



5 Minute Meeting

March 19, 2020

Topic: COVID-19 Pandemic Work Plan Guidelines

AUDIENCE:
Electric
Transmission
Operations

Why It Matters To You

This communication provides guidelines to evaluate work that should be executed within Electric Transmission Operations given the current COVID-19 pandemic.

Key Discussion Points:

In order to protect the health and safety of our workers and the general public, and in response to the Governors shelter in place order, the following guidance has been developed to support decision making regarding the execution of work in support of our customers and society. Transmission Operations provides services that are deemed critical and essential to our customers and society. All work planned through April 30th 2020 should be reviewed for criticality using the following considerations:

- Respond to emergency conditions meeting criteria of immediate safety and/or reliability risk with high probability for significant impact (GO 95, Rule 18, Level 1)
- Execute activities in support of wildfire and PSPS mitigation plan
- Meet critical societal facility needs supporting COVID-19 response
- Perform essential regulatory compliance (maintenance) work that can be performed without customer outages. For maintenance work deemed critical and requiring a planned customer shutdown, perform only work that has been approved via the established exception process. In all cases if the work causes a personal health or safety concern it should be stopped until the work can be made safe

The following work types should be considered critical and essential:

Emergency and Immediate Make Safe Actions will continue to be performed in support of our commitment to deliver safe and reliable service (e.g. 911 Standby, Priority A Notifications, Storm Response, daily outage response, etc)

GCC Related Operations

Regulatory Compliance Work and Critical Equipment – All priority B LC notifications that do not require a customer outage. Other examples include:

- Reconductoring work to reduce wire, equipment and connector failures for fire season
- Re-insulation work to reduce hardware and equipment failure for fire season
- Compliance work that is immediately due and clearances/AFWs have been already evaluated and approved. Essential compliance work for system integrity where social distancing can be maintained.
- Any work where clearances have been set up already and coordinated across the

- interconnection (ISO, etc) consistent with public safety and compliance
- Projects that reduce equipment failures for the upcoming fire season that reduce fire ignition risk and projects that provide operating flexibility in tier 2 and 3 areas such as voltage control projects.

PSPS Mitigations: Transmission Line PSPS circuit exclusion work, SCADA Sectionalizing, Humboldt Islanding work

The following work types should be deferred, however, make ready work performed by PMs, PCAs, Engineers, etc, can continue remotely:

Lower Priority Regulatory Compliance Work – Examples: NERC Alert, and items due beyond 2020

Transmission Capacity Projects – Examples: CAISO capacity projects, except voltage control

Lower Priority Reliability Projects – Examples: Animal abatement, idle facility removal, substation bus upgrades (BAAH projects),

Non-emergency Asset Replacements – Examples: circuit breaker replacements, transformer replacements, substation structure upgrades

Tower Remediation Program

TSRP Field Work: note, remote office work will continue

Project Walk Downs (if social distancing and team size requirements cannot be met)

If you have questions on whether to proceed with work, please contact your supervisor to elevate the issue through our exception process as outlined below.

For Additional Information, contact:

██████████ Director – Transmission & Substation Project and Portfolio Management

██████████ Sr. Director – Transmission & Substation Maintenance and Construction

██████████ Sr. Director – Asset Strategy



5 Minute Meeting

March 20, 2020

Topic:

COVID-19 Pandemic Work Plan Guidelines

AUDIENCE:
Employees & Contractors of Electric Major Projects and Programs

Why It Matters To You?

This communication provides guidelines to evaluate work that should be executed within Electric operations Major Projects and Programs, given the current COVID-19 pandemic.

Key Discussion Points:

In order to protect the health and safety of our workers and the general public, the following guidance has been developed to support decision making regarding construction activities during the state-wide shelter in place order.

All construction planned though April 30th, 2020 shall be assessed for criticality using the following considerations:

- Respond to emergency conditions meeting criteria of immediate safety and/or reliability risk
- Execute activities in support of the Wildfire Mitigation Plan
- Meet critical customer and agency needs supporting COVID-19 response
- Perform or defer project or program work as defined below
- Construction activities that cause customer outages should be minimized due to the state-wide shelter in place order

Work Prioritization / Disposition:

Work Prioritization / Disposition	Program	Explanation
Not Deferred- Approved to continue	PSPS (49H) & 2AP	All construction will continue in these Major Work Categories, every attempt to minimize impact to customers (outages etc.) shall be made.
	Wildfire Hardening (08W)	
	PIH / Microgrid	
	COE	
	Butte Rebuild (95F) including MHP's in Butte	
	A and B tags	
	Cable (56C)	
	Vegetation	Enhanced Vegetation Management & Routine Vegetation Management

