UTILITY DIRECTORS MEETING
Friday, May 15, 2020
10:00 a.m. – 1:00 p.m.
Conference call/Teams

AGENDA

(1) Salary survey  Susan Foth – Hometown Connections

(2) Estes Park technical discussions  Reuben Bergsten
   •

(3) Fort Collins technical discussions  Tim McCollough
   • Introduction of Theresa Connor, interim executive director for FTC Utilities

(4) Longmont technical discussions  David Hornbacher
   •

(5) Loveland technical discussions  Joe Bernosky
   • None

(6) Platte River technical discussions  Jason
   • Revised wholesale transmission (Tariff WT-21)  Wade/Dave
   • Premium intermittent energy charge (Tariff 7)  Wade
   • Platte River preliminary return to work plan  Libby

(7) Roundtable  All

UPCOMING TOPICS
Return-to-work protocol overview

May 28, 2020

Communication

• Return-to-work training – employees are required to complete a return-to-work training and will provide acknowledgement of updated procedures. Failure to comply with updated procedures may result in discipline up to and including termination.
• Signage – visible signage placed throughout campuses to communicate employee expectations related to hygiene, physical distancing and reporting protocols.

Personal hygiene/workplace safety

• Health screens – employees are required to answer screening questions prior to entry into the workplace
• Illness reporting/contact tracing – employees are required to report COVID-19 symptoms/illness of self or household member. Contact tracing procedures will be engaged by HR to determine potential exposure within the workplace
• Temperature checks – employees are required to complete a temperature check conducted by a third party or staff EMT prior to entry into the workplace. Employees with elevated temperatures will not be allowed into the building.
• Masks – employees are required to wear masks in all common areas. Exemptions may be made for medical reasons
• PPE – increased inventory levels of appropriate PPE in place prior to employees returning to workplace
• Contractor/visitor screening – require all visitors/contractors to complete a health screening questionnaire and follow all Platte River COVID-19 protocol including temperature checks and use of face masks

Physical distancing

• Building access – access entry/exit will be limited to ensure all employees complete health screening and temperature checks
• Work schedules – restrict access to buildings on Fridays to allow for increased cleaning protocols
• Campus visitation – restrict access between headquarters, warehouse and Rawhide employees to minimize potential exposure
• Common areas – restrict access to conference rooms and require the use of technology to conduct meetings

Sanitation/disinfection
• Cleaning supplies – procurement of disinfecting supplies to ensure open common areas like work rooms and quiet rooms can be frequently cleaned by employees
• Deep cleaning – revise contract agreement with cleaning vendor to ensure deep cleaning expectations are aligned with CDC guidelines for essential workplaces

Policy/procedures
The following policies/procedures are in the process of being updated as a result of new business operations to ensure compliance with local, state and federal guidance:

• Telecommuting
• Business travel
• Community involvement
• Paid leave