

## **EPRR Task Force: Subcommittee on COVID-19 Work Plan**

### **A. Objectives**

The National Association of Regulatory Utility Commissioners (NARUC) convened the Presidential Task Force on Emergency Preparedness, Recovery, and Resiliency (EPRR Task Force) to consider a range of emergency preparedness, recovery and resiliency topics and related policy issues. Subcommittees of the EPRR Task Force have undertaken work in four key thematic areas:

1. Federal funding opportunities to support emergency preparedness, recovery, and resiliency initiatives
2. Black Sky event planning and preparedness
3. Construction standards for FEMA reference in recovery
4. COVID lessons learned and best practices

The Subcommittee on COVID-19, comprised of members of the EPRR Task Force and other relevant stakeholders, will study the public utility sector's COVID-19 pandemic response. The Subcommittee will gather lessons learned from the response of state commissions, state, local, and federal government agencies, and private sector entities to the COVID-19 pandemic and compile best practices in an effort to enhance preparation activities and improve collaborative responses for similar future events.

### **B. Scope**

The Subcommittee on COVID-19 will compile lessons learned from stakeholder responses to the current global health crisis; analyze coordination between inter-governmental agencies and external stakeholders; and develop a list of best practices for responding to future public health crises. The Subcommittee will focus on workforce issues, low-moderate income customer issues, utility<sup>1</sup> responses to the pandemic including impacts on utility financial health, private-public coordination, impacts on emergency response, and other key challenges. The Subcommittee will work to incorporate a wide range of diverse perspectives as it develops its interim and final work products. The Subcommittee will document findings in a written report for inclusion in NARUC's *Emergency Preparedness, Recovery, and Resiliency Manual*.

The regular work of the Subcommittee on COVID-19 will be conducted via conference calls, webinars, email, and NARUC meeting sessions. NARUC staff in conjunction with Subcommittee members will engage in extensive collaboration on drafting of a final report and development of supplemental materials and resources.

### **C. Tasks to be Performed**

#### **Task 1 - Develop work plan and schedule for deliverables.**

NARUC staff in conjunction with the members of the Subcommittee on COVID-19, will develop a work plan to guide the development and schedule of deliverables. The work plan will clearly delineate areas of responsibility, contain a process map for how to complete these tasks, and include agreed upon timelines

---

<sup>1</sup> For the purposes of this subcommittee, the term utility includes electric and natural gas distribution, water and communications companies.

for completing each task. The Subcommittee chair will report on the work plan to the full EPRR Task Force at the NARUC Annual Meeting held on November 9-12, 2021.

Timeframe: September 2020 - October 2020

- Develop work plan – September – October 30, 2020
- Subcommittee leadership report on draft work plan at NARUC Annual meeting – November 9, 2020

## **Task 2 – Review and collate relevant published literature.**

The Subcommittee will work with NARUC staff to identify, collate, and coalesce a relevant body of knowledge pertaining to governmental and utility services, including energy, water, and communications sector responses to the COVID-19 global health crisis.

Timeframe: September 2020- January 2021

- Review and collate relevant published literature – October 2020 – January 2021
- Subcommittee leadership report out at NARUC Winter Policy Summit – February 7-10, 2021

## **Task 3 – Collect COVID-19 response experience and insights from Subcommittee members and other key stakeholders.**

The Subcommittee will work with NARUC staff to convene virtual focus groups to discuss specific experiences with COVID 19, which will add to and refine the information gleaned from the review of published literature. Each focus group will align in their representation by industry, NARUC-membership, and/or association when possible.

Timeframe:

- Conduct focus group meetings — February 2021
- Prepare report on focus group findings — March 2021 – May 2021
- Subcommittee leadership report on focus groups at NARUC Summer Policy Summit – July 2021

## **Task 4 – Prepare final report on COVID Lessons Learned and Best Practices.**

The Subcommittee will work with NARUC staff to develop a written report documenting key lessons learned from COVID-19 and best practices for responding to future major public health crises that may impact the provision of essential utility services including energy, water, and communications.

