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### FORWARD

National Grid's vision is to be a world-class safety organization, with zero injuries every day. A critical component of achieving this vision is the careful development, implementation and maintenance of safety procedures. This guidance document, COVID-19 Health and Safety Plan, describes pandemic response measures, taken by National Grid, to help prevent the spread of COVID-19.

Questions regarding this guidance should be referred to National Grid's Safety Department.

### Record of Change

<b>Revision</b>	<b>Date</b>	<b>Description</b>
Initial	04/28/2020	Initial creation

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## **1.0 SCOPE OF HEALTH & SAFETY PLAN**

National Grid has developed this Health & Safety Plan (HASP) to uniformly apply pandemic response measures to help prevent the spread of the COVID-19 virus. National Grid field personnel and crews have been provided this information and communications.

## **2.0 PROJECT PERSONNEL**

### **2.1 Roles and Responsibilities**

**National Grid** shall be responsible for the safety of all its employees and shall ensure COVID-19 pandemic measures are in place. Key National Grid personnel are as follows:

#### **Incident Command Structure**

The National Grid Incident Command Structure (ICS) has been activated within all Business Units of National Grid's US Operations to respond to the COVID-19 pandemic. Members of the ICS review and approve all operational decisions, with the Incident Commander ultimately responsible for these decisions. The Incident Commander relies upon subject matter experts within the ICS, including the Operations Officer, the Safety and Health Officer, to help set standards and guidance for protective measures to be used to limit the spread of the COVID-19 virus. These Officers, in turn, utilize the expertise of other members of the organization within Operations, Safety, and Health, to assess risks associated with the work being performed and provide guidance on the most effective measures to be used by employees to protect themselves, their coworkers, our customers, and members of the public.

#### **Field Supervisor**

The Field Supervisor shall have the responsibility for monitoring and enforcing National Grid COVID-19 pandemic measures and shall ensure that all employees have received and reviewed this Health & Safety plan.

- Serve as the appointed supervisor to oversee field personnel and ensure pandemic measures are being followed
- Ensure field personnel have the appropriate pandemic supplies
- Disseminate all new National Grid COVID-19 communications to all field employees
- Where non-compliance is observed, take prompt corrective action; and
- Have the authority to order a safety stop in the event of a serious safety issue.

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### **Crew Leader**

The National Grid crew leader shall be in charge of the day-to-day details of the work to be performed. They shall ensure that work is performed in accordance with National Grid COVID-19 pandemic measures. They will:

- Walk the job site at the start of each day to ensure a safe work environment;
- Where non-compliance is observed, take prompt corrective action; and
- Have the authority to order a safety stop in the event of a serious safety issue.
- Perform the daily job safety briefing before commencing work, whenever a visitor arrives to the job site, and if there is a significant change in the work or when an extended break occurs. As part of the COVID-19 pandemic response, the COVID-19 job brief checklist (Appendix A) shall be used in addition to the applicable departmental job brief form.

### **Employees**

National Grid employees are responsible for following all COVID-19 pandemic measures;

- Each employee is responsible for reporting to supervision any symptoms of COVID-19, of any direct contact with an individual confirmed to have COVID-19, or in contact with a person in quarantine.
- Each employee is obligated to call a safety stop when a hazardous condition is observed.
- All lone workers shall conduct a self-assessment utilizing the COVID-19 job brief checklist (Appendix A) and adhere to the guidance outlined in this plan.

### **National Grid Field Safety Representative**

National Grid Field Safety Representatives conduct routine and random crew visits to National Grid job sites. The National Grid Field Safety Department shall act as a resource for National Grid field personnel to effectively implement this COVID-19 Health & Safety Plan and will be available on an as-needed basis for inquiries related to this HASP.

## **3.0 COVID-19 PANDEMIC RESPONSE MEASURES**

### **3.1 COVID-19 Symptoms**

COVID-19 Symptoms may include the following:

- Fever
- Cough

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- Shortness of Breath
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- New loss of taste or smell

### 3.2 Hygiene and Social Distancing

- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing. Hand washing is the best way to prevent the spread of viruses.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- **Proper hand washing/sanitizing products will be provided to all employees**
- Maintain a minimum of 6’ social distance from other employees on site while performing work and during routine breaks. When work tasks prevent this, ensure proper face coverings are continued to be worn and proper hygiene
- Avoid touching your eyes, nose, and mouth.
- 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 disinfecting cleaning spray or wipe; if not available, use a soap and water solution.
- All cleaning product trash and potentially contaminated PPE will be stored in a trash bag and immediately disposed of at a National Grid facility at the end of each shift. Trash should not accumulate in any National Grid vehicle. Immediately wash hands upon disposing of trash bag.

