

# ARBORMETRIC'S PANDEMIC PREPAREDNESS PLAN

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## SCOPE

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This policy sets forth the manner in which ArborMetrics Solutions, LLC (AMS) will protect employees, clients and their customers from exposure to disease during a Pandemic and for preventing the transmission of infection after exposure.

## Responsibility

The AMS manager is responsible for this policy

The AMS Project Management Office (PMO) administers the policy.

Regional Project Managers (RPMs) and Safety Supervisors (RSS) are responsible for verification and enforcement at field level

## Background

AMS has a long history of safely conducting operations in emergency situations to ensure our customers can keep the power on in their communities. In our line of work, we are continually planning for and facing head-on hazardous situations around the country.

A health emergency, such as a pandemic, requires the highest level of responsibility from our employees. The following measures will be implemented to ensure our company can continue to provide safe and reliable operations.

AMS will use U.S. Center for Disease Control and Prevention (CDC) as well as other health organizations as a source of information and up to date guidance as Pandemics are recognized and declared in order to help us respond properly. We will address the needs of each of our regions and adjust business operations as needed. The following information is designed to provide an overview to our Pandemic Preparedness Plan.

Please visit the CDC website for up-to-date information:  
<https://www.cdc.gov/>

## What steps will AMS take to prepare for a Pandemic?

AMS will take multiple steps in order to effectively prepare for a pandemic. These are broken down into five phases:

- (1) Training all employees to prepare them to respond quickly to a Pandemic Event
- (2) Review and monitor the situation;
- (3) Develop an actionable plan;

- (4) Communicate plan and safety procedures;
- (5) Control and reduce chances of spreading the infection.

## **Training to Prepare for a Pandemic**

Annual training will be provided to all employees that covers illness prevention, how to avoid the spread of disease, and company policies concerning illness.

## **Review and monitor the situation**

AMS will constantly evaluate the impact and review information as the CDC releases updates. As their recommendations change, AMS will thoroughly review them and, if needed, update our safety policies and procedures to protect the well-being of our employees and customers.

## **Develop an actionable plan**

AMS's Pandemic Plan is segregated into two components. The first covers our Field Operations and the second is for our office management and administrative staff (back office operations). The plan will be broken down to reflect the intensity of the pandemic and the level of impact on the organization. The breakdown is determined by the percentage of employees impacted and gives weight to the restrictions that may be imposed by government authorities, such as the CDC.

The key assumption that is used to derive the plan is the necessity to keep critical infrastructure operational during such a crisis. In our business, the critical infrastructure we support is the operation of transmission and distribution systems of our utility customers. In a pandemic crisis, keeping the energy flowing to the systems that support government and essential services (i.e. government offices, police stations, military bases, hospitals, shelters, healthcare/pharmaceutical facilities, etc.) is of highest importance. Our plan allocates resources to ensure the continued operations of these systems.

ArborMetrics provides each employee, whether in the field or in the office, with a strong safety policy. We will focus on health-related safety procedures based on the published CDC guidelines aimed at maintaining a healthy environment across service territories. Our management and leadership teams have an information plan for employees that promotes healthy hygiene in their work environments as well as what to do in case of an illness.

## **AMS Communication Plan and safety procedures**

AMS will actively relay information to our Field Operations and provide training as necessary to increase awareness. This will be achieved through, phone, email, text, computer-based training, safety bulletins and conference calls. Proper preventative steps to protect oneself against the impacts of a Pandemic will drive AMS communication efforts. We will also provide guidelines and set forth procedures in the event an illness arises, which will include direct communication tools to Human Resources for reporting absenteeism; IT for telework and remote technology support; and Supply Chain Management/Procurement for purchasing and replenishing health supplies in every work location.

The following actions will also be taken to minimize the impact on the company, our employees and our customers.

- Communication with employees that states if they are sick, they should not come to work
- This Pandemic Plan will be made available to all AMS customers. Customers will be updated when AMS employees on their system are found to be infected. They will also be kept up to date with all strategies in place to mitigate spread of the disease
- Employees will be encouraged to obtain appropriate immunizations if available
- Postponement or cancellation of all non-mission critical meetings and gatherings if and where needed
- Institution of 'social distancing' etiquette, including limiting physical contact and maintaining space of six feet between individuals when possible
- Restriction of travel by company employees to allow for only mission-critical activities
- Adhering to government restrictions on travel and movement within geographic areas.
- Where it is possible for employees, they will work remotely rather than come to an office.
- Employees that show symptoms will work at home (if their duties allow for it) or stay-at-home until they are symptom free for a time to be specified by CDC guidelines

## **Control and reduction of the spread of the infection**

AMS understands the environment our employees work in every day are unique and, therefore, it can be challenging to control illnesses. However, we will take action to minimize all potential risks by emphasizing good personal hygiene practices.

AMS will encourage everyone to take an active role in keeping their vehicles, office spaces and equipment, among others, safe by frequently disinfecting them. These items will be provided by AMS whenever items are available.

In the event of a pandemic AMS will limit face to face meetings in the field wherever possible and limit group gatherings below that which is recommended by the CDC,

Additionally, AMS will alert our employees of the CDC's Level 3 Travel Advisory locations. AMS will enforce a policy of avoiding business-related travel to those particular locations and require employees who have traveled to an affected area to remain out of work for the CDC suggested period of time.

## **How will ArborMetrics handle storm restoration/emergency work?**

Pandemics constantly evolve, and AMS understands that weather-related or other types of outages may happen concurrently that will require AMS assistance. As a company that is relied upon to help restore power during these situations, AMS acknowledges that an outage could happen in an outbreak location. AMS crews that are assigned to an outbreak location will be aware of the risks and prepared with health and safety information per our Pandemic Preparedness Plan. They will be also informed to take effective actions to secure the health and well-being of those around them.

AMS will provide communication protocols to employees in the event they become ill. These protocols ensure the proper levels of management as well as the proper departments are aware of such illnesses. In the event any employee has been positively diagnosed, we have set forth procedures to work remotely or take time off in accordance with CDC guidelines.

## **Preparation is key**

AMS employees' and customers' health and safety are valued, especially during times of a pandemic.

AMS will take these preventative measures according to the CDC's recommendations for infectious diseases such as Coronavirus and SARS:

- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not available use an alcohol-based sanitizer that is at least 60% alcohol.
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home if you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

In AMS offices, site leaders and maintenance personnel will replenish supplies in common areas to help with maintaining healthy hygiene.

These will include:

- Kleenex antiviral tissues
- Clorox disinfectant wipes
- Purell Advanced Hand Sanitizer

## **Records:**

This plan will be reviewed annually, and revisions and additions documented.

It will also be reviewed following the cessation of a pandemic and lessons learned will be incorporated into this plan.

Relevant stakeholders will be notified of revisions.

REVISION LOG

Version Number	Revision	Editor Initials	Date