

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

Table of Contents

- 1 Frequently Asked Questions regarding self-Isolation and Testing3
- 2 Defined Terms.....5
- 3 Process for Affected Employees7
 - 3.1 Test Result Notification Process.....8
 - 3.2 Return to Work by Affected Employee- Negative Test.....8
 - 3.3 Return to Work by Affected Employee- Positive Test.....8
- 4 Process for Positive Employees9
 - 4.1 Return to Work by Positive Employee:.....10
- 5 Process for employees who are exposed to an Affected/Positive household member11
 - 5.1 Return to Work for employee with an Affected Household Member:.....11
 - 5.2 Return to Work for employee with a Positive Household Member:.....11
- 6 Processes for Tier One Contacts12
 - 6.1 Work Options12
 - 6.2 Return to Work- Tier One Contacts (No Exposure to Positive Employee/Person).....12
 - 6.3 Return to Work- Tier One Contacts (exposure to a Positive Employee/person).....12
 - 6.4 Utilizing Tier One Contacts During Emergency Work or Low Resource Situations13
 - 6.5 Confidentiality13
- 7 Process for employees Testing for Other Reasons.....14
- 8 Contract Employee Process15
 - 8.1 Test Result Notification Process (if testing).....16
 - 8.2 Return to Work Contract Employee- Negative Test.....16
 - 8.3 Return to Work by Contract Employee- Positive Test.....16

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

Confidentiality Statement: Avista respects the confidentiality of its employees (or their family members), and contract employees, and will not directly disclose the identity of those who are suspected to have, or have tested positive for COVID-19 to coworkers or others, except on a strict need to know basis. This is out of respect for the person's confidentiality, avoidance of stigma and discrimination, and desire to encourage individuals to self-report.

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

FOR EMPLOYEES WHO ARE IDENTIFIED AS A TIER ONE CONTACT, PLEASE FOLLOW THE PROCESSES FOR "[TIER ONE CONTACTS](#)".

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

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](#)".

1 FREQUENTLY ASKED QUESTIONS REGARDING SELF-ISOLATION AND TESTING

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?

Employees must **Self-Isolate** if they meet any of the following criteria:

- are symptomatic;
- have tested positive;
- have been exposed to a Positive Person*;

*in some instances, there may be alternative options to self-isolation, such as working independently.

2. When is an employee required to be tested?

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

- are symptomatic;
- have been exposed to a Positive Person (Tier One to someone who is positive);

3. Who should be contacted when an employee is experiencing COVID-19 Symptoms, is getting tested or has been exposed to a Positive Person?

The employee should inform their manager if they are symptomatic. The manager should direct the employee to immediately contact Occupational Health for testing and contact tracing.

4. 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.

5. 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. In most cases, test results are received within 24 hours. Occupational Health will determine the best option for testing depending on where the employee is located.

6. 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. Some ranging from 1 to 10 or more days depending on the circumstances around each situation. Please reference the appropriate full sections for more details on the return to work for each of the situations.

7. How does Contact Tracing work?

The contact tracing process is initiated when an employee is being tested or is positive. The Contact Tracer 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 Tier One Contact list is identified by going 2 days prior to the date of the employee's onset of symptoms, and until Self-Isolation.
- If the employee is asymptomatic, but positive, the Tier One Contact list is identified by going 2 days back from the positive test, and until Self-Isolation. If there is a known exposure date, this may require contact tracing to identify Tier One Contacts farther back than 2 days from positive test, and until Self-Isolation.

2 DEFINED TERMS

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

Affected Household Member: means a member of an employee's household (or someone that the employee is providing ongoing care to) who is being tested for COVID-19 because of having 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.

Contact Tracer: a person who performs intake interviews to collect Close Proximity and Proximate contacts of persons who are suspected or known to have COVID-19.

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 Process for Employees Testing for Other Reasons.

Self-Isolate: means separating people infected or potentially infected with COVID-19, from people who are not infected. Individuals in self-isolation should stay home until it's safe for them to be around others. This may include separating themselves from household members within the same home or residence. Note: individuals may Self-Isolate while still working at home if feasible.