### 3.3 COVID-19 PPE and Face Coverings

- Face coverings are a requirement for all National Grid employees. Face coverings must be worn by all employees:
  - When working in public places
  - When working in a customer’s premises
  - When social distancing is not able to be maintained with a co-worker, customer or member of the public in a National Grid facility, barn/yard, work location or company vehicle.
- Non-Fire-Retardant/Arc Rated Face Covering– use when there is no potential for a gas ignition or electric arc flash. This can be National Grid supplied or a personal face covering. Fire Retardant Face Covering – must be used when there is potential for a gas ignition or electric arc flash.
- **Additional COVID-19 PPE guidance is provided in the attached Premise**

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## Entry Guidelines

### 3.4 COVID-19 Virus Risk Assessment and Adopted Measures

National Grid's prescribed measures (work practices, PPE, hygiene) were selected based upon the risk assessments completed by subject matter experts and reported up through the ICS for approval. They are based upon the Centers for Disease Control & Prevention (CDC) and OSHA guidance, as well as input from Operations, Safety, and Health team members. They are believed to address all risks posed to our workforce, as well as to our customers and members of the public, when jobs are conducted in public places. These measures are reviewed on a continuous basis, for both effectiveness and to ensure the latest guidance is incorporated, with changes made, as necessary, after these reviews.

### 4.0 COVID-19 REPORTING PROCESS

#### 4.1 COVID-19 Job Brief Checklist

In addition to the applicable departmental job brief form, all crew leaders shall utilize the COVID-19 job brief checklist to facilitate crew discussion regarding symptoms of COVID-19 and allow for discussion to help facilitate the reporting of a COVID-19 incident. All visitors to the job site will be required to have the job brief and COVID-19 checklist reviewed with them by the crew leader prior to entry on the job site.

**Remember to maintain social distancing while conducting the job brief**

#### 4.2 COVID-19 Incident Reporting

To ensure the safety of all employees and the public, any employee shall immediately contact their Supervisor and National Grid Employee Services if one of the following conditions occur:

- Employee is exhibiting symptoms of COVID-19
- Employee has been in close contact of another individual with COVID-19
- Employee has been in close contact of another individual who is currently being quarantine for a suspected case of COVID-19

**Close contact is defined as being within 6' of a sick/quarantined individual for more than 15 minutes.**

Please refer to the COVID-19 Suspected/Confirmed Positive Process guidance document in Appendix A.

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**Appendix A – National Grid COVID-19 Communications**

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## A Message from John Bruckner

*National Grid US Coronavirus Incident Commander*

### Updated Guidance on Face Coverings

*April 16, 2020*



The state of New York and the state of Rhode Island recently issued executive orders requiring all essential employees who are working in public places to wear face coverings when distance from the public or co-workers cannot be maintained. As a result, we are updating our company policy to align safety standards for all employees.



We had previously communicated that wearing a face covering was voluntary based on CDC recommendations. We are now **requiring** National Grid employees to wear face coverings in the situations below. Please note that this applies to both **office** and **field-based** employees, and applies across **all jurisdictions**.

Face coverings must be worn:

- ✓ When working in public places
  - ✓ When working in a customer's premises
  - ✓ When social distancing is not able to be maintained with a co-worker, customer or member of the public in a National Grid facility, barn/yard, work location or company vehicle.
- This directive is effective at 8:00 pm this evening for all New York employees.
  - It is effective starting this Saturday for all Rhode Island and Massachusetts employees.
  - If you are working from home, our company guidance remains: If you can work from home, you should.

#### What qualifies as a face covering?

Employees may use either a company-issued or a personal face covering, depending on preference and availability. These include:

- Disposable masks, which need to be changed daily or if significantly dirty.
- Reusable FR Balaclavas, which need to be laundered daily, according to CDC cleaning guidance.
- Reusable FR neck warmers, which need to be laundered daily, according to CDC cleaning guidance.
  - Please note: Face pieces must be made from Flame Resistant (FR) material if they are worn when working in an energized zone or there is potential for a gas ignition.

