



Report on District Response to Coronavirus

Board of Directors Meeting
June 10, 2020



TRANSFORMING WASTEWATER TO RESOURCES

Key Response Actions

- Monitoring and implementing applicable directives and guidance issued at federal, state, and local levels
- Continuing to implement preventive measures to protect health and safety of employees and members of the public
 - Reinforce social distancing protocols in the workplace through modified business practices and operating procedures
 - Conduct enhanced cleaning and disinfecting, including common areas and “hot spot” locations
 - Provide and require use of cloth face coverings, as directed
 - Adjust Operations and Maintenance staffing plans and work schedules to protect these critical workgroups
 - Establish “close contact” tracking and reporting procedures to support follow-up investigations by County in response to positive COVID-19 test result
 - Maintain adequate supply of personal protective equipment (PPE) for necessary work activities

Workforce Planning

- Protecting health and safety, while continuing essential public services remains the highest priority
- Current Employee Status
 - No District employees have tested positive for COVID-19
 - 85% of non-O&M/Lab staff remain transitioned off site
- Developing “return-to-work” plans that ensure thoughtful, methodical transition based on “triggers” at state/county level over extended time period
- Establish conditions for conducting on-site symptom checks before employees enter District facilities
 - Follow applicable directives, guidance, and legal requirements
- Implement adaptive safety measures in public access areas (e.g., Delta HHW Collection Facility, permit counter, administration building entrances) to facilitate restoring these services

Protecting Critical O&M Staff

- June 2020: Revised staffing plans to increase resource availability, while maintaining social distancing
 - Preventative maintenance tasks, larger maintenance team jobs
 - **Operations Division (previous plan)**: Teams A/B; 7 days ON/ 7 days OFF; 8-hour, 12-hour shifts with weekend standby and planned overtime necessary to provide 24/7 coverage
 - **New Plan (6/1)**: Restored normal 12-hour shift schedule for all operators, no more than three consecutive days
 - **Benefits**: Meet workload needs, reduce overtime costs by 75%, and lower potential for fatigue
 - **Maintenance Division (previous plan)**: Three teams, Mon-Fri, 8-hour shifts; limited paid administrative leave to balance work hours
 - **New Plan (6/10)**: Restored normal 9-hour and 10-hour shift assignments with staggered start times
 - **Benefits**: Support maintenance activity needs, avoid close contact between three work teams, reduce potential fatigue

Next Steps

- Establish a readily accessible, on-line repository of COVID-19-related information, directives, and communications for employees
- Continue communications to ensure employee awareness of specific individual responsibilities in mitigating the potential spread of COVID-19
 - Including proposed “Mitigating COVID-19 Impacts in the Workplace” Policy
- Continue two-way information sharing with peer agencies, industry associations
- Continue tracking and reporting COVID-19 response costs to County OES for potential cost recovery