

May 20, 2020

To the Board of Directors, Staff and Customers,

Pursuant to the California Emergency Services Act, Government Code Section 8634, during a local emergency the Bear Valley Water District qualifies as an Essential Governmental Function because wastewater collection, treatment and disposal services are necessary to maintain the health and safety of our customers and the community. Accordingly, the District will remain operational while implementing the recommendations in the Centers for Disease Control and Prevention's (CDC) *Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers* to help prevent and slow the spread of COVID-19 in the workplace.

To ensure continuity of operations of essential functions, the CDC together with the Environmental Protection Agency (EPA) advise that critical infrastructure workers may be permitted to continue work provided they remain asymptomatic and additional precautions are implemented to protect them and the community including the development and implementation of a worksite specific COVID-19 prevention plan.

To this end, the Bear Valley Water District has developed the attached worksite specific COVID-19 Plan ("Plan") which establishes protocols and procedures to protect both the District's administrative and field staff as well as the public generally. The Plan specifies the measures the District will practice to follow guidelines promulgated by the CDC, EPA, California Department of Public Health (CDPH), Alpine County Health Department, Cal OSHA and the Department of Industrial Relations (DIR). These measures include policies for cleaning and disinfecting public spaces and the workplace generally as well as guidance to ensure proper social distancing. The Plan also calls for the temporary closure of the District office to the public and provides measures to receive essential payments and deliveries while maintaining proper distancing.

The Plan may be updated from time to time as may be necessary to respond to federal, state and local orders and to implement or modify best practices to ensure continued public health and safety. A copy of the Plan and other COVID-19 related materials will be posted on the door of the District's administrative office and can also be found on the District's website at <http://bvwd.ca.gov/covid-19>.

The Bear Valley Water District will continue to operate according to the Plan until further notice or as changes to health orders or guidance from the Alpine County Public Health Officer ensue to ensure the continued provision of Essential Government Functions while doing its part to help stop the spread of COVID-19.

Sincerely,

Jeff Gouveia  
General Manager

Attachments:  
BVWD COVID-19 Plan (as of May 20, 2020)

## BVWD COVID-19 Plan as of May 20, 2020

According to the CDC, the best way to prevent illness related to COVID-19 is to avoid being exposed to the coronavirus. The virus is believed to spread mainly from person-person between people who are in close contact with one another (within about 6 feet). These guidelines are intended to protect the health and safety of District staff as well as the public generally and include infection prevention measures which critical Infrastructure workers should adhere to prior to, during and after their work shift.

1. Prior to starting work, field staff and essential administrative staff who report to work will complete both a daily pre-work temperature check and pre-screening questionnaire. Screeners should wear appropriate PPE, including mask and gloves, when performing screenings and avoid close contact with employees to the extent possible. Administrative staff shall exclusively complete these tasks in the office lobby while field staff shall complete them at the sink in the field staff shop to minimize the potential of cross infection between these departments. As long as the employee doesn't have a temperature or symptoms, they should proceed to work and self-monitor throughout the day under the supervision of their supervisor.
2. Administrative staff shall work from home as much as feasible, but may come to the office when necessary. All calls to District office desk phones will be forwarded to staff cell phones when feasible if working remotely.
3. Administrative staff who do report to work shall wear masks in the office *except* when at their personal workstation (must be at least 6' away from the nearest workstation), when consuming a meal during their meal period or when working in the office alone. District issued facemasks or District approved employee supplied cloth face coverings may be used.
4. Field staff shall wear masks in the shop, treatment plant, lift stations and shared vehicles *except* when at their personal workstation (must be at least 6' away from the nearest workstation), when consuming a meal during their meal period or when working in these facilities or driving alone. District issued facemasks or District approved employee supplied cloth face coverings may be used. Field staff may elect to not wear masks when working outside (excluding collection system maintenance crews) unless working with a co-worker at a distance of less than 6 feet when performing an essential task.
5. All staff shall physically distance when taking breaks or having lunch together. Staff are encouraged to stagger breaks, to not congregate in break areas and to not share food or utensils.
6. Public access to the District office has been discontinued until further notice and the main office door will remain locked with policies posted on the door highlighting the current measures the District has taken to protect public safety; delivery services will be instructed to drop packages at the adjacent shop door to protect and maintain proper distancing from the reception desk. The public may utilize the self-service payment drop box located outside the main office door when issuing payments for services. If administrative staff must open the office door, (e.g. emergency) appropriate personal protective equipment (PPE), including a mask and gloves, shall be worn.
7. All staff shall adopt the following social distancing measures, including:
  - a. No sharing of workstations or other individual equipment, such as headsets – workstations should be modified to be at least 6' from the next nearest workstation
  - b. Wiping and disinfecting of shared equipment (timeclocks, tools, control switches, generators, etc.) before and after use
  - c. For rooms that are too small to allow appropriate social distancing (e.g. Bee Gulch Lift Station), only one staff member will work in the room at a time when possible
  - d. Field staff shall keep personal items such as uniforms and lunch boxes, in their personal cubby or shelf, not in a fashion where personal items are commingled in any way with other staff's personal items
  - e. Staggered shifts shall be implemented with treatment and disposal staff starting at 7:30AM and collection system maintenance staff starting at 8:00AM to reduce the number of staff in the shop to a minimum
  - f. Daily Field Staff meetings shall be held outdoors, or under the eaves during inclement weather, maintaining at least 6' social distance between each employee
  - g. In the event of face-to-face contact with a resident, field staff shall ensure they are wearing masks and maintain a distance of at least 6'; non-essential interaction with residents should be avoided