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**How to get a face covering:**

Our procurement and warehouse teams are working directly with teams to ensure a steady supply of face coverings.

It is our intention to provide company-supplied face coverings widely, but in instances where one is not available or preferred, a personal covering may still be used.

Operations teams should work through their normal channels to order face coverings. We will be providing further guidance to office-based colleagues on where they can access face coverings.

CDC guidance on personal face coverings can be found here:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

Face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops, if provided
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be removed from behind head or ears to minimize hand contact with face
- Be laundered and machine dried if reusable

Cleaned, dried coverings can be kept in a clean plastic bag until needed for use

It is important to note that face coverings, whether company-issued or personal, are not a substitute for taking measures that are known to be effective in stopping the spread.

**Handwashing, and maintaining a social distance of 6 feet apart from others remains the most critical guidance that we can follow.**

Sincerely,

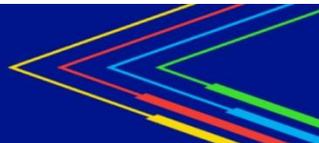
John Bruckner

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## COVID-19 Job Brief Checklist

Please Distribute



During this trying time it is important that we maintain our same level of focus at work locations conducting hazard assessments and identifying risks prior to the start of each task. Prior to beginning work at every location, when conditions, job focus or crew members change, after each meal period and after any prolonged interruption to the work, a **Job Briefing** shall be held.

The work to be performed shall be discussed and assigned, and the safety aspects of the job shall be reviewed. The National Grid protocol to screen all individuals to determine who may have been exposed to COVID-19 outside of work **must be reviewed** at the start of the workday and Job Briefing.

(Employees working alone shall conduct a self-assessment to determine if they may have been exposed to COVID-19 outside of work or should their condition change during the workday)

### The questions are:

- Are you feeling ill in any way? For instance, do you have any of the following symptoms: A fever? A cough? Shortness of breath? Chills? Repeated shaking with chills? Muscle pain? Headache? Sore throat? New loss of taste or smell?
- Have you had close contact with a symptomatic person (e.g., fever, cough, and/or shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell) within the last 14 days?
- Have you had close contact with a person who was tested with results pending or positive for coronavirus within the last 14 days?
- Have you recently been out of state for non-work related travel (within the last 14 days)?

Employees who answer **"YES"** to any of these questions must distance themselves from others, not enter the work area, and immediately contact their supervisor privately for further instruction.

**The employee must also contact the National Grid Employee Services Hotline 1-888-483-2123.**

Employees who answer **"NO"** to all of these questions proceed with work activities as planned. on

Please note on the Job Brief that you asked these COVID-19 Screening Questions.

*To reduce multiple people handling the job brief during the COVID-19 pandemic crew leaders should handle all documentation and record who is present on site after they have reviewed the job brief with each employee or visitor.*

