



EMERGENCY POLICY RELATED TO COVID-19

Effective: 3/13/2020
Revised: 3/17/2020

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POLICY

It is the policy of the District to provide a safe and healthy work environment for all employees. The measures described in this policy are intended to protect the health and safety of the District's employees, comply with best industry practices, and implement recommendations from the Centers for Disease Control and Prevention (CDC) and California Department of Public Health. This policy shall be placed in effect upon notice by the General Manager and remain in effect for the duration until cancellation by the General Manager.

TRAVEL AND ATTENDANCE AT EVENTS

- 1) All non-essential District travel is prohibited. The General Manager shall determine if travel is essential to accomplish District business.
- 2) Attendance at community, professional or other events is prohibited.

MEETINGS

Meetings should be limited to those essential to complete District business and should be done via teleconference whenever possible. Any in-person meetings must only be held in locations that provide for a minimum of 6 feet of spacing between participants.

TELECOMMUTING

The District, at its sole discretion, may authorize and/or require designated employees to telecommute in order to continue to provide reliable service to the District's customers. The General Manager shall designate employee who are authorized and/or required to telecommute. The General Manager may also approve employees who are quarantined by a local or state health agency to telecommute. Hourly employees who are designated to telecommute shall record time spent telecommuting as time worked. If telecommuting is performed for less than the number of hours normally scheduled, the employee shall use vacation, compensatory or other accrued time off. Any overtime hours must be pre-approved by the employee's supervisor. Supervisors must verify the work performed by subordinates while telecommuting.

USE OF TIME OFF

The District may require employees to go home if exhibiting symptoms of a communicable disease such as fever, coughing and/or shortness of breath. The District may also require employees to leave work if they have traveled to an area with widespread community transmission of COVID-19. In order to ensure that this requirement is applied universally and in a non-discriminatory manner, Human Resources staff must be consulted prior to requiring an

employee to leave work. In determining whether to require an employee to leave work, the District shall consider the following:

- (1) Exhibition of symptoms;
- (2) Severity of symptoms; and
- (3) Travel to areas known to have COVID-19 or community transmission of COVID-19.

Employees who are required to leave work or stay home based on these conditions shall utilize leave time as prescribed by law and their corresponding Memorandum of Understanding. Employees shall consult with Human Resources to determine appropriate leave time usage.

EMPLOYEE RESPONSIBILITIES

- 1) Employees should not come to work when exhibiting signs of the flu, infectious disease or other communicable disease such as fever, cough and/or shortness of breath.
- 2) Employees should remain at home for 24 hours following a fever.
- 3) Employees shall report to Human Resources if they travel to an area that has widespread community transmission or has been informed that they were exposed to COVID-19.
- 4) Employees shall practice proper hand washing and sanitizing practices while at work.

Approved:



David W. Pedersen, General Manager

03/17/2020

Date