Tier One Contact: mean a person who may have been exposed to COVID-19 by being in Close Proximity with an Affected Employee, Affected Person, Positive Employee, Affected Household Member, 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, Affected Household Member, 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 for 15 minutes or more over a 24-hour period to an Affected Employee/Person or Positive Person/ Employee*
- Caring for an Affected/Positive Household Member.
- Having direct physical contact with an Affected or Positive person (such as being sneezed on, coughed on, handshakes, etc.).

* Refer to CDC Guidelines [here](#).

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

Proximate contact means being more than 6 feet apart, but in the same room for an extended period with someone who is suspected of having, or known to have COVID-19. Note: This does not meet Avista's definition of exposure in the workplace and therefore does not create a Tier One Contact.

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

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. The Manager should direct the employee to contact Occupational Health immediately at 509-495-4660 to initiate testing and contact tracing.
2. Occupational Health will:
 - a. Set up the most appropriate testing option based on the employee's location.
 - b. Inform the employee to not return to a physical work location and to Self-Isolate until the Return to Work criteria set forth below is met.
 - c. Recommend employee to contact their health care provider.
 - d. Instruct employee to seek medical attention immediately if Affected Employee develops any Emergency Warning Signs for COVID-19.
 - e. Ask Affected Employee to provide regular health status updates to Occupational Health.
3. Contact Tracer will:
 - a. Contact Affected Employee to gather a Tier One Contact list, that includes the following information: All employees, customers, vendors or other members of the public with whom Affected Employee was in Close Proximity during the 2 days prior to the onset of COVID-19 Symptoms and the precise dates of exposure.
 - b. Gather any additional information that may relate to how the 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, etc.).
 - c. In the event a customer is considered Tier One Contact, Corporate Communications should be notified immediately for awareness.
 - d. Inform the appropriate Human Resources Manager and Manager of each Tier One Contact of possible exposure.
 - e. Email Final Contact Tracing Form to HR Analytics, including relevant leadership.
4. The Manager will:
 - a. For awareness, inform each Tier One Contact that they have been exposed to an Affected Employee who is testing for COVID-19.
 - b. If necessary, call for a Management Meeting for visibility and to plan for any potential business impact. The Management Meeting will include, Occupational Health, EOP Team members, Legal, Director, VP and other relevant leadership.
 - c. If applicable, notify Facilities, Fleet or other resources to clean areas likely to have been touched, used, by the Affected Employee. Refer to CDC guidelines.

3.1 TEST RESULT NOTIFICATION PROCESS

- Affected Employees must notify Occupational Health immediately upon receiving their test results.
- Occupational Health will notify the Affected Employee's Manager and the managers of the Tier One Contacts.
- The managers of the Tier One Contacts will notify them of the test result (without identifying the Affected Employee or Affected Person)
- The processes below will cover the Return to Work for Affected Employee.

3.2 RETURN TO WORK BY 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 should refer to Section 4 for the Return to Work process.

4 PROCESS FOR POSITIVE EMPLOYEES

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 direct the employee to contact Occupational Health at 509-495-4660 to initiate contact tracing, and if not already completed, any FMLA or other benefit information, and return to work plans.
3. Occupational Health will
 - a. Inform the employee to not return to a physical work location and to Self-Isolate until the Return to Work criteria set forth below is met. *
 - b. Recommend employee to contact their health care provider.
 - c. Instruct employee to seek medical attention immediately if Positive Employee develops any Emergency Warning Signs for COVID-19.
 - d. Inform employee of any benefit information, such as FMLA.
 - e. Ask Positive Employee to provide regular health status updates to Occupational Health.

