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# Covid-19 Table Top Exercise

Symptomatic, Presumed or  
Positive COVID-19  
Scenarios

# Table Top Exercise – Overview / Logistics

<b>Scenario 1 (Symptoms of COVID-19)</b>
Review and Lessons Learned
<b>Scenario 2 (Contractor exposed to presumed COVID-19)</b>
Review and Lessons Learned
<b>Scenario 3 (Positive COVID-19)</b>
Review and Lessons Learned
<b>Recap</b>

# Exercise Objectives

- ✓ Respond to scenario based events and evaluate the response and decision-making
- ✓ Increase the awareness and understanding of potential health & safety hazards
- ✓ Evaluate overall effectiveness of VELCO protocols, plans, policies, procedures, and identify any gaps that may exist
- ✓ Clarify roles and responsibilities
- ✓ Assess adequacy of existing resources
- ✓ Identify any training needs and lessons learned
- ✓ All are encouraged to speak up and participate
- ✓ Training exercise is a learning opportunity and not a test

# Review of Health & Safety Requirements

## Review of COVID-19 health & safety requirements

- Health Screening
- Health Officer
- Physical Distancing
- Face Coverings
- Sanitation & Disinfecting
- Vehicles & Equipment
- Segregation of Crews
- Administrative & Engineering Controls (Plexiglass barriers, no congregation in common areas, signage, etc.)

# Potential Exposure Notification

- For those who have come into contact with someone at work who is symptomatic, being tested or tests positive will be notified by Human Resources.
- This preliminary notification will provide as much information as possible while maintaining confidentiality of the employee.
- If the employee chooses to share additional information with their co-workers that is fine, however they should not feel pressured into providing their identity or any other personal info.
- If you have any questions about a notification you should reach out to HR or Safety and we will help answer questions and provide updates based upon the given situation.

## Additional Information

- CDC and VT Dept. of Health defines close contact as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset. In the situations here at VELCO we have taken a conservative approach and notified all those who have been in the same area of the individual out of an abundance of caution.
- Potentially exposed employees may continue to work while waiting on test results, as long as the risk of potential exposure has been deemed low, they are comfortable doing so, they are not sick or showing any symptoms. They should continue to follow safety & health guidelines and take any additional precautions as discussed with HR, Safety and their Supervisor/Manager.

# Additional Information

- Employees should contact their supervisor if they start to have any symptoms and safely remove themselves from the work area.
- If you have a concern with being at work, have a discussion with your supervisor & HR to work from home or quarantine from home while waiting for results.
- If someone is confirmed with a positive COVID-19 then those who have been exposed will be notified and provided guidance to either quarantine or get tested.
- It is important to remember that we will support anyone that becomes ill or diagnosed with COVID, No one should ever feel that there will be repercussions for reporting an illness or expressing a concern for their health & safety.

# Scenarios

- Scenario #1 – Employee submits a health screening questionnaire prior to their shift with a “yes” response indicating they have a fever of over 100.4° F
- Scenario #2 – Contractor employee working on a VELCO project notifies their supervisor that they have been in contact with someone who is presumed positive for COVID-19
- Scenario #3 – Employee who worked at Pinnacle main building while asymptomatic, later reports that they have been confirmed positive for COVID-19

# Response Protocols

- HR/Safety confirm with employee and instructs them to stay home and consult with their health care provider to determine next steps (testing or quarantine), communicate back with HR
- HR/Safety coordinate with employee and work related individuals who had close contact need to be interviewed to determine their potential risk of exposure and potentially impacted locations
- Notifications to supervisor/manager
- Escalation of notification to Director & E-team
- Develop response team to identify any potential impact to employees and business continuity

# Response Protocols

- Determine work related individuals who had close contact starting from 2 days before illness onset
- Notify individuals of potential exposure – provide guidance based on their level of exposure
- Identify any work areas the employee has been recently, isolate and if needed based on a positive result perform enhanced cleaning
- If positive result, HR will notify exposed employees to discuss options and receive assistance from State Health Officials
- HR will maintain contact with employee for duration of illness and provide support
- Conduct lessons learned review & communicate with employees

# Frequently Asked Questions:

Is testing required for employees showing symptoms or just feeling unwell?

A. Testing is not required, but there will be a discussion with HR, the employee and their Supervisor to discuss options; test, quarantine or work remotely if able to do so.

Note: Your health care provider may recommend a test.

Who should be notified when there is a possible Covid case?

A. HR, Safety, Supervisor, Director, E-team, potentially exposed employees

What information is required to be kept confidential?

A. All medical information and personal identifiers

How will contact tracing be performed?

A. Communication with employee, schedules, badge history, crew location, interviews, Tailboards, assistance from Health Officials

# Frequently Asked Questions:

What if scheduled work cannot resume while employee(s) quarantine, waiting for test results?

A. There will be a discussion with the Supervisor, Director & Safety. Each job will be assessed how it can be safely completed with additional resources or rescheduled.

If a notification of a potential exposure has been received, when was I possibly exposed?

A. Contact HR to determine what information can be provided while protecting the confidentiality of the employee.

If I have been potentially exposed, what do I do next?

A. Discuss with your Supervisor, Safety and HR on the level of potential exposure, the level of comfortability remaining at work, and determine what additional precautions should be taken.

# Take-a-ways & learnings

- Timeliness of reporting/notifications is critical
- Maintain effective communications
- Use available resources i.e. VDH, CDC, professional cleaning services
- Being prepared by having advanced planning and discussions (note: involve contractors)
- Conservative approach to minimize risk, need to balance this with a sustainable effort
- We have learned something from each situation to help strengthen our response