	System Inspections	Work in HFTD Tier 3 and Tier 2 to continue across work categories (Ground and Aerial Inspections, PT&T, Field Safety Reassessments)
Approved with constraints	Poles (07)	Tier 2 and Tier 3 Work Continues if there is no customer outage, pole work scheduled in the next 30 days that has a customer outage in tier 2 and 3 will be reviewed via the exception approval process. Defer all Tier 1 07D work, unless exception is approved.
	Surge Arresters	Continue work in tier 2-3, defer tier 1
Construction Deferred 30 days	Capacity (06, 48)	Construction hold will be re-evaluated on 4-20-2020
	Deteriorated Conductor (08J)	
	Maintenance (E,F)	
	Cable (56N, 56A)	
	SCADA (09A)	
	NB / WRO / EGI <i>Transmission & Distribution</i>	
	Grasshopper (08S)	
	Reliability	
	Rule 20A	
	Energy Storage (61C, 3RC)	
	State Agency Programs	
	Transmission Capacity	
	Mobile Home Park	
	Vegetation	Lower priority hazard tag work

Non-Construction Activities:

Non-construction activities should continue and are not impacted by state-wide shelter in place for MPP.

For Additional Information on deferred construction, contact:

██████████ Portfolio & Project Management

██████████ Construction Management

██████████ System Inspections

██████████ Vegetation Management



5 Minute Meeting

March 19, 2020

Topic:
**COVID-19
Pandemic
Work Deferral
Guidelines**

AUDIENCE:
Gas Operations

Why It Matters To You

This communication provides guidelines for Gas Operations personnel to evaluate the deferral of work in response to the COVID-19 pandemic.

Key Discussion Points:

In order to protect the health and safety of our workers and the general public, the following guidance has been developed to support decision making regarding the execution of work in support of gas operations. All work planned through the end of Q2 should be reviewed for potential deferral using the following considerations: Work that requires multiple workers to be in proximity such that they cannot maintain the minimum separation of 6-feet needed for social distancing; work requiring employees or contractors to travel requiring overnight stay in hotels; work requiring travel by air; work requiring employees or contractors to travel into or out of communities that have sheltered in place orders; and, work performed inside the customer premise.

The following work types should not be considered for deferral:

Emergency Response, Service Restoration and Relights will continue to be performed in support of our commitment to deliver safe and reliable gas.

Regulatory Compliance Work (49 CFR 192 or General Order 112F, 58A); work due in 2020 should continue to be performed unless specific circumstances (risk to employees, permits, resources), prevent the work from being completed in which case approval for deferral should be requested. Examples of regulatory compliance work: Work that inspects the system to identify defects (e.g., leak survey, cathodic protection reads, patrol); work that performs maintenance on the system to ensure it continues to function safely (e.g., valve maintenance, regulator maintenance, CP restoration); work that prevents degradation of the system (e.g., Locate and Mark)

New Customer Connections and WRO: Main installation and service installations will continue consistent with city and county determination that this is critical infrastructure work.

The following work types that should be deferred:

Regulatory Compliance Work; work due in 2021 and beyond will be considered for deferral.

Internal Compliance Work (PG&E Standards); work that improves gas system safety or reliability but that does not have an immediate impact on gas system safety can be deferred with approval of a procedural variance. Examples: work identified in TD-4854P-01, Work and Compliance Matrix as "Reliability" or "Compliance Required".

Asset Reliability Work (including rate case units of work commitments); work that does not have an immediate impact on the ability to deliver gas may be deferred. Examples: Long term asset replacement program work; maintenance of assets where there is an adequate level of redundancy or capacity.

In Flight Work which is not compliance work should be considered for deferral; an assessment should be made of the amount of work remaining to complete and the amount of work necessary to make the job site safe for through the end of Q2.

Approvals: The process owner can make the decision to pause the work and seek approval as follows:

1. **Regulatory Compliance Work** due in 2020; a request for approval to defer the work should be made to the Vice President of Asset Management and System Operations for decision and notification to the appropriate regulatory agency. The request and approval should be documented in the Electronic Document Routing System (EDRS).
2. **Internal Compliance Work**; a request for approval to defer should utilize the variance process in TD-4001P-07, Gas Operations Variance Process or TD-4854P-01, Work and Compliance Matrix (for distribution assets). Approvals should include the appropriate asset family owner.
3. **Asset Reliability Work**; a request for approval to defer should be made to the Asset Family Owner or their delegate and should be documented in EDRS.
4. **In Flight Work**; a request for approval for stop work and deferral should be made in accordance with 1, 2, 3 above based on the type of work.

