

ECG Field Work Phase-in Policy – COVID-19

Requirements & Guidance for ECG Employee Traveling & Business Meetings

Effective Date: June 3, 2020

This document briefly summarizes appropriate Federal, State of Georgia and ECG requirements and recommendations in regards to initiatives, activities, and tools for Employees to manage their personal contact business operations with respect to the COVID-19 pandemic.

At any time, if any of the statements or requirements in this ECG COVID-19 Policy are not thoroughly understood by an ECG Employee, they should contact their immediate management team or Sheri Braddick, Dir. of HR @ 678-202-3106 or 404-918-6306.

- **Federal Guidelines**

- Center for Disease Control (CDC)
 - Clean your hands often.
 - Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
 - Avoid touching your eyes, nose, or mouth.
 - Avoid close contact with others.
 - Keep 6 feet of physical distance from others.
 - Wear a cloth face covering in public.
 - COVID-19 Prevention Tips
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 - Travel Tips
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

- **State of Georgia**

- Gov. Kemp Executive Order – (Dated May 28th)
 - Guidelines until **June 15th**
 - Face Mask Coverings
 - Required if Social Distancing is unavailable
 - Strongly Encouraged at all times
 - Social Distancing
 - 6 feet apart
 - Gathering
 - No more than 25 people at a single location seated 6 feet apart
 - Required to Shelter in Place (Personal Decisions)
 - 65 Years or older
 - Chronic Lung Disease
 - Severe asthma
 - Heart Disease
 - Immune Compromised
 - Severe obesity, diabetes, liver disease

- Georgia COVID-19 Contact Information
 - If you believe that you are experiencing symptoms of COVID-19 or have been exposed to the novel coronavirus, please contact your primary care doctor or an urgent care clinic. Please do not show up unannounced at an emergency room or health care facility.
 - Hotline: [\(844\) 442-2681](tel:8444422681)
 - GA Department of Health
 - <https://dph.georgia.gov/>

- **ECG Requirements & Recommendations for Travel & Business Meetings**
 - Currently, Recommend & Encourage continued teleworking environments for all ECG Employees as our primary day-to-day business operations at all Office Locations.
 - As of June 3, 2020, under the guidelines, recommendations and requirements of this Field Work Phase-In COVID-19 Policy, ECG will begin allowing employees to participate in scheduled meetings and training sessions with ECG Communities and business partners.
 - *Note: Any ECG Employee has the ability to initially not participate or at any time may remove themselves from an environment they are personally uncomfortable with.*

 - **Meeting Environments Protocol** – The following steps need to be taken in order to move forward with in-person meetings.
 - Social distancing
 - 6 feet requirement should be used when determining the max number of attendees per location.
 - Gatherings are required to be 25 or less attendees (Gov. EO)
 - Recommend & Encourage PPE clothing for ECG Staff & Meeting Attendees
 - Masks, face shields
 - Gloves
 - Recommend improving Hygiene standards
 - Disinfectant sprays
 - Frequent hand washing
 - Coughing and sneezing etiquette
 - Proper tissue disposal
 - Use of hand sanitizers
 - Use disinfectant wipes in personal work space.
 - Do not use City Staff phones, desks, offices, or other work tools and equipment, when possible
 - Understand & Recognize local community protocols

*****Please schedule a time prior to your in-person meeting to discuss the above-mentioned protocol with the member to ensure requirements are met. If either the employee or Meeting parties are not comfortable with the guidelines, the meeting should be postponed or held virtually. *****

- **Lodging**
 - Over-night Business Accommodations
 - Will be limited to those situations where:
 - Employee is comfortable with personal decision to stay overnight
 - The conducted essential business travel requires reasonable expectation for overnight accommodations.
 - Your immediate management must be notified of any impending overnight travel and approve.

- **Meals**
 - Food/Restaurants
 - Employees & Business Meals with Others
 - Be responsible
 - Be accountable
 - Evaluate risk
 - Recommend Pick up food at drive-thru's, curbside restaurant service
 - Recommend avoiding dine-in restaurants
 - Training Meetings
 - All training meetings are restricted from providing breakfast/lunch meals until further notice. Light snacks and drinks are acceptable when proper social distancing and hygiene standards are met.

