



Control Number: 50664



Item Number: 133

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March 20, 2020

Chairman DeAnn T. Walker
Commissioner Arthur C. D'Andrea
Commissioner Shelly Botkin
Public Utility Commission of Texas
1701 N. Congress Ave.
Austin, TX 78701



Re: Project No. 50664, issues Related to the State of Disaster for the Coronavirus Disease 2019

Dear Commissioners:

Group O Inc. is sensitive to the impact of COVID-19 and is taking appropriate steps to ensure the safety, security, and health of our interested parties. This includes our employees, customers, vendors, and the communities that we serve. We would like to take this opportunity to state the actions that we have taken which can be found listed below. We are constantly evaluating changes in guidance related to COVID-19 that may warrant additional action.

- Communication
 - Proactive communication is being conducted to reduce concerns and uncertainties to all interested parties.
 - Open communication is being conducted with employees to ensure:
 - Actions taken that affect them
 - Answer any questions
 - Remove any obstacles related to actions needed
- Supply Chain Considerations
 - Disruption in Supply Chain
 - Communicating
 - Pro-active monitoring of suppliers and PO's
 - Use disruption data to project interruptions to service
 - Non-Critical Vendors – not being utilized on-site at this time
 - Critical Vendors – Process have been modified to be adherent to our pandemic policy
- Training
 - To assist in the prevention of virus reinforce to employees to continue to wash your hands regularly with soap and water, keep a 6-foot social distance whenever possible from each other, and clean your work areas as prescribed.
 - Communicate needed changes in process to all interested parties
 - Distribute company-wide communications regarding COVID-19 to keep employees informed of actions taken based on the recommendations from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO)
 - Communicate to contractors, visitors and guests planning to visit to reschedule or make other arrangements (email, video conferencing) instead of traditional face-to-face meetings
 - Post signs from the CDC throughout our facilities titled "Symptoms of Coronavirus" and "Stop the Spread of Germs"



- Encourage employees who have symptoms of acute respiratory illness to stay at home and not to come to work until they are free of fever (100.40F or greater), signs of fever, and any other symptoms for at least 24hours, without the use of fever-reducing or other symptom-altering medicines
- Travel
 - Business Critical only when approved by management
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- Employee Considerations
 - Sickness Policy
 - Teleworking
 - Social Distancing
 - Only site critical employees allowed in facilities
 - Notify staffing agencies of the importance of sick employees staying home and request they support the action steps listed in this plan
- Conference or Large Meetings
 - Conferences and/or seminar attendance has been suspended
 - Reschedule or make other arrangements (email, video conferencing) instead of traditional face-to-face meetings
- Sanitization
 - Common Areas
 - Instructed janitorial personnel to routinely clean all frequently touched surfaces in the workplace (countertops, microwave ovens, doorknobs and handrails)
 - Increase availability of alcohol-based hand sanitizer, disinfecting sprays, disposable wipes and other cleaning products so that commonly used items (keyboards, phones, mouse) can be wiped down by employees before each use
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- Adherence to Local, State, and Federal Guidance

Please do not hesitate to contact me at the e-mail address below if you have any questions regarding these efforts. Thank you.

Robert Marriott
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