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Current Status

- MEC meetings Defensive Driving, Health Screenings, Safety Meetings have been canceled through April
- March 16 – Instructed 3 employees to work from home due to personal travel
- Implemented staggered shifts for lineman to minimize contact
- Non-essential travel canceled
- Minimizing employee travel between offices
- Implemented social distancing
- Prohibiting gathering of more than 10 people
- Office lobbies closed
- Area office drive thru lanes open – webpage and social media updated to reflect same. Also distributing information on how to pay electronically and by bank drafts.
- IT working with departments to implement distributed workforce, while maintaining proper cybersecurity controls.
- Distributed information to employees regarding health plan coverage of COVID19.
- Developed a COVID19 leave policy.
- Suspended disconnects for non-payment and late fees until July 1, and increasing deferred payment plans
- Distributed Workforce Phase 1 implemented 3/13
  - If an employee who is quarantined due to travel or has an immediate childcare or family issue their supervisor will work with IT and implement a distributed workforce solution by letting them work from home.
  - Instructions regarding recording of time will be going out today (normal time, PTO, COVID).
  - If employee is uncomfortable or unable to achieve adequate social distancing from other employees (moving those in cubicles to spare offices etc.), employee can work with supervisor to implement a distributed workforce solution for the effected employee.
- Distributed Workforce Phase 2 implement 3/23
  - Each department to begin testing procedures and connectivity using a distributed workforce by requiring limited numbers (approximately half) of employees to rotate working from home.
- Distributed Workforce Phase 3 – ability to implement April 1
  - Complete testing, identify procedure modifications, identify activities that cannot continue with a distributed workforce, and complete required IT activities to enable Co-op wide distributed workforce. CEO will make decision to completely shut down office and field work, except for core functions if and when conditions warrant. Core functions include outage restoration, communications, payroll, billing, accounts payable.
- Complete departmental distributed workforce plans

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