

## VIWAPA Internal Document

### 6) PROCESS STEPS

	Responsible	Action
1	Requesting Department	Notify Authorized Person via email or phone of upcoming visit and provide specific details (date, time, purpose of visit, etc.)
2	Requesting Department	Obtain latest version Visitors/Contractors COVID-19 Protocols from ICS Commander or Designee
3	Requesting Department	Send COVID-19 Protocols to Visitor or Contractor (information must be provided within 72 hrs prior to visit).
4	Visitor	<i>PROPERLY</i> complete the COVID-19 Questionnaire and return completed questionnaire with supporting documents (i.e. negative test result from a test taken 72 hrs or less ahead of plant entry, proof of vaccination, etc.).  <i>Refer to Area of Designation Listing, approves request.</i>
5	Authorized Person	After receiving the completed COVID-19 Screening Questionnaire and supporting documentation from the Requesting Department and the Visitor/Contractor satisfies all the documentation requirements. The Authorized Person will deem Visitor/Contractor as compliant or non-compliant to the protocol for entry then would either approve or disapprove the request on the Visitors/Contractor COVID-19 Approval Form.  If the request is <b>NOT</b> approved, the Authorized Person will send a notification to the Requesting Department, Safety Department and ICS Commander or designee via email or cc on any transmittal or correspondence to this regard. If not approved provide requesting department feedback.
6	Authorized Person	Once request has been approved the Authorized Person will forward or email <a href="mailto:humanresources@viwapa.vi">humanresources@viwapa.vi</a> Visitors/Contractors COVID-19 Screening Questionnaire to the Human Resources Department for digital filing.
	Requesting Department	Once approved by the Authorized Person, the Requesting Department can contact the Safety Department to schedule a Safety Orientation and also contact the Visitors/Contractors to advise them of orientation location/time prior to accessing the facility.
7	Safety Department	Completes Safety Orientation and provides final approval granting Visitors/Contractors access to the facility.
8	Requesting Department or Designee	Needs to be onsite after Safety Orientation to escort the Visitors/Contractors throughout the WAPA facilities.

## 7) AUTHORIZED PROCESS APPROVERS

	St. Croix	St. Thomas/St. John
<b>Power Generation</b>	Kevin Smalls (Director of Production STT & STX) or <u>Designee</u>  Alternate – Shamade Burke (Operations Manager STX)	John Woodson (Plant Superintendent STT) or <u>Designee</u>  Alternate – Elvin Callwood (Operations Manager STT)
<b>Water Distribution</b>	Don Gregoire (Water Distribution Director STX) or <u>Designee</u>  Alternate – Brian Leonard (Design & Construction Manager STT/STJ & STX)	Shawn Scotland (Water Distribution Superintendent STT/STJ) or <u>Designee</u>  Alternate – Brian Leonard (Design and Construction Manager (STT/STJ & STX)
<b>Electrical Distribution</b>	<b>Substation:</b> Chavante Marsh (Acting Substation Manger STT/STJ & STX) or <u>Designee</u>  <b>T&amp;D:</b> Ashley Bryan (Acting Electrical Transmission & Distribution Director STT/STJ & STX)  Alternate – Mikey Holder (Line Superintendent STX) or <u>Designee</u>	<b>Substation:</b> Chavante Marsh (Acting, Substation Manger STT/STJ & STX or <u>Designee</u>  <b>T&amp;D:</b> Ashley Bryan (Acting Electrical Transmission & Distribution Director STT/STJ & STX)  Alternate - Oscar Rolle (Line Superintendent STT) or <u>Designee</u>
<b>Garage &amp; Warehouse</b>	Alfred V Cannonier (Warehouse & Garage Manager STT/STJ & STX) or <u>Designee</u>	Alfred V Cannonier (Warehouse & Garage Manager STT/STJ & STX) or <u>Designee</u>
<b>All Other Departments</b>	Division Director or Alternate	Division Director or Alternate

## 8) TESTING INFORMATION FOR VISITORS/CONTRACTORS WHO HAVE NOT RECEIVED THE COVID-19 VACCINE

	(ONE OF THE FOLLOWING TESTS MUST BE COMPLETED WITHIN THE LAST 72 HOURS AND PROVIDE MEDICAL CERTIFICATE OF PROOF )
<b>COVID-19 MOLECULAR TEST</b>	COVID-19 molecular (e.g., RT-PCR, viral or nucleic acid amplification) test from a nasal or throat or saliva swab sample taken, and <b>NEGATIVE</b> result received.
<b>OR</b>	
<b>COVID-19 ANTIGEN TEST</b>	COVID-19 antigen (rapid) test from a nasal or throat swab sample taken and <b>NEGATIVE</b> result received.

**9) VACCINATION INFORMATION FOR VISITORS/CONTRACTORS WHO HAVE RECEIVED THE COVID-19 VACCINE**

	<b>(ONE OF THE FOLLOWING MUST BE COMPLETED AND PROVIDE MEDICAL CERTIFICATE OF PROOF )</b>
<b>COVID-19 VACCINATION</b>	Provide certificate of proof of COVID-19 vaccination.
<b><u>OR</u></b>	
<b>COVID-19 ANTIBODY TEST</b>	COVID-19 antibody (rapid) finger stick or blood draw test taken and <b>POSITIVE</b> result received. The test is valid for (4) months from the date of the result. (A quarantine period is not required).