*A Positive Employee may **not** continue to work, even in an emergency situation.
4. If not already completed, Contact Tracer will:
 - a. Contact Positive Employee to gather a Tier One Contact list, that includes the following information: All employees, customers, vendors or other members of the public with whom Positive Employee was in Close Proximity during the 2 days prior to the onset of COVID-19 Symptoms (or a positive test for an asymptomatic person) and the precise dates of exposure.
 - b. Gather any additional information that may relate to how the Positive 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, etc.).
 - c. In the event a customer is considered a Tier One Contact, Corporate Communications should be notified immediately to help with any communication.
 - d. Inform the appropriate Human Resources Manager and Manager of each Tier One Contact of possible exposure.
 - e. Email Final Contact Tracing Form to HR Analytics, including relevant leadership.
5. The Manager will:
 - a. Inform each Tier One Contact that they have been exposed to a Positive Employee.
 - b. If necessary, call for a Management Meeting for visibility and to plan for any potential business impact of isolating Positive Employee and their Tier One Contacts. Management Meeting will include, Occupational Health, EOP Team members, Human Resource Manager, Legal, Director, VP and other relevant leadership.
 - c. If applicable, notify Facilities, Fleet or other resources to clean areas likely to have been touched, used, by the Positive Employee. Refer to CDC guidelines.

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.

5 PROCESS FOR EMPLOYEES WHO ARE EXPOSED TO AN AFFECTED/POSITIVE HOUSEHOLD MEMBER

An employee who is exposed to an Affected/Positive Household Member (or is otherwise giving ongoing care to someone who is positive) must follow this process. This process assumes that the employee has ongoing exposure to the Affected/Positive Household Member, not a one-time exposure.

1. Employees who have an Affected/Positive Household Member must immediately notify their Manager and contact Occupational Health at 509-495-4660.
2. For an Employee exposed to a Positive Household member, Occupational Health will:
 - a. Set up the most appropriate testing option based on the employee's location.
 - b. Inform the employee to not return to a physical work location and to Self-Isolate until the Return to Work criteria set forth below is met. Please see Section 3 below for exceptions.
 - c. Recommend employee to contact their health care provider.
 - d. Instruct employee to seek medical attention immediately if the employee develops any Emergency Warning Signs for COVID-19.
 - e. Ask employee to provide regular health status updates to Occupational Health.
3. **Work Options**
 - a. **An Employee with an Affected Household Member:**
 - o If an Employee with an Affected Household Member is able to perform work from home, this is the preference while awaiting test results of the Affected Household Member.

Employees with an Affected Household Member who cannot work from home may continue to work in the field, provided they continue to meet the Daily Health Screening and follow the Work Guidelines, and either work in isolation or individually, or only work with those who were previously exposed to the Employee, while waiting for the test results of the Affected Household Member. **b. An Employee with a Positive Household Member (or is otherwise giving ongoing care to someone who is positive) must Self-Isolate without exception unless in an emergency or low resource situation as defined in Section 6.4 below.**

Note: An employee who is exposed to an Affected or Positive Household Member, 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 FOR EMPLOYEE WITH AN AFFECTED HOUSEHOLD MEMBER:

Once the Affected Household Member is confirmed negative for COVID-19, employee that it is no longer necessary to work individually or to Self-Isolate if they had been required to do so.

In the event the Affected Household Member tests positive for COVID-19, employee must follow the process outlined above for exposure to a Positive Household Member and the Return to Work process below.

5.2 RETURN TO WORK FOR EMPLOYEE WITH A POSITIVE HOUSEHOLD MEMBER:

The employee must not return to work until all of the following criteria is met:

1. Occupational Health has received information that the Positive Household Member 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. If tested, Occupational Health has received notification that 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, an employee with a Positive Household Member may not return until 14 days after last exposure to the Positive Household Member, and not have COVID-19 Symptoms.

6 PROCESSES FOR TIER ONE CONTACTS

Upon completion of contact tracing and the identification of Tier One Contacts, the following outlines the work options while awaiting test results for the Affected Employee, or Tier One Contacts to a Positive Person/Employee, as well as the Return to Work process for the different exposure/potential exposure scenarios.

