill does not have to isolate or get a test unless/until his wife's test comes back as positive.

Bill should continue to follow the Work Guidelines (i.e. maintain physical distancing and using PPE and face coverings).

## Example 2: Family Member Tests Positive

### Scenario:

Bill's wife received the positive test result on Thursday (two days later). Bill's wife is considered a **Positive Person**. Bill is considered a **Tier 1 Contact** of his wife.

Bill informed his Manager that his wife's test results were positive. Bill will need to isolate away from work and get a test. Since the last close proximity was 2 days ago, Bill can get the rapid test asap.

HR will contact Bill and identify all close proximity contacts from Bill in the event he tests positive for COVID. No action will be taken for Bill's close proximity list unless Bill receives a positive test **OR** begins showing symptoms of COVID-19.

## Example 2A: Employee is Tier 1 – Tests Negative

### Scenario:

Bill gets a rapid test on Thursday and the test results are negative. Bill will need to remain isolated for an additional 5 days (until Tuesday). Bill must be retested on the seventh day from his last close proximity (with his wife). If Bill's second test is negative, he can return to work the following day.

No further action will be taken for Bill's close proximity contacts.

Bill's testing would fall under the **RTW – Negative Test – Exposure to Positive** protocol.

# Example 2B: Employee is Tier 1 – Tests Positive

Scenario:

Bill gets a rapid test on Thursday and the test results are positive. Bill is now the **Affected Person**.

HR will notify all of Bill's close proximity contacts of the positive test result. All close proximity contacts are now considered to be **Tier 1 Contacts**.

**Tier 1 Contacts** will need to isolate away from work and get a test. Tier 1 contacts must wait at least 2 days following the last close proximity contact with Bill for their first test.

The **Tier 1 Contacts** will need to continue to isolate for a minimum of 7 days from the date of last close proximity with Bill. **Tier 1 Contacts** will need to be tested again 7 days following last close proximity with Bill.

Bill's testing would fall under the **RTW – Positive Test** protocol.



## Example 3: Employee has a Member of their Household Test Positive

Bill's wife has tested positive and Bill is now a caregiver to his wife. Bill is considered a Tier One Contact to his wife.

Bill must self-isolate since he has ongoing exposure to a positive person in his household.

The timing for Bill to return to work will not begin until his wife tests negative.

Bill must provide documentation to Occupational Health that his wife is no longer required to self-isolate.