- **Travel**
 - Essential Business Travel
 - Will be ***limited*** to those situations where:
 - All Travel is ***Required*** to be Ground Transportation.
 - Essential Business Travel is limited to within the States of Georgia, Florida or Alabama.
 - Any travel will be prohibited to counties deemed as hotspots by health care professionals.
 - Requests from member communities for in-person meeting and employee is comfortable with traveling.
 - ECG Services cannot reasonably be conducted without face-to-face interaction in agreed location or visits to member Communities.
 - Until further notice, your immediate management must be notified and approve of any impending Essential Business Travel to meetings that involve other individuals from ECG Members or business partners.
 - All Non-Essential Business Travel is **Restricted until further notice.**
 - (i.e. Conferences, Workshops, Membership meetings, etc. Self-Training Meetings)

- **Specific Guidelines for Functional Areas within ECG**
 - **Classroom Training (Training & Safety; Hosted Solutions; Member Training Staff)**
 - ECG employees should coordinate responsibilities of this policy and agree on meeting protocols with attendees and the meeting location.
 - Monthly Safety Meetings
 - Seating must be 6 feet apart
 - Meetings are limited to 25 Attendees at all times. The 6 foot requirement should be used to determine the maximum number of attendees
 - ECG Staff to provide PPE materials for attendees and themselves
 - Understand & Recognize local community COVID-19 protocols
 - Ensure safe and correct application of disinfectants. All surfaces require frequent cleaning and disinfecting of touched surfaces within the training facility.
 - ECG Training & Safety Locations & Classes
 - All Training Classes are limited to 25 Attendees at a time
 - The 6 foot requirement should be used to determine the maximum number of attendees
 - Each Training Class will be individually discussed with CEO to determine whether the Training Class is held or cancelled
 - ECG T&S Staff provides PPE materials for students
 - Masks, face shields
 - Gloves
 - Sanitizers
 - All ECG training locations will require frequent cleaning and disinfecting of touched surfaces within the training centers at least daily (for example, door handles, sink handles, refrigerator handle) as well as shared objects (for example, tools, equipment) between uses.
 - Ensure safe and correct application of disinfectants.
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
 - Limit inside training as much as possible.
 - Train outside as much as possible.
 - Require students to stay outside as much as possible.
 - **Economic Development Staff - Midtown EcCD Offices**
 - Majority of employees will continue teleworking until further notice
 - Midtown office building is open and ECG midtown offices are available for limited use by staff for essential meetings and work (per CDC social distancing guidelines)


Meeting Logistics

- Midtown conference rooms will be closed for external use
- Midtown small conference room closed due to size restrictions
- Midtown large conference room available for internal use with gathering size limit of 25 and 6 feet of physical distance between each attendee
 - The 6 foot requirement should be used to determine the maximum number of attendees
- PPE equipment, e.g., masks and disinfectants/hand sanitizers made available for staff and guests

Projects and Other Essential Meetings

- Georgia requires gatherings no larger than twenty-five (25) individuals. For in-person tours, each necessary Economic Development organization will select one (1) representative to attend the meeting, allowing the visiting company to send more than one (1) rep from their different business units
 - If the meeting requires less than twenty-five (25) organizations to participate, the group may decide to allow more than one (1) rep per Economic Development organization
 - If the meeting requires more than twenty-five (25) organizations to participate, some may be dialed in for a virtual tour via Zoom, FaceTime or a similar platform, prioritizing the in-person attendance of the visiting company
 - One (1) individual will manage and run all required technology to decrease points of contact. If presenters require a wireless clicker to move between slides, an individual presenter/clicker sanitized in advance will be provided to each presenter
 - Any meeting collateral or takeaways will be shared digitally to each attendee, rather than physically printed out
 - Provide tissues, hand sanitizer (ideally touchless) and no-touch trash cans at each meeting
 - Any attendees experiencing any symptoms, COVID-19 or otherwise, within 14 days of the meeting must not attend
- **South Georgia - Cairo Office**
 - Employees will continue teleworking until further notice.
 - Cairo office building is open but for limited use by staff for essential meetings and work (per CDC social distancing guidelines)

- Field Work Phase-In COVID-19 Policy Transitional Plan
 - Phase 1 – **Effective June 3, 2020**
 - Majority of ECG Employees continue telework, and electronic meetings
 - The MEAG Power Facilities are not open to ECG Staff
 - Under the guidance of this Policy, an ECG employee may meet face to face with ECG Member staff and/or elected officials or working with business partners to facilitate normal operation activities.
 - As a reminder and until further notice, your immediate management must be notified and approve of any impending Essential Business Travel to meetings that involve other individuals from ECG Members or business partners.
 - Phase 2 – Date to be Determined
 - Majority of ECG Employees continue telework, and electronic meetings
 - The MEAG Power Facilities become open to ECG Staff
 - Under the guidance of this Policy, an ECG employee may meet face to face with ECG Member staff and/or elected officials or working with business partners to facilitate normal operation activities.
 - Phase 3 – Date to be Determined “*The New Normal*”
 - ECG Employees return to their normal business locations

John M. Giles

President & CEO

June 4, 2020

Date