8. The District shall provide every employee with (2) bottles of personal hand sanitizer, (2) washable face masks and a copy of this Plan. Employees should avoid sharing any of these items to limit the potential for exposure to the virus. When an employee is in need of more PPE, hand sanitizer, etc. they should contact their supervisor for additional supplies.
9. The District shall provide disinfectant wipes for staff to use routinely on their workstations, work vehicles, and other items. Disinfectant wipes should only be disposed of in the trash and never flushed down the toilet.
10. Pursuant to the CDC Guidance for Cleaning and Disinfecting Public Spaces and Workplaces, the following cleaning regime shall be in effect until further notice:
  - a. Administration Office - The Office Manager, utilizing an EPA-approved disinfectant, will provide routine cleaning and disinfection of the administrative office at least daily, specifically ensuring disinfection of offices, bathrooms, timeclocks, light switches, countertops, common areas and shared electronic equipment. More frequent cleaning may be necessary based on the level of use. The Office Manager shall also increase air exchange in the office when feasible by opening windows during business hours.
  - b. Field Staff Shop and District Vehicles - The Chief Plant Operator (CPO) or his delegate, utilizing an EPA-approved disinfectant, will provide routine cleaning and disinfection of the shop and all vehicles at least daily, specifically ensuring disinfection of common areas, bench tops, door knobs, light switches, sink faucets, timeclocks, shared tools and electronic equipment as well as truck door handles, steering wheels, gear shifts, radios, tool boxes, etc. More frequent cleaning may be necessary based on the level of use. The CPO shall also increase air exchange in the shop when feasible by opening doors and allowing them to remain open during business hours.
11. Staff are reminded to abide by other recommendations from the CDC and Alpine County Health Officer, including:
  - a. maintain at least 6' social distance from other staff or members of the public
  - b. stay out of crowded places and avoid mass gatherings
  - c. washing hands frequently with soap and water, including scrubbing with soap for 20 seconds
  - d. using a hand sanitizer with at least 60% ethanol or 70% isopropanol when handwashing is not available
  - e. avoid touching your eyes, nose and mouth
  - f. cover coughs and sneezes with a tissue or use the inside of your elbow
  - g. stay home when sick
  - h. avoid sharing audio equipment, phones, tablets, pens
  - i. face coverings should be washed after each shift

If an employee becomes sick during the day, they should be sent home immediately. Employees should remain at home and contact their supervisor to discuss all viable options as recommended by the local public health office. Surfaces in their workspace should be immediately cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic and follow the precautions outlined in this Plan. However, under CDC guidance, additionally the employee shall wear a facemask at all times while in the workplace for 14 days after the last exposure. Employees exposed to someone confirmed to have COVID-19 should consult with their supervisor about appropriate additional actions to take based on individual circumstances.

This Plan will remain in effect until further notice or changes in orders from the County Public Health Officer or the Governor's office.

For Employees Interested in Communicating with the local health department:

Alpine County Health Department  
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Public Health Officer  
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