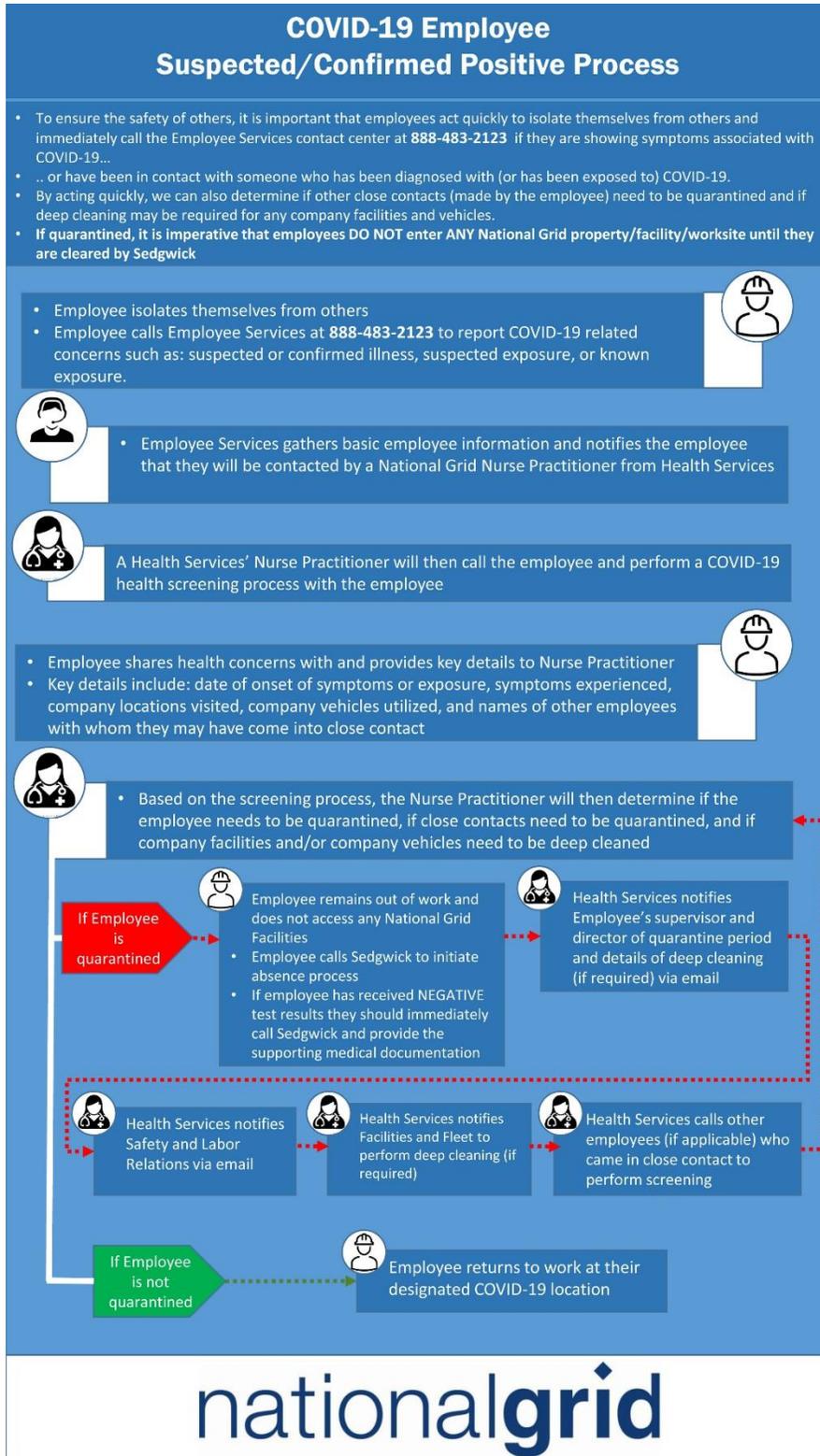
### **REMINDER - Please be sure to follow CDC recommendations**

- Maintain a minimum 6' social distance from other people
- Employees should wear a cloth face covering in areas where 6' social distancing is difficult or impossible
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces using either a EPA registered disinfectant (Lysol, Clorox, etc.), soap and water, or a bleach and water mixture (1/3<sup>rd</sup> cup bleach per gallon of water)
- Use the fold of your arm to cover a sneeze or cough
- Wash your 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 readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

