

March 27, 2020

TO: All MSA and Partner Employees
FROM: Bob Wilkinson, President
Amy Basche, Chief Operations Officer

SUBJECT: Updates and Critical Information

****PLEASE SHARE THIS MESSAGE WITH THOSE WHO AREN'T ON COMPUTERS****

In alignment with the Hanford Site's essential mission critical operations posture, the Department of Energy recently issued a "partial stop work" notice to MSA. This is very different from the stop works that we are familiar with in our daily lives at Hanford. The DOE partial stop work is a contractual mechanism for the temporary reduction of the government's expectations of us (MSA) and the work that is expected.

What does it mean for our employees? Because we had already transitioned to an essential mission critical operations posture, it means that for most of us, what we have done this week is what we will continue to do until notified differently. Only essential personnel should be reporting to their on-site workplace. Your manager should have notified you if you are considered essential during these times. Some of you may become essential, even for brief periods of time, and be called into work, so it is important that during your regular work hours you remain fit for duty. If you are currently teleworking, you should continue to do so, as long as you are producing meaningful work that moves the Hanford mission forward.

MSA performs many mission essential services for the Department of Energy and Hanford. These include emergency services, utilities support, and business services to name a few. For those essential personnel that are reporting to the on-site workplace, we have implemented various measures to help ensure their safety. We ask that all employees respect and enforce social distancing measures whenever feasible and practice good housekeeping in their workplaces. Social distancing measures have also been added to our General Hazards Analysis so that all employees can observe them in necessary situations. We have also hired additional janitorial staff to keep higher-risk facilities clean and sanitized around the clock. All facilities



will continue to see an increase in janitorial services to support high-touch area cleaning as recommended by the Center for Disease Control (CDC).

We have attached a charging guidance that will help everyone understand what and how we should be charging our time during this partial stop work. If you have questions, please ask your manager.

Again, we want to thank everyone for your patience as we continue to navigate many challenges. And a huge thank you to our essential personnel for keeping the Hanford Site running!



MSA employees are required to report fraud, waste, abuse, misuse, corruption, criminal acts or mismanagement.





Charging Guidance

As we continue to perform work both onsite and remotely in response to COVID-19 and the Partial Stop Work Order issued by DOE, ensuring we capture all associated costs and impacts correctly is essential. If there are any questions about how to charge or what code is appropriate please continue to ask for direction.

Discrete COVID-19 Work Activities

Additional charge codes will be established as necessary to capture direct costs for specific response activities for COVID-19. Authorization to charge to these accounts is communicated and managed by the Control Account Manager (CAM) just like any other account.

409835 COVID-19 Planning

This code is used by management and supporting organizations for activities to determine and implement company and Hanford Site level actions for COVID-19, and response to all information requests by the Department of Energy and other outside agencies.

Teleworking (Portable Work)

If all or part of your 40-hour work week involves teleworking from home or other alternate locations the following guidelines apply:

- If you are authorized to telework and have meaningful work to complete associated with the Hanford mission, you should continue to do so. Use the "TRW" attendance code and the normal "JMSA" COA for time worked on activities that are part of your normal work scope. Please refer to [MSC-MD-HR-62227](#) (*Temporary Telecommuting*) for requirements.
- When performing telework activities associated with COVID-19 response or the implementation of additional COVID-19 controls, use the "TRW" attendance and the "JCOV" COA and provide a brief description of the work activity in the comments section.
- Similar to "R" time for road condition absences, an attendance code "COV" (coronavirus absence) has been established and is used just like "R" time to supplement time for the work week where work was not performed. This code can be used in hourly or full day increments as necessary.
- In no case should COV time be used as a substitute for PTB or any other planned absence. Employees will charge to the appropriate absence code (i.e., PTB, PTX, CTM, etc.) when taking time away from work.



- Your work day or work week should reflect your actual work activities and can be made up of any combination of these codes.
- In order to be eligible to charge overtime or comp time worked – you must first have recorded 40 hours of RW/TRW. The COV hours do not count toward your 40 hour base.

Regular Work (Non-Portable Work)

If you have been designated to support essential or approved work at your normal work location, use the following guidance for time recording.

- When performing normal work activities in support of the MSA contracted work scope, follow your normal charging practice of “RW” attendance code and the “JMSA” COA for time worked on activities that are part of your normal work scope.
- If work activities for your assigned job require additional actions or planning to implement COVID-19 controls, use the “RW” attendance with the “JCOV” COA to capture this impact and provide a brief description of the work activity in the comments section.
- Similar to “R” time for road condition absences, an attendance code “COV” (coronavirus absence) has been established and is used just like “R” time to supplement time for the work week where work was not performed. This code can be used in hourly or full day increments as necessary.
- In no case should COV time be used as a substitute for PTB or any other planned absence. Employees will charge to the appropriate absence code (i.e., PTB, PTX, CTM, etc.) when taking time away from work.
- Your work day or work week should reflect your actual work activities and can be made up of any combination of these codes.
- In order to be eligible to charge overtime or comp time worked – you must first have recorded 40 hours of RW/TRW. The COV hours do not count toward your 40 hour base.

COVID-19 Impacted Positions

Currently, timecards for those individuals that are not required for essential/approved work activities, and are not approved or able to telework (including bargaining unit employees), will be populated with the COV attendance code so that payroll can be processed.

When charging time to the COV attendance code, employees are reminded they are in an “on-call” status and should be available to provide support or return to work within approximately one hour if requested. This includes maintaining appropriate contact information, responding to work phone calls, and maintaining appropriate fitness for duty requirements. These requirements must be met during those normal work hours that are being recorded as COV (example: a 4x10 shift employee on a 6:00 am to 4:30 pm shift who is recording COV for the week is expected to be available for contact and return to work during their normal shift hours). If these requirements cannot be met, then request the time off and use the appropriate absence code.



Example 1:

Work planning for a major facility upgrade has been completed and the work package released for fieldwork. As a result of implementing social distancing practices, the package is now being re-planned into three smaller scopes of work in order to reduce the crew sizes.

The costs associated with re-planning the work scope into smaller activities would use the organizations planning charge codes, and the "JCOV" COA to capture the additional planning cost impact.

Performance of the facility upgrade work itself would be regular work with the "JMSA" COA.

Example 2:

An electrical engineer is teleworking and performing a review on an electrical repair needed at MO-414. They would charge as normal using the "TRW" attendance code with the "JMSA" COA.

The engineer has also been assigned to perform a load evaluation to see if a portable trailer can be located next to MO414 to provide space for additional social distancing of pre-jobs and lunch periods. In this case, they would charge as normal using the "TRW" attendance code but use the "JCOV" COA to capture the costs for this COVID-19 related activity.

Example 3:

An employee on telework completes three hours of work at home and is then contacted by their manager to come in and support an essential task that takes four hours. When the task is complete, the employee goes home and has no other work activities for the day. The timecard should have the following attendance codes recorded for their ten hour work day:

3 Hours TRW

4 Hours RW

3 Hours COV

