




# IDEA Working Group – Emergency Preparedness COVID 19

IDEA Conference Call

March 23, 2020



# Welcome to IDEA's COVID 19 Working Group

- The conference call will **start promptly at 1:30pm EDT (Boston time) and is scheduled for up to 1.5 hours, longer if needed.**
- Please **mute your computer speaker/phone** during the call if you are not actively speaking. The microphone button should appear red unless you are speaking. 
- If you are having problems with video or audio, please send a note via the Chat Box function on the right side. Click the Chat box and choose – **“Chat privately to Cheryl Jacques (host)”**. Or call to IDEA at **+1-508-366-9339**.
- Survey:** Please complete the brief on-line survey following the call.
- Webinar Download or Streaming:** Webinar will be recorded and available via download or streaming. Slides will be made available in pdf format at **[www.districtenergy.org](http://www.districtenergy.org)**.

# Introductions

- Robert Thornton, CEO, IDEA, Moderator
- Carlyle Coutinho, COO, Enwave
- Ken Morrison, EVP of Operations, Enwave

# Objectives of Working Group

- Peer exchange and open communications among industry professionals
- Voluntarily sharing information (i.e. written preparedness plans; HR policies, communications templates, etc.)
- Identifying resources or possible inventory transfer/sharing
- Enable IDEA as “repository” of best practices, practical information

# Current Risk Level

- Current travel and access restrictions (including client and project site visits)
- Security and transport clearances (local approvals; DHS?)
- Construction and maintenance projects – work stoppage; contractor guidance
- Staffing shortages due to mandatory or voluntary “Work Remotely” or “Stay at Home” directives
- Assessments, estimates of duration?

# Emergency Preparedness Plans

- <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>
- Sharing written emergency preparedness plans?
- Sharing “shelter in place” protocols
- HR and/or other business best practices
- Please provide redacted documents or in form to be edited

Email to [Jason.idea@districtenergy.org](mailto:Jason.idea@districtenergy.org) for posting;

# Preparedness Initiatives - Employees

- COVID 19 testing/screening protocols – what are you following?
- Employee segregation/isolation
- Protocols for dealing with employees presenting COVID 19 symptoms (i.e. general fatigue; body aches/shivers; fever; shortness of breath; persistent coughing)
- Employee time tracking (Sick Logs/Vacation Logs/PTO)
- Staffing levels and definition of “Essential” positions

# Preparedness Initiatives - Employees

- Training – CDC protocols
- “Social distancing” – hygiene requirements
- PPE and inventory management
- “Return to Work” policies and procedures



# Commercial Considerations

- Customer liquidity
- Vacant or nearly vacant customer buildings
- Customer financial considerations
- Supply chain preparedness

# Communications

- External
  - Client and customer relationships
  - Communication with municipalities, communities, agencies where district energy facilities are located
  - Media inquiries
- Internal
  - Group email; group text – other platforms
  - Consistent policies; updates; common access to materials
- Enwave Sharepoint strategy – single source of essential materials

# Preparedness Initiatives - Facilities

- Sanitization – frequency?
- Scope of sanitization – all space, common space, contractors, employee guidance; supplies?
- Visitor clearance and notices – posted signage
- Procurement challenges; deliveries?
- Inventory management or sharing among IDEA members (PPE?)
- Treatment of unoccupied or under-occupied buildings

# Lessons Learned

- Previous/current “table-top exercises”
- Extreme weather events – hurricanes, etc
- Written policies or guidance materials
- False alarms

# IDEA Resources and Information Sharing

- IDEA Connect (Member Forum) – Q&A posting, information sharing
- Member Directory (useful way of connecting with District Energy suppliers and service providers)
- Industry blog – headlines and updates
- Business Opportunities web page
- Future webinars

# Additional Recommendations

- Sharing of participant email contacts
- Suggestions on next steps or key topics
- Other issues?
- Reply on brief survey to follow

# Thank you

Questions? Contact IDEA at [idea@districtenergy.org](mailto:idea@districtenergy.org)

[www.districtenergy.org](http://www.districtenergy.org)

+ 1-508-366-9339

Robert Thornton, CEO, IDEA, [rob.idea@districtenergy.org](mailto:rob.idea@districtenergy.org)

Carlyle Coutinho, COO, Enwave, [carlyle.coutinho@enwave.com](mailto:carlyle.coutinho@enwave.com)

Ken Morrison, EVP of Operations, Enwave, [ken.morrison@enwave.com](mailto:ken.morrison@enwave.com)