

District Protocol and Guidelines for COVID-19 Readiness and Reopening Plan Phase I

Staff Related Items

Staff Return to Work Guidelines	<ul style="list-style-type: none"> • Current on-site work shifts and staggered office reporting days and/or shifts due to COVID-19 orders shall remain in place until further notice. • Supervisors will provide a staffing plan to begin transitioning staff currently on a Work from Home (WFH) status back to EMWD offices, as follows: <ul style="list-style-type: none"> ○ All staff are to report to their designated work site a <u>minimum</u> of two days per week. ○ Stagger reporting days and/or shifts, if necessary, to ensure required social distancing. ○ Staff continuing on a WFH schedule shall receive a copy of EMWD’s Temporary Telecommute Policy (final policy will be emailed to all supervisors). To be completed and forwarded to Human Resources. • Supervisors shall consider WFH accommodations based on specific employee needs or circumstances such as: <ul style="list-style-type: none"> ○ School closures ○ High risk groups: 65 years and older and those with underlying medical conditions. • Should the department not be able to accommodate the employee’s needs, employees may make use of accrued Paid Time Off (PTO) through approved qualifying FMLA leave if available (reach out to Human Resources for information). • Staff may not use the Administrative Center Main Office lobby to enter/exit the building to assist with social distancing.
Staff with Symptoms, Exposed or Possible Exposure to Covid-19 (as provided by CDC)	<ul style="list-style-type: none"> • Staff feeling ill must be instructed to stay home and not report to work. • Employees who show signs or symptoms associated with COVID-19 must immediately notify their supervisor. • Employees exposed to, or exhibiting symptoms of, COVID-19 may be required to remain at home for a specified period of time. Supervisors shall coordinate with Human Resources on the specific circumstances and requirements of each case. • Employees diagnosed with COVID-19 must immediately notify their supervisor or Human Resources. • Employees shall immediately notify their supervisor if they have knowledge of confirmed exposure or potential exposure to COVID-19. In this event, Human Resources will determine employee requirements for return to work, which may include: <ul style="list-style-type: none"> ○ Self-monitor for symptoms ○ Seeking attention from their medical provider ○ Obtaining a release from a health care provider before returning to the office.
Face Coverings County of Riverside Orders no longer require face coverings, but they are strongly suggested.	<ul style="list-style-type: none"> • Face coverings shall be worn in all general work areas such as hallways, breakrooms, copy rooms and central department areas in all EMWD facilities. • Face coverings will not be required in personal work areas (e.g. cubicles, offices). • Employees may take periodic breaks to go outside, remove their face coverings and get some fresh air, as needed.
Social/Physical Distancing	<ul style="list-style-type: none"> • Staff shall maintain social distancing (minimum distance of 6 feet apart) in all work areas such as hallways, breakrooms, copy rooms and department central areas in all EMWD facilities.

	<ul style="list-style-type: none"> EMWD vehicle use is limited to one employee per vehicle unless there is enough room to meet social distancing guidelines. If more than one employee is present in a vehicle face coverings should be worn. Conference and break rooms will have limited capacity to ensure social distancing is maintained. Signage identifying room capacity will be provided and seating will be arranged accordingly. Outside seating remains available for staff use if breakrooms are at capacity maintaining social distancing requirements.
General Office Protocol	<ul style="list-style-type: none"> Staff should not enter others' workspaces, including cubicle entrances and work areas. Contact with other staff should be done via Microsoft Teams, phone or email whenever possible. No group meetings in hallways or other general circulation areas. Wipe down common work areas after use and often (e.g. copiers, counters, other common touch points).
Preventive Guidelines to Limit Exposure to Virus (as provided by health professionals)	<ul style="list-style-type: none"> Wash hands frequently - for at least 20 seconds - throughout the day, including before arriving to and before leaving work. When returning home from work, change clothes and shoes. Wash hands or shower immediately, especially if you've had any interaction with others. Children who go to childcare should take the same steps. Personal items, including cell phone, should be stored away from common work areas to avoid contact by others.
Group Meetings	<ul style="list-style-type: none"> Microsoft Teams or WebEx virtual meeting tools shall continue to be utilized as much as possible. Face covering and social distancing guidelines shall apply to any internal in-person meetings that may be necessary. External meeting participants should only participate via video conferencing. Entry into EMWD offices for non-district employees is not permitted.
District Travel	<ul style="list-style-type: none"> EMWD business travel shall continue to be minimized. Personal travel (see note 1): Employees who have traveled to affected areas will be required to notify their supervisor and will be asked to remain at home on PTO for a specified period of time before they return to the office.
District Facility Related Items	
Administrative Center Lobby (see note 2)	<ul style="list-style-type: none"> Social distancing will be required. Floor will be marked for customer separation of 6 feet. Sanitizer dispensers will be provided. A canopy will be set up for customers who may need to wait outside. Entry will be limited to a maximum of seven visitors at any given time. Security will be available to monitor and assist customers. A payment drop box will be provided for customers not wishing to wait for lobby access. Signs will be placed outside lobby entrance advising of social distancing and face covering requirements. Counter staff will sign in customers upon arrival to limit touch points. Only the Main Office lobby area may be used for customer meetings. The area must be wiped down after every use
OMC Lobby	<ul style="list-style-type: none"> Will remain closed to outside public, vendors, consultants and contractors during Phase 1. Employees may still use the OMC lobby for access.
External Visitors/Consultants	<ul style="list-style-type: none"> Customers (including Development Services) will be allowed entry only to Main Office lobby; no entrance into EMWD offices will be allowed.

	<ul style="list-style-type: none"> • Consultants shall continue to remain off site and conduct business remotely.
Cleaning Services	<ul style="list-style-type: none"> • Contracted cleaning services will continue cleaning and disinfecting office areas and surfaces including all common touch points throughout the week, day and night. • Cleaning services for the Administrative Center Lobby will be increased to several times during the day when the lobby is open to the public.
Vanpool/ Pool Vehicles/Gym	<ul style="list-style-type: none"> • Will continue to be unavailable until further notice.

Notes:

1. The CDC recommends avoiding and/or postponing all nonessential travel to China, South Korea, Iran, Italy and Japan, as these are currently “affected areas.” If the CDC issues travel restrictions for other countries, they may also be considered “affected areas”. Please contact Human Resources prior to traveling for a list of current “affected areas.” If you come into contact with someone who has recently traveled to an affected area, please keep a close watch for any potential symptoms.

2. Main Office lobby will be open to the public effective Monday, May 18, 2020 for account inquiries and payments only.