



Control Number: 50664



Item Number: 212

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### COVID-19 PANDEMIC RESPONSE ACTIVITIES

Southwestern Public Service Company (SPS), Thursday, August 06, 2020

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#### SERVICE TERRITORY CASES

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	Employee	
	Active Cases	Recovered
Panhandle	5	3
South Plains	5	5
New Mexico	1	2

\*Info per John Hopkins University

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#### STAKEHOLDER COMMUNICATIONS

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##### State EOC

- Enterprise Preparedness – Tuesday and Thursday

##### PUC/PRC

- Regulatory Affairs – Weekly

##### City/County

- Community Relations – Weekly

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#### OPERATIONS

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##### General

- All employees mandated to perform coronavirus symptom self-check prior to coming to company offices or the jobsite and during their shift.
- Reentry of Phase 1 Wave 1 employees began on July 6. The employees who are in Wave 1 are unable to perform their entire job duties remotely. Daily “well checks” w/ temperature readings required in addition to numerous other protocols for employee entry. It is planned that Phase 2 and Phase 3 employees will continue to work from home until at least January 2021.
- FR rated Face coverings have been distributed to employees working in the field
- Face coverings are required in all company facilities
- Xcel Energy medical coverage expanded to cover all COVID-19 medical costs for those enrolled in medical or retiree medical plans through October 22nd
- Governor Lujan Grisham paused New Mexico’s opening on 6/25. Governor Lujan Grisham announced additional actions that are set to begin on July 13:
  - Indoor restaurants and brewery seating are prohibited
    - Only 50% for outdoor dining
  - Fall contact sports such as football and soccer for public schools and rec leagues for all ages are cancelled. All other sports will be cancelled if school is delayed.
  - People exercising outdoors now expected to wear masks.
  - State parks are closed to anyone from out of state
  - Continue to require face coverings in all public settings

2/2

- Continue to require 14-day quarantine for all visitors coming to New Mexico (utility exemption)
- Texas Governor Abbott's executive order, Open Texas, began Phase Three on 6/3, expanding the reopening of services. Texas opening were further expanded on 6/12 allowing occupancy up to 75% for restaurants. Governor Abbott paused Open Texas on 6/25. On 6/26, the Governor closed all bars except for delivery and take out. In addition, restaurants were reduced to 50% indoor capacity, rafting and tubing businesses must close and outdoor gatherings of 100 or more must gain approval by local governments. On July 2, Governor Abbott issued an executive order requiring facemask in public (some limited exceptions) beginning July 3<sup>rd</sup>, with fines allowed for 2<sup>nd</sup> violation. Additionally, the Governor issued a proclamation giving mayors and county judges to impose restrictions on some outdoor gatherings of over 10 people.
- Xcel Energy Business travel policy restricts travel to an CDC country Level 3 and DOS Level 4
- Xcel Energy employees are encouraged not to travel to identified restricted regions.
  - Employees who choose to travel to these areas or take a cruise are required not to return to work for two weeks after returning to the United States
- No visitor policy at all locations
- Only vendor delivery of essential goods and services are allowed

#### Distribution

- Distribution Control Center (DCC) is conducting "well checks" w/ temperature readings for employee entry
- Distribution Control Center (DCC) has completed sequester plan w/trigger
  - Trailer contracts have been established to provide onsite 48-hour delivery upon activation.
- DCC is considered sterile environment with restricted access
  - Employees are cleaning
- Distribution crews have performed and completed infrared (IR) inspections on circuits containing regional hospitals and made all identified repairs.
- Xcel Energy employees will NOT enter residential customer dwellings
- Servicemen are reporting directly from home to job site
- Crews are on staggered start times to increase social distancing
- Design Engineers and Designers working from home but still visiting job sites while maintain social distancing guidelines

#### Transmission

- Transmission Control Center (TCC) has installed a temperature station for mission critical employees approved to enter the building.
  - All TCC personnel are required to wear masks inside the control room
  - All TCC personnel are cleaning their workspace throughout their shift
- All non-operators are working from home
- Transmission Control Center (TCC) has completed sequester plan w/trigger
- Substation O&M crews and Relay Technicians are reporting from home to job site
  - All personnel are traveling in individual vehicles
- Transmission Construction employees reporting to job site

#### Energy Supply

- Power plant Control Room Employees have been isolated
- Isolated contractors performing capital work
- Control Room has completing sequester plan with trigger
- Power plant Control Room has cots and food provisions on hand

## Supply Chain

- Established work from home guidelines for key vendors and consultants
  - Established vetting of key operational contractors
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## CUSTOMER CARE

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### Customer Care

- Residential meter reading resumed on May 4<sup>th</sup> in Texas
  - Residential meter reading resumed on May 18<sup>th</sup> in New Mexico
    - Load research residential meters resumed reading on May 4<sup>th</sup>
  - Customer Care agents are scripting customer calls, inquiring if anyone has COVID-19 or is quarantined at the location
    - Informs customer that our worker will not shake hands and will maintain social distance
  - Suspension of Disconnection of Service to any residential service
    - TX residential disconnect moratorium was reinstated on July 17<sup>th</sup> and will run through August 31. Customer Care has flexible payment plans in place for customers if needed.
    - NM residential disconnect moratorium is tied to NM Governor's executive orders 2020-004 thru 2020-010
  - Suppressing New Mexico Residential Late Payment Fees
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## AMARILLO REGIONAL HEADQUARTERS

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- Most employees working from home
  - Semi-daily cleaning of surfaces
  - In-person meetings changed to only phone-in meetings
  - Zoom, Skype, and Teams for business video conferencing applications are in place
  - Workout facilities closed
  - Social distancing guidelines in place
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## WATCH ITEMS

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### General

- Texas medical offices have reached out to notify Xcel Energy it has available tests for critical employees
- New Mexico Department of Health has notified Xcel Energy it will test critical employees. Additionally, the Department of Health has reached out and offered testing and established specific times for testing of utility employees.