

## UTILITY DIRECTORS MEETING

Friday, May 15, 2020  
10:00 a.m. – 1:00 p.m.

Conference call/Teams

### AGENDA

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|--|-----------------------------------|
| (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

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## 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