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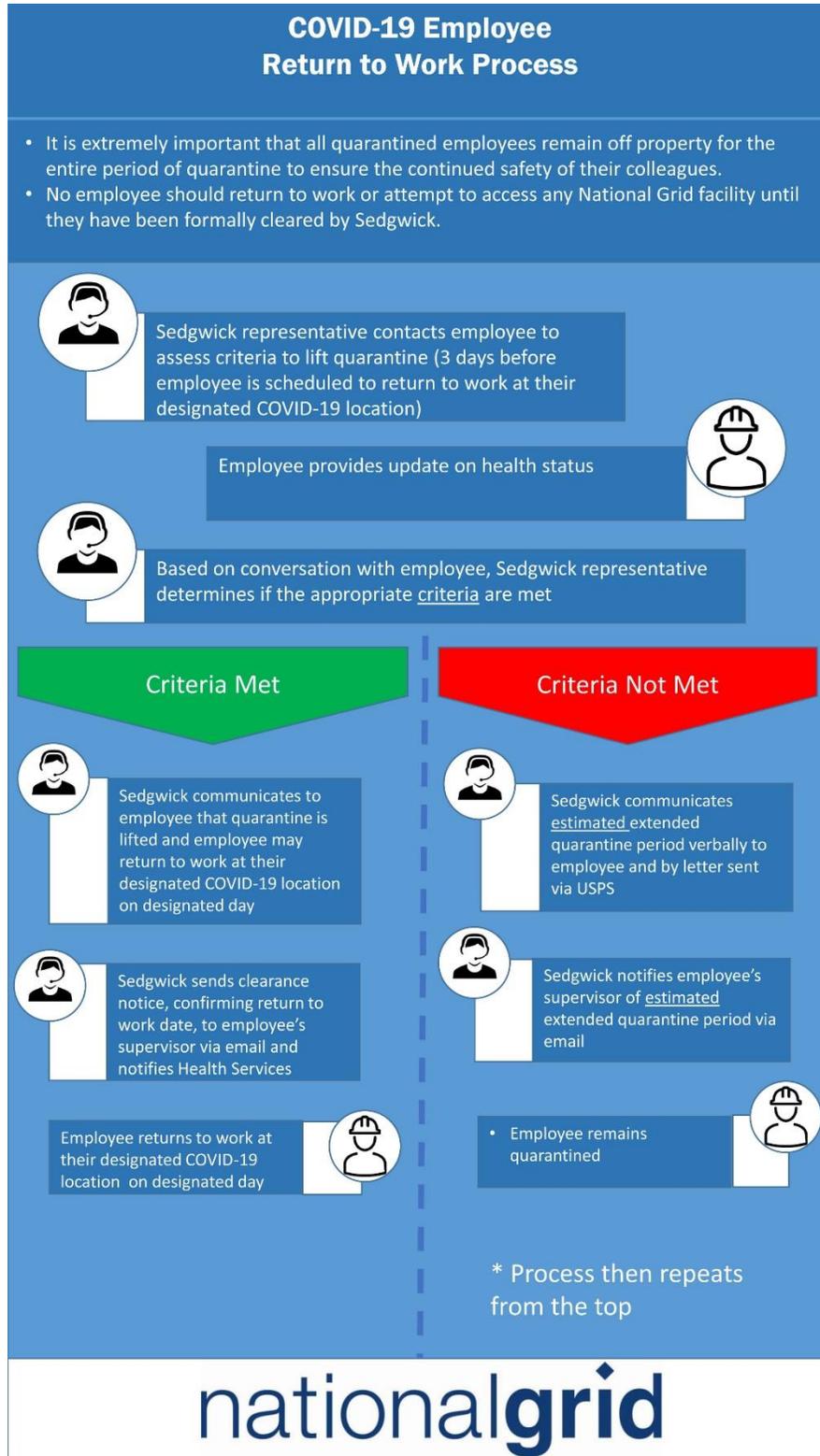
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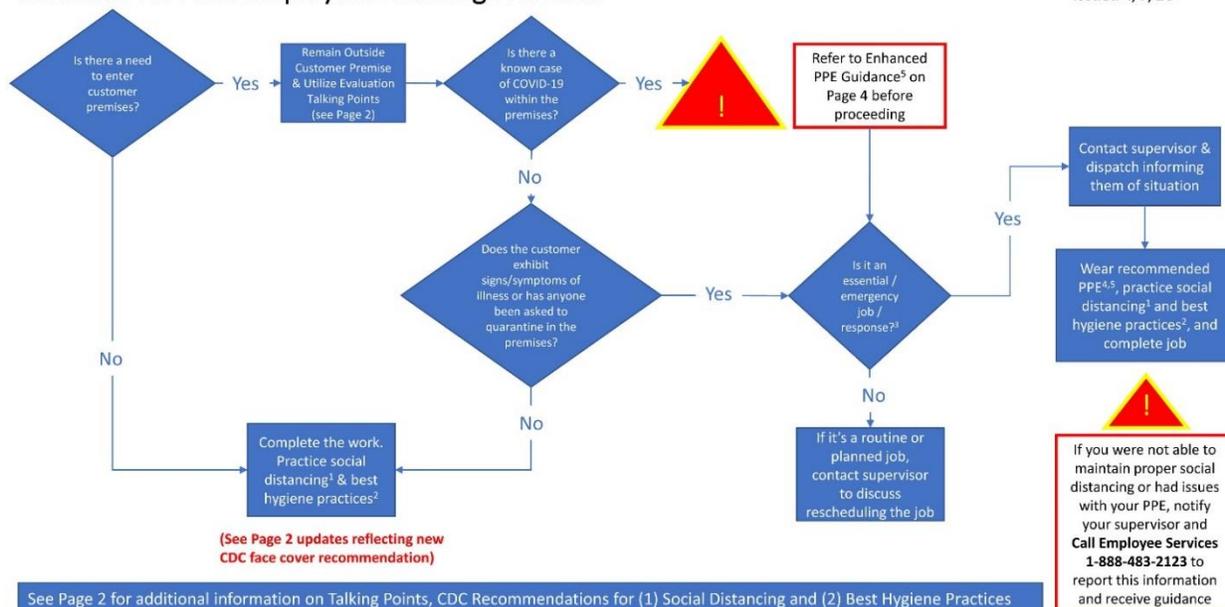
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### Guidance for Field Employees Entering Premises

