

**Current Situation:**

On Friday, May 8, Governor Wolf moved Centre County to the Yellow Phase. Yellow Phase requires employees to continue working from home where feasible. 95% of EnergyCAP's employees will telework through the month of May. This Plan is subject to change on June 1 or upon moving to Green Phase.

Pandemic Safety Officer: Matthew Heinz, Chief Administrative Officer, 814.571.5743,
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Daily Building Operations:

1. Operations in our building are very limited, as majority of the employees continue to telework. There is ample space for the few employees who work in the building, each enjoying an individual enclosed office space. Each employee works with their door closed.
2. Our building entrances are locked 24/7, preventing any unplanned visitors from entering.
3. The mail carrier drops the mail in our vestibule.
4. There is a doorbell for the Visitor door, so if anyone needs to speak with someone in the building, our Office Manager is available to walk to the door.
5. To slow the flow of packages, employees are directed to ship new packages to their home address.

Social Distancing Practices:

1. To avoid unnecessary risk of COVID-19 infections, most employees will continue working from home through the end of May. At the end of May we will provide communication about working at the building in June.
2. We will not be allowing employees who share an enclosed office space to work at the same time, so those who share an office will coordinate with their officemate.
3. The breakroom is closed for sit-down dining.
4. The Office Manager works at the reception desk in the lobby behind a four-foot long plexiglass shield.
5. Restrooms are to be used by one person at a time.
6. All meetings are to take place online.
7. Under no circumstances will business travel be approved for any employee until further notice.

Sanitation Practices:

1. Employees are required to wear a face mask in public areas (breakroom, hallways, restrooms). Masks are supplied to employees.
2. Upon entering (and re-entering) the building, all employees must wash their hands for at least 20 seconds with warm water and soap.
3. The building is cleaned twice per week, in accordance with OSHA's COVID-19 standards. In addition to standard cleaning procedures, our office cleaner regularly disinfects and sanitizes:
 1. All doorknobs and handles
 2. All conference room surfaces

3. All breakroom surfaces
4. All mail/copy room surfaces
5. All coffee makers and water coolers/fountains

4. We have discontinued stocking of snacks and milk delivery until further notice.

5. Hand sanitizer and Chlorox wipes were distributed to each employee and are supplied in various locations in the building.

Employee Screening Practices:

1. All employees who wish to enter the building must submit the Daily Screening Form before entering. The online Form is accessible at <https://matthewheinz.wufoo.com/forms/covid19-virus-daily-screening-form> and asks the following questions. The completed form is emailed to the Pandemic Safety Officer.
 1. Name
 2. Date
 3. Have you traveled to a country or area that has a travel warning of level 2 or 3 as listed by the CDC in the past 24 hours? (See travel warnings at <https://wwwnc.cdc.gov/travel/notices>)
 4. Have you or anyone in your family come in close contact (within 6 feet) with someone who has a suspected or confirmed COVID-19 diagnosis in the past 24 hours, either at home or in our building?
 5. Have you had a fever (greater than 100.4), OR symptoms of lower respiratory illness, such as cough, shortness of breath, or difficulty breathing in the past 24 hours?
 6. What reading did you receive on the personal body temperature check performed before entering the building?
 7. What location(s) in the building do you plan to work in today?
2. For the screening of visitors or office guests, there are Daily Screening Forms at the visitor entrance for anyone who enters the building.
3. If anyone answers Yes to any question, they are not allowed in the building and need to continue working from home.

When an employee reports symptoms associated with COVID-19:

1. If an employee displays symptoms of COVID-19, they must notify their supervisor and the Pandemic Safety Officer immediately and not return to the office until further notice.
2. The employee should consult their doctor.
3. The public areas of the building and the employee's personal space will be deeply sanitized.
4. Sick employees are expected to follow CDC recommended guidance on home isolation.



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