6.1 WORK OPTIONS

1. **A Tier One Contact to a Positive Employee/Person** must Self-Isolate without exception unless in an emergency or low resource situation as defined below.
2. **For Tier One Contacts of an Affected Employee/Person:**
 - If a Tier One Contact is able to perform work from home, this is the preference while awaiting test results of the Affected Employee.
 - Tier One Contacts who cannot work from home may continue to work in the field, provided they continue to meet the Daily Health Screening and follow the Work Guidelines, and either work in isolation or individually, or only work with those who were previously exposed to the Affected Employee, while waiting for the test results of the Affected Employee.

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

Note: The Return to Work criteria set forth below relates specifically to employees returning to a physical location or working in the field that do not have a work from home option.

6.2 RETURN TO WORK- TIER ONE CONTACTS (NO EXPOSURE TO POSITIVE EMPLOYEE/PERSON)

Once an Affected Employee is confirmed negative for COVID-19, the Manager will notify all Tier One Contacts that it is no longer necessary to work individually or to Self-Isolate.

6.3 RETURN TO WORK- TIER ONE CONTACTS (EXPOSURE TO A POSITIVE EMPLOYEE/PERSON)

Tier One Contacts to a Positive Employee/Person 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.

6.4 UTILIZING TIER ONE CONTACTS DURING EMERGENCY WORK OR LOW RESOURCE SITUATIONS

During an emergency situation, unplanned event such as an EOP, or a situation where resources are low, Tier One Contacts of a Positive Employee/Person, Affected Household Member or an Affected Employee may continue to work as long as they pass the Daily Health Screening and follow the Work Guidelines.

6.5 CONFIDENTIALITY

When a Manager communicates with Tier One Contacts, Manager will not identify the Affected Employee/Person or Positive Employee/Person by name and will try to avoid providing information that would lead to the identification of that person. 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.

7 PROCESS FOR EMPLOYEES TESTING FOR OTHER REASONS

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. In addition, there may be instances where an employee was in Proximate Contact and still wish to test. Finally, 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 Occupational Health and their 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, the employee should simply notify Occupational Health 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.

8 CONTRACT EMPLOYEE PROCESS

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. Avista Contract Sponsor will:
 - a. Notify HR Manager, Occupational Health, and his/her Director regarding the Contract Employee for visibility and planning for potential business impact
 - b. Inform the Contractor Representative to communicate the following to the Contract Employee:
 - o Not to return to work and to remain in Self-Isolation until the Return to Work criteria set forth below is met.
 - o 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.
3. Avista Contract Sponsor working with Contact Tracer will:
 - a. Work with Contractor Representative to gather a Tier One Contact list, that includes the following information: All employees, customers, vendors or other members of the public with whom Contract Employee was in Close Proximity during the 2 days prior to the onset of COVID-19 Symptoms or a Positive test (if asymptomatic) and the precise dates of exposure.
 - b. Gather any additional information that may relate to how the Contract 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, etc.).
 - c. In the event a customer is considered a Tier One Contact to a Positive Contract Employee, Corporate Communications should be notified immediately to help with any communication.
 - d. Inform the appropriate Human Resources Manager and Manager of each Tier One Contact of possible exposure.
 - e. Email Final Contact Tracing Form to HR Analytics, including relevant leadership.
4. Avista Contract Sponsor will work with the managers of the Tier One Contacts to:
 - a. For awareness, inform each Tier One Contact that they have been exposed to a Contract Employee who is either being tested due to symptoms or has tested positive for COVID-19.
 - b. If necessary, call for a Management Meeting for visibility and to plan for any potential business impact. The Management Meeting will include, Occupational Health, EOP Team members, Legal, Director, VP and other relevant leadership.
 - c. If applicable, notify Facilities, Fleet or other resources to clean areas likely to have been touched, used, by the Affected Employee. Refer to [CDC guidelines](#).
5. The Avista Contract Sponsor, Tier One Contact managers and HRM will determine the status of the Tier One Contacts.
6. Contract Employees determined to be Tier One Contacts must follow the same work options and Return to Work protocols as defined in Section 6. Contract Employees who have Affected/Positive Household member must follow the same protocols as in Section 5 above.

8.1 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.

8.2 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

8.3 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](#).