



## EMERGENCY POLICY RELATED TO COVID-19

Effective: 3/13/2020  
Revised:

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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 with an anticipated attendance of 250 people or more is prohibited.
- 3) Attendance at events with less than 250 people is prohibited if social spacing distances specified by local, state or national health agencies (currently 6 feet) cannot be maintained, or if there are inadequate hand washing and/or hand sanitizing facilities.

### **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:

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- (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 based on these conditions shall utilize leave in the following order:

- 1) Sick leave;
- 2) Vacation, compensatory time, management leave or other available time off;
- 3) Paid administrative leave.

### **EMPLOYEE RESPONSIBILITIES**

- 1) Employees shall 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 shall 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

03/13/2020

Date