Documentation: For work types that have existing processes for due date extensions (procedure variance process, Notification End Date extension process), approval requests should be documented in accordance with those processes. For work types that do not have an existing process, approval for deferral should contain the following information:

1. MWC
2. MAT
3. Work order number(s)
4. Work Description
5. Current due date(s)
6. New due date(s)
7. Reason for deferral (Employee Safety, Permitting Agency not Available, Contract Resources Not Available)
8. Compliance impacts (Regulatory, Internal, None)

References:

TD-4001P-07, Gas Operations Variance Process:
TD-4001P-01-F01, Gas Operations Variance Request Form
TD-4854P-01, Work and Compliance Matrix
COVID 19 Work Deferral Project List (Excel File)

For Additional Information, contact:

[REDACTED]	Work and Resource Management	[REDACTED]	
[REDACTED]	Integrity Management	[REDACTED]	Asset Family Owners
[REDACTED]	Facilities Integrity Management	[REDACTED]	Measurement and Control Compression and Processing
[REDACTED]	Transmission Integrity Management	[REDACTED]	Transmission Pipe
[REDACTED]	Distribution Integrity Management	[REDACTED]	Distribution Mains and Services Customer Connected Equipment
[REDACTED]	Reservoir Engineering	[REDACTED]	Storage
[REDACTED]	LNG/CNG Engineering	[REDACTED]	LNG/CNG



Five Minute Meeting



Date:
March 22, 2020

Topic:
**COVID-19 Pandemic
Work Execution
Guidance**

Audience:
**Power Generation
Employees**

Why it Matters to You:

This communication provides guiding principles for Power Generation work that is considered Mission Critical, Essential or should be Deferred in response to the COVID-19 pandemic.

Key Discussion Points:

In order to protect the health and safety of our workers and the general public, the following guidance has been developed to support decision making regarding the execution of Power Generation work to support PG&E customers. All work planned through the end of Q2 should be reviewed for potential deferral, except for Mission Critical or Essential work. Here are guidelines:

General Considerations for Continuing Work:

Work that requires multiple people to be in close proximity should maintain the minimum separation of six feet needed for social distancing. All other safety precautions are required and these may be updated as the COVID-19 pandemic continues.

Primary Power Generation Business Continuity Or “Mission Critical” Goals (In priority order):

1. Ensure dam safety, employee safety, public safety and all associated compliance requirements
2. Maintain environmental stewardship
3. Meet water delivery commitments, especially if needed to support public health and welfare
4. Contribute to grid stability (reliability)
5. Support hydro license compliance

Switching Centers/Operations “Essential” Work:

- Switching Centers and fossil plant control rooms must be staffed
- Roving operators must be available
- Communications systems must be functional
- Maintenance staff must be available to respond to critical situations that could impact dam, public or employee safety
- Impacts to generation availability must be communicated early and effectively

Maintenance/Operations/Field “Essential” Work:

- Critical projects currently in flight, such as the Helms planned outage and projects on the high visibility list
- Critical maintenance falling under the principles of the Mission Critical Goals above.
- Planned Outages:
 - Planned outages will be reviewed for possible scope reductions or postponements based on health exposure risks and safety importance of planned work
 - Outage planning teams will monitor resources for executability and build into go/no-go process
 - Contractors will continue to support planned outage related projects, however, the expectation is they will follow PG&E’s health and safety guidance at a minimum
- Forced outages will be addressed on a case-by-case basis, but restoration will be prioritized as long as healthy staff are available to respond
- Storm response will focus on employee and facility safety
- Maintenance and projects not requiring an outage may proceed if they can be accomplished within the social distancing guidance and other government-issued guidance as pertaining to shelter-at-home

The Following Restrictions Will Be Implemented:

- Switching Centers and fossil plant control rooms will be treated as “sterile spaces” and board operators shall always minimize exposure to other employees. Only Switching Center/fossil control room Operations staff should be in these control rooms unless approved by the Generation Supervisor
- Operations and Maintenance staff health will be closely monitored
- Operators will maintain distance/personal space from others working on same shift
- Back-up generator fuel tanks will be topped off at microwave sites (largest risk to loss of communications is loss of power supply)

For Work Proposed for Deferral:

For work that is being proposed for deferral, following approval from the Area Manager, please contact [REDACTED] to appropriately document the work proposed for deferral. When work is deferred, the appropriate scheduling documentation must be revised and EPPM updated.