



Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan

I. Introduction

Background Information

Coronaviruses are a family of viruses that occur in humans and many species of animals, such as cattle, cats, and bats. In fact, the common cold is caused by a coronavirus. Based on current information provided by Government agencies, a novel form of coronavirus, referred to as “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) first appeared in Wuhan City, China in December 2019, and as of the end of February 2020, has been detected in 60 locations internationally. This name was chosen because the virus is genetically related to the coronavirus responsible for the SARS outbreak of 2003. The World Health Organization (WHO) announced “COVID-19” as the name of the new disease caused by SARS-CoV-2. The 19 indicates the year of origination. COVID-19 has spread rapidly in China, and has now spread to many countries world-wide, including the United States. COVID-19 has an estimated incubation period of up to 14 days, but most commonly about 5 days. The Centers for Disease Control and Prevention (CDC) has stated that during this incubation period, the person may show little to no symptoms, yet can transmit the virus.

COVID-19 is believed to be spread from person to person by the infected person coughing or sneezing. This produces respiratory droplets from the infected person being put into the air where they can land in the nose or mouth of people in close proximity or be breathed in by people close by. The virus is also known to survive on some surfaces such as clothing and hands making transmission possible. This, coupled with its long incubation period, has led to its rapid spread. This primary mode of transmittance is why infected persons, and those caring for them, are encouraged to wear masks. The most common symptoms of COVID-19 are fever, tiredness, cough, runny nose, and trouble breathing (e.g., pneumonia symptoms). Some patients have reported aches and pains, nasal congestion, sore throat or diarrhea. Some people become infected but don’t develop any symptoms and don’t feel unwell. Most people (about 80%) recover from the disease without needing special treatment. About 1 out of every 6 people that contract COVID-19 become seriously ill, and may develop difficulty breathing. Although most cases are not life-threatening, COVID-19 affects older individuals with chronic health conditions (e.g., high blood pressure, heart disease, diabetes) most severely, and can be fatal. Thus, people with fever, cough and difficulty breathing should seek medical attention.

People with no respiratory symptoms, such as a cough, do not need to wear a medical mask. The WHO recommends the use of masks for people who have symptoms of COVID-19 and for those caring for individuals who have symptoms, such as cough and fever. The use of masks is crucial for healthcare and essential workers and people who are taking care of someone (at home or in a health care facility).

This virus is currently spreading in the United States. It is important to note that the CDC has stated that the current global circumstances suggest it is likely that this virus will cause a pandemic (i.e., an international epidemic). The COVID-19 situation is a rapidly evolving situation and the risk assessment is being updated regularly by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Although health officials are working on a vaccine for COVID-19, no vaccine is currently available, and likely will not be available until early 2021. Consequently, we all need to work together to limit the spread of COVID-19 in our community. The information presented in this document is taken from the websites listed in the references section of this plan, which also serve as sources for additional information for District employees.

Purpose and Intended Use for this Plan

This COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Del Paso Manor Water District (District) to best protect its employees against the risk (current and future) posed by COVID-19. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of COVID-19, and 2) to maintain critical operations of the District if COVID-19 becomes established in Del Paso Manor. Following the introduction, this plan has three major sections.

- *Section II: Precautionary Measures to Reduce the Spread of Illness in the Workplace* identifies precautionary measures that both the District and its employees can implement now to minimize the risk of workplace exposure to COVID-19.
- *Section III: Tiered Plan for Maintaining District Operations* provides a tiered risk-level approach to modifying District operations while minimizing employee risk of workplace exposure to COVID-19 and spread to others within and outside the office, and to maintain critical District operations should an outbreak of COVID-19 occur in Del Paso Manor.
- *Section IV: References* provides the websites from which much of the information herein was obtained. District employees and management can use these sites to get more information and CDC and WHO updates.

The General Manager reserves the right to modify any element of this Plan at any time based on their discretion, changed circumstances, and/or direction or requests made by health authorities or other agencies.

II. Precautionary Measures to Reduce the Spread of COVID-19 in the Workplace

The following is a list of actions recommended by the CDC and other health authorities that people should consider implementing presently to reduce their risk of contracting COVID-19 and to reduce its spread should they, or others they interact with, contract the virus.

Precautionary Actions for Immediate Implementation by District Employees

The recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e., the flu). Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and other health authorities.

- Employees who have symptoms of acute respiratory illness (i.e., fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home and not come back to work until they are free of fever (100.4°F) or greater (using an oral thermometer), signs of fever, or other respiratory illness symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- If you have a family member that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period of time prior to returning to the workplace. Keep your supervisor apprised of your/family member's recovery.
- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, notify your supervisor, and immediately go home.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
 - Practice social distancing at all times. Social distancing is currently defined as maintaining 6 ft or greater distance between yourself and others.
 - Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
 - Wash your hands frequently with soap and water for at least 20 seconds.
 - If soap and water is not available, use hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Wearing a face mask when in proximity to others is recommended but is required when at work when social distancing is not possible.
 - Put away any community candy jars.

- Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs. Use disinfecting wipes to wipe-down common-surface places, where appropriate.
- Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.

Precautionary Actions for Immediate Implementation by District Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.
- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace.
- Provide face masks to all employees/staff who may have to perform work duties that does not allow social distancing

III. Tiered Plan for Maintaining District Operations

Important Note: Actions built into the various tiers may change frequently as conditions require. Health authorities and Government agency decisions will have substantial influence on the degree that tier actions will escalate and change.

This section identifies how District operations, including individual employee roles, may need to change if COVID-19 becomes prevalent in Del Paso Manor. The co-equal objectives for this portion of the plan are to: 1) best protect employees against the spread of COVID-19, and 2) maintain critical District water supply operations for the community. The plan for maintaining District operations is tiered based on the COVID-19 risk level in Del Paso Manor, as discussed in greater detail below.

Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and no Confirmed Cases in Sacramento County and Surrounding Counties.

Trigger Points: Risk Level 1 shall be declared by the General Manager when confirmed cases of COVID-19 were announced in the United States and in the state of California.

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus the District shall conduct normal business operations, with the addition of implementing the precautionary measures identified in Section II of this Plan.

Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and few Confirmed Cases in Sacramento and/or Surrounding Counties.

Trigger Points: *Risk Level 2 shall be declared by the General Manager when confirmed cases of COVID-19 are announced in Sacramento County and/or surrounding counties.*

We are currently operating under Risk Level 2, due to the recent confirmed cases of COVID-19 in Sacramento County and surrounding counties.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, Sacramento County, and surrounding counties.

In addition to the actions being implemented under Risk level 1, including the precautionary measures identified in Section II of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following.

- Have cleaning service disinfect identified surfaces and bathrooms more frequently.
 - Supplement through employee efforts to sanitize identified administrative office surfaces on days that the cleaning service does not do so.
- Those collecting money at the front counter from the public are to wear rubber medical gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
 - Remove and dispose of gloves and wash hands prior to eating or touching common-surface places within the office.
- Limit routine in-person meetings in favor of conference calls.
- Ensure all supplies for treating water are fully stocked.
- Temporary flexible workplace and leave policies, and other relevant aspects of this Plan, shall be communicated to all District employees. The Families First Coronavirus Response Act (FFCRA or Act) can be found on the US Department of Labor website at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>.
- If an employee does not exhibit COVID-19 symptoms but becomes sick (e.g., headache and/or upset stomach), the employee shall stay home until no longer contagious. The General Manager will direct the employee to go home if the employee is exhibiting sickness symptoms at work. The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

- The General Manager will coordinate with local agencies including water agencies to discuss procedures and mutual aid.

At Risk Level 2, District management will start to hold meetings on Risk Level 3 and 4 scenarios, and through these meeting discussions will determine whether the District is ready to implement the necessary modified operations for those higher risk levels. These scenario exercises are intended to identify short comings in the District's preparedness and to focus near-term efforts on remedying the "holes" in the response planning as quickly as possible. If not already in place, authorities, triggers, and procedures for activating and terminating key elements of this Plan will be put in place.

Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Numerous Cases in Sacramento County and Surrounding Counties.

Trigger Points: *Risk Level 3 will be declared by the General Manager if COVID-19 reaches or approaches epidemic levels in the United States and numerous confirmed cases of COVID-19 are announced for Sacramento County and surrounding counties.*

At Risk Level 3, COVID-19 may be declared an epidemic by the CDC and local health authorities in the United States and California and numerous cases have been confirmed in people living in Sacramento County and surrounding counties. As such, the risk of contracting COVID-19 for District employees is no longer low. At the direction of the General Manager, the District will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain water service to the public, with the minimal number of employees.

Operational scenarios will now focus on how best to maintain essential services with reduced staff, should one or more District employees contract the virus. Additional operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following.

- Cease collecting payments at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone.
 - Notify the public by website, media, answering service, and arrow board.
 - Close-down the administrative office to the general public.
 - Institute after-hours emergency call messaging during regular business hours to inform and assure the public that District Operations are still occurring and that the quality and reliability of water remain the highest priority and intact.
 - Notify other local agencies and vendors of the District's office closure to the public.
- Board meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings.

- Implement practices developed, including staggered shifts, less interaction with homeowners, methods of leaving door notices, etc. to increase physical distance among employees and between employees and the public, as further directed in **Attachment A**.
 - Minimize in-person interactions between District administrative, operations, and distribution employees to the maximum extent possible.
 - Coordinate by email, phone, and text messages whenever possible and effective.