Issued 4/7/20



See Page 2 for additional information on Talking Points, CDC Recommendations for (1) Social Distancing and (2) Best Hygiene Practices  
 See Page 3 for National Grid (3) Emergency Work at a Premises and (4) Standard PPE Guidance  
 See Page 4 for National Grid (5) Enhanced PPE Guidance

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Issued 4/8/20

#### Talking Points - Engage Customer

Prior to entry, engage the customer and advise of social distancing practices. Here are some questions and statements.

- Does someone within the premises have a known case of COVID-19? Has someone within the premises tested positive for the COVID-19 virus?  
(IF ANSWER IS 'YES' TO EITHER OF THE ABOVE QUESTIONS, REFER TO ENHANCED PPE GUIDANCE ON PAGE 4)
- Do you mind if I follow the social distancing practice today?
- Is anyone currently sick inside the premises?
- If you are feeling sick, would you mind remaining in another room while I am working This is a best practice policy my company is recommending. Can you tell me where your equipment is located?
- I will do my job, keep you updated and tell you when I am done

#### (1) Social Distancing

- Maintain at least 6 feet distance between yourself and the customer at all times
- Where social distancing measures cannot be maintained, face cover can be worn to help limit the spread of the virus (see National Grid's Face Cover Guidance for details)

#### (2) Best Hygiene Practices

- Face covering can be worn in public settings where social distancing measures cannot be maintained (see National Grid's Face Cover Guidance for details)
- Use alcohol-based hand sanitizer (at least 60% alcohol), before and after each home visit; OR wash hands using soap and water for 20 seconds

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### (3) Emergency Work at a Premises

On arrival, assess the premise/situation in its entirety and consider these questions.

- Is it a multi-unit building?
  - Is the unit where work is required affected?
- What work can be done without interaction/entry?
- Is entry through a side or back door possible to limit exposure?
- Can make safe actions be taken without interaction/entry?
  - Securing Outside Meter/Curb Valve
- Would a hardship be caused by isolating the service?

Note: These questions and considerations are meant to help guide in the decision making process. There may be instances where access to a premise cannot be avoided in order to address immediate public safety concerns. Please reference the Social Distancing and applicable PPE Guidance in all situations.

### (4) Standard PPE Guidance for Entering a Premises (No Known COVID-19 cases are present)

- Avoid touching ANYTHING in customer premises other than company equipment and customer equipment related to the job
- Wear disposable latex or nitrile gloves to prevent touching contaminated surfaces
- Latex or nitrile gloves should be donned before entering the home
  - If work gloves are needed to perform the task, remove disposable latex or nitrile gloves and dispose of them. Don work gloves and perform task. Once task is complete remove work gloves and store them. Don a new pair of disposable latex or nitrile gloves to exit the home.
- Remove latex or nitrile gloves and dispose in way that won't create other opportunities for exposure
- Immediately wash / sanitize hands after removing latex or nitrile gloves
- All other PPE normally required for the work being performed should be used

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### (5) Enhanced PPE Guidance for Entering a Premise (Where a Known COVID-19 Case is Present)

The most effective way to protect the employees from contracting the virus is physical distance; if at all possible, the customer diagnosed with COVID-19 should be asked to move to a separate room before premises entry. When available and practicable, the following PPE items may be used at the premises with a known COVID-19 case present. These PPE items can be used in combination with our Social Distancing and Best Hygiene Practices to limit the spread of the virus.