Timeframe:

- Develop final report — May 2021 – September 2021
- Subcommittee leadership report out on final report at NARUC Annual Meeting – November 2021

## **Task 5 - Create ongoing educational programming for NARUC members, non-member stakeholders, experts, and policymakers about lessons learned from the response from state commissions to the COVID-19 global health crisis.**

The Subcommittee will identify and scope educational engagements for NARUC and other relevant stakeholder audiences to explore the latest developments related to COVID-19 response and their regulatory implications. This effort will be supplemented through webinar recordings of expert panel discussions, distribution of external publications relevant to the overarching objectives of the EPRR Task

Force and Subcommittee on COVID-19, and educational roundtables at NARUC meetings meeting to identify the challenges, recent and ongoing, from the collective response to the COVID-19 crisis.

Timeframe: January 2021 - September 2021

#### **D. Major Activities and Leads**

<b>Task 1: Develop work plan and schedule for deliverables</b> September 2020 - October 2020		
<b>Activity</b>	<b>Lead</b>	<b>Timeframe</b>
Appoint members & pre-plan with chair / vice-chair	EPRR TF Chair Commissioner O'Guinn	September 2020
Kick-off call with Subcommittee on COVID-19	NARUC Staff (Will McCurry & Lynn Costantini)	September 21 – October 2, 2020
Finalize Subcommittee Work Plan	Chair / Vice-Chair Supported by NARUC Staff	October 2020
Report out on Subcommittee on COVID-19 Work Plan to EPRR Task Force	Chair / Vice-Chair	NARUC Annual Meeting November 9-12, 2020
<b>Task 2: Prepare Literature Review</b> Timeframe: October 2020 – January 2021		
<b>Activity</b>	<b>Lead</b>	<b>Timeframe</b>
Collect, collate and analyze published material on COVID 19 response	NARUC Staff	September 2020 – November 2020
Prepare summary for Subcommittee review	NARUC Staff	November 2020 - December 2020
Final literature review	NARUC Staff	January 2021
Report out to EPRR Task Force	Chair/Vice-Chair	NARUC Winter Policy Summit February 2021
<b>Task 3: Collect COVID-19 response experience and insights from Subcommittee members and other key stakeholders</b> Timeframe: February 2021– May 2021		
<b>Activity</b>	<b>Lead</b>	<b>Timeframe</b>
Prepare focus group meeting agenda and meeting materials	NARUC Staff	February 2021
Conduct focus group meetings	Chair/Vice Chair	March 2021

Prepare report documenting findings	NARUC Staff	April 2021 - May 2021
<b>Task 4: Prepare Report on Lessons Learned, Best Practices from COVID-19 Response</b> Timeframe: May 2021 – September 30, 2021		
<b>Activity</b>	<b>Lead</b>	<b>Timeframe</b>
Prepare first draft of final report from approved content outline	NARUC Staff	May 2021 - June 2021
Prepare iterative drafts incorporating reviewer's comments	NARUC Staff Chair / Vice-Chair	July 2021 – August 2021
Approve final report	Chair / Vice-Chair	September 2021
Final Report Out	Chair / Vice-Chair	NARUC Annual Meeting November 7-11, 2021
Publish Final Report	NARUC Staff	November – December 2021
<b>Task 5: Ongoing Educational Programming</b> Timeframe: January 2021 - September 2021		
<b>Activity</b>	<b>Lead</b>	<b>Timeframe</b>
Host quarterly webinars	NARUC Staff Chair and Vice Chair staff	Quarterly basis – Starting January 2021
Offer NARUC meeting sessions	NARUC Staff Chair and Vice Chair staff	NARUC Winter Policy Summits February 2021/February 2022 & NARUC Summer Policy Summits July 2021/July 2022

## E. Key Dates

The COVID-19 Lessons Learned Subcommittee will meet monthly throughout the duration of the initiative. The broader EPRR Task Force will convene at each NARUC meeting, with an expectation of receiving progress updates from its subcommittees.

<b>Meeting</b>	<b>Date(s)</b>
<b>Kick off call</b>	<b>October 2020</b>
Monthly calls Subcommittee calls	TBD at standing day/time
NARUC 2020 Annual Meeting	November 9-12, 2020
NARUC 2021 Winter Policy Summit	February 7-10, 2021

NARUC 2021 Summer Policy Summit	July 18-21, 2021
NARUC 2021 Annual Meeting	November 7-11, 2021
NARUC 2022 Winter Policy Summit	February 13-16, 2022
NARUC Summer Policy Summit	July 17-20, 2022