Accounts Payable documents and general mail will be scanned and emailed to associated staff and or vendors to the extent necessary,

- At the direction of the General Manager, certain employees may be directed to perform their duties from home or during a particular shift.

Risk Level 3.5: Enforced to Meet the Intent of the Governor's Executive Order N-33-20.

Trigger Point: *Risk Level 3.5 will be declared by the General Manager in order to meet the intent of the Governor's Executive Order N-33-20, which directs all residents to stay home at their places of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>.*

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 3.5 shall include, but not necessarily be limited to, the following:

- All employees will remain home, or practice social distancing while in the workplace, unless directed otherwise by the General Manager.
 - Employees will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
- Board meetings shall be postponed or conducted by teleconference rather than by in-person meetings.
- Implement social distancing (minimum of 6' separation) and any other actions to minimize in-person contact among employees and between employees and the public.
- Implement all identified essential functions necessary to maintain essential District services, with essential personnel, as further defined in Attachment B.
- Capital Improvement Programs (CIP) work is temporarily suspended. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

Risk Level 4: Initial Confirmed Case(s) of COVID-19 Among District Employees.

Trigger Point: Risk Level 4 will be declared by the General Manager if one or more District employees, or an immediate family member of an employee.

Because of the small size of the District, operating out of a single administrative office, one or more District employees (or their immediate family members) being confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other District employees of contracting the virus. In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 shall include, but not necessarily be limited to, the following.

All employees will remain home until directed otherwise by the General Manager.

- Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
 - Any employees reporting to work shall wear a face mask and gloves when interacting with other parties.
- Employee(s) that have contracted COVID-19 (or employees who have family members that have confirmed COVID-19) will not be allowed to return to work until they can provide a doctor's note, clearing them of COVID-19.
- If an employee has been confirmed to have COVID-19, the General Manager will inform other employees, using the phone tree, of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All District employees will be instructed to stay home.
- Employees should refer to the CDC guidance for "how to conduct a risk assessment" of their potential exposure (CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment>).
- Board meetings shall continue to be postponed or conducted by teleconference rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential District services, with essential personnel, as further defined in **Attachment C**.
- CIP work is temporarily suspended. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

VI. References

Websites that contributed information to this plan are listed below. They also serve as reference sites for employees to obtain further information about COVID-19.

- https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html
- <https://www.osha.gov/SLTC/covid-19/>
- <https://www.cnn.com/2020/02/16/health/coronavirus-how-to-protect-yourself-trnd/index.html>
- <https://q13fox.com/2020/02/26/how-you-and-your-workplace-can-protect-yourselves-from-the-novel-coronavirus/>
- <https://www.livescience.com/how-long-coronavirus-last-surfaces.html> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>
- <https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/address-workplace-coronavirus-concerns.aspx>
- <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html> <https://hrxexecutive.com/coronavirus-hrs-role/>

5/5/2020

DATE APPROVED AND IMPLEMENTED



JOHN LENAHA, BOARD PRESIDENT

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Attachment A

Action Plan for Risk Level 3

Operations:

Operations personnel will conduct regular treatment responsibilities, including well checks, basic maintenance, and State-required water quality sampling.

Operations personnel will respond in person to service calls only for the most serious situations such as no water service and/or water line breaks. Customers who have water quality complaints or pressure problems will be responded to with telephone calls in a concerted effort to resolve the problems. Meter reading and basic water distribution maintenance activities will continue to the extent that employees can maintain safe distances from the general public.

Administration:

Administrative personnel will continue to conduct business as normal, except that the Administration Building will be closed to the public. All interaction with the public will be by telephone or email.

Administrative personnel will isolate themselves from Operations personnel and all contact will be conducted through telephone or email.

Attachment B

Action Plan for Risk Level 3.5

Risk Level 3.5 will be declared by the General Manager in order to meet the intent of the Governor's Executive Order N-33-20, which directs all residents to stay home at their places of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors.

Operations:

Implement all identified essential functions necessary to maintain essential District services, with essential personnel, as further defined in Attachment B.

Capital Improvement Programs (CIP) work is temporarily suspended. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

Administration:

All employees will remain home, or practice social distancing while in the workplace, unless directed otherwise by the General Manager.

Employees will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.

Attachment C

Action Plan for Risk Level 4

Risk Level 4 will be declared by the General Manager if one or more District employees, or an immediate family member of an employee is diagnosed with COVID-19.

Operations:

Implement all identified essential functions necessary to maintain essential District services, with essential personnel, as further defined in Attachment B. The District will only respond to emergency service calls.

Capital Improvement Programs (CIP) work is temporarily suspended. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

Administration:

All employees will remain home until directed otherwise by the General Manager.

Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.

Any employees reporting to work shall wear a face mask and gloves when interacting with other parties.