- N-95 / KN-95 mask (see Page 5 for pictures of typical N-95 / KN-95 masks available)
- Reusable Face Shield
- Disposable Surgical Gloves (nitrile or latex)
- All other PPE required for doing the work (i.e. safety glasses, hard hat, etc.)
- If desired, FR-rated balaclava may be worn to provide additional protection while working

The following steps should be taken while conducting work in the premises:

- Prepare a paper or plastic bag for disposal of used PPE prior to entering the premises.
- Avoid touching ANYTHING in customer premises other than company equipment and customer equipment related to the job.
- Wear disposable latex or nitrile gloves to prevent touching contaminated surfaces.
- Any PPE should be donned before entering the home.
- If a mask is in use, avoid touching your face or adjusting the mask.
- If work gloves are needed to perform the task, remove disposable latex or nitrile gloves and dispose of them. Don work gloves and perform task. Once task is complete remove work gloves and store them. Don a new pair of disposable latex or nitrile gloves to exit the home.

Once work is completed in the home, follow these steps to safely remove the PPE items

- Remove face shield, taking care to avoid touching your face. Clean / disinfect and store properly.
- Remove mask from the back of the head first, taking care to avoid touching your face. Place used mask in a bag and dispose in normal trash.
- If balaclava has been worn, remove covering from back of head, similar to removal of mask.
- Remove latex or nitrile gloves (turn inside out while removing) and place in a bag. Dispose of bag in normal trash.
- Immediately wash / sanitize hands after removing latex or nitrile gloves, following Best Hygiene Practices.

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Typical N-95 / KN-95 masks



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Now, more than ever, with COVID-19, precautions to safeguard your vehicle when transferring the vehicle to another employee, or when taking your vehicle in for maintenance, is very important.

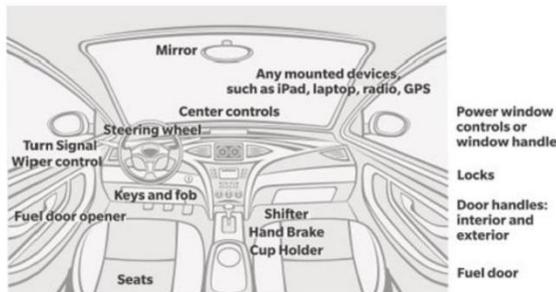
Here are some high-touch areas that should **never** be missed:

<ul style="list-style-type: none"> <li>• Mirror</li> <li>• Center controls</li> <li>• Keys and fob</li> <li>• Wiper control</li> <li>• Climate control</li> <li>• Audio controls</li> <li>• Hand brake</li> <li>• Seats (driver/passenger)/Seatbelts</li> <li>• Fuel door opener</li> <li>• Windows</li> <li>• Headrests</li> <li>• Armrests</li> </ul>	<ul style="list-style-type: none"> <li>• All mounted devices (<i>any and all electronic devices used - i.e. iPad, laptop, radio, GPS, phone chargers</i>)</li> <li>• Steering wheel</li> <li>• Headlight</li> <li>• All cabin lighting controls</li> <li>• Shifter</li> <li>• Cup holder</li> <li>• Door handle(<i>inside and out</i>)/Window control/locks</li> <li>• Air vent</li> <li>• Sun visors</li> </ul>
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Use disinfectant wipes, diluted bleach solution, or damp soapy water wipes when cleaning all hard surfaces throughout the vehicle.

To guide your efforts when cleaning the vehicle, think about where droplets would fall when you sneeze or cough (*for example: do you turn your head to the side?*) and remember to think about your own personal safety:

- Be sure to wash your hands for **20 seconds** after completing the cleaning process.
- If you take your vehicle home at night, be sure to lock it to prevent it from being compromised.
- Make sure you have a mask and gloves (when/where appropriate).



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Before you leave or enter the vehicle – here’s a checklist to keep you safe and your team members safe as well:

Activity to Safeguard	
Keys / Fob	
Door Handles (interior/exterior)	
Steering Wheel, Shift Lever, Brake Lever, Wiper Stalk, Turn Signal Stalk	
Air Vents, Console, Dashboard, Cup Holder	
Exterior and Interior Fueling Latch, Cover, Cap	
Seats, Seatbelts, Headrests	
Mirrors, Windows, Window Controls	
Interior Lights	
Sun Visors	
Passenger and Driver Door Armrests, Grab Handles, Seat Adjusters	
All Electronic Devices used while in vehicle (iPads, Navigation Systems, Phone Chargers, Laptops, etc.)	

Additional considerations for crew trucks:

Handles on bin doors	
Equipment controls (bucket / digger)	

*\* Please consider any other touch point identified by a crew member but not listed*