



# Draft “Mitigating COVID-19 Impacts in the Workplace” Policy

Personnel Committee Meeting  
June 3, 2020



# Background

## Mitigating COVID-19 Impacts



- Ensuring the health and safety of District employees is the highest priority
- District has proactively implemented a broad range of preventive and protective measures
- Continuing to provide essential wastewater collection and treatment services, while meeting core mission
- GM is responsible for identifying, directing, and implementing necessary mitigation measures
  - 4/8: Board affirmed GM authority to administer all staffing changes, implement personnel actions

# Mitigating COVID-19 Impacts Policy

## Key Drivers




- Staff is recommending a Board-adopted COVID-19 policy to:
  - Reinforce importance of protecting employee health and safety throughout COVID-19 pandemic
  - Provide a foundation for future staff communications as the District continues to mitigate and navigate impacts
  - Establish an important reference document for District employees that serves as an “umbrella” policy that does not require frequent updates as new developments occur
  - Maintain adaptability to future changes and support “return-to-work” planning (key relative to O&M staffing changes)
- GM maintains responsibility for administering the District’s response to COVID-19

# Mitigating COVID-19 Impacts Policy Overview



- Purpose
- Roles and Responsibilities
- Policy Requirements
  - Social Distancing
  - Cloth Face Coverings
  - Personal Hygiene
  - Enhanced Cleaning and Disinfecting
  - Personal Protective Equipment
  - Self-check Symptom Monitoring, Testing
  - Positive Test Result and Follow-up Exposure Investigations
  - Public Access and District Services
  - Communication and Training
  - Signage and Notices
  - Employee Leave and Compensation under FFCRA

**DRAFT**  
**Policy 1080**

 **Mitigating COVID-19 Impacts in the Workplace**

**Effective:** June 11, 2020  
**Supersedes:** N/A

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It is the policy of Delta Diablo (District) to: Protect the health and safety of its employees and members of the public at District facilities by implementing necessary preventive measures to mitigate potential impacts associated with coronavirus (COVID-19) in the workplace.

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**Purpose** The purpose of this policy is to affirm the District's commitment to continuing to provide a safe work environment during the COVID-19 global pandemic and local county "shelter-in-place" (SIP) restrictions. This policy shall remain in effect throughout the presence of a continuing SIP Order (or similar order). Additional mitigation measures beyond the policy requirements described herein may be implemented by the General Manager as necessary to mitigate COVID-19 impacts in the workplace.

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**Roles and Responsibilities**

General Manager: 1) Administer policy requirements; 2) ensure compliance with federal, state, and local COVID-19 requirements; 3) determine which applicable policy requirements will continue to be implemented if the county SIP order is rescinded; and 4) implement additional protective measures if elevated COVID-19 risks are present or required by County Order.

Department Directors: 1) Support administration and direct implementation of policy requirements and associated procedures; and 2) identify, recommend, and implement (following approval by General Manager) adjustments to mitigation measures based on guidance changes, and new developments and/or information.

Managers and Supervisors: 1) Ensure staff awareness and adherence to policy and associated supporting documentation and communications, and 2) assist in identifying and recommending adjustments to mitigation measures.

Safety Manager: 1) Ensure timely communications of preventive measures to all employees; 2) provide regular updates and training to staff on safety requirements; 3) support resolution of specific safety concerns; and 4) review applicable federal, state, and local health orders and recommend changes.

Human Relations and Risk Manager: Support policy administration and compliance with legal, regulatory, and statutory requirements.

All Employees: 1) Maintain awareness and conform with policy requirements and associated supporting documentation and communications; and 2) continue to share concerns and ideas to implement enhanced mitigation measures, as necessary.

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**Policy Requirements** These policy requirements are intended to capture many of the preventive measures instituted by the District as part of its initial response to COVID-19, while establishing additional requirements that may be necessary to maintain a safe working environment for the extended COVID-19 pandemic timeframe. The District will ensure that associated procedures, protocols, and

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Page 1 of 4




# Mitigating COVID-19 Impacts Policy Review



- Purpose
  - Affirm District's commitment to continuing to provide a safe work environment during the COVID-19 global pandemic and local county "shelter-in-place" (SIP) restrictions
- Roles and Responsibilities
  - General Manager
  - Department Directors
  - Managers/Supervisors
  - Safety Manager
  - Human Resources & Risk Manager
  - All Employees
- Policy Requirements
  - Consistent with federal, state, and local agency requirements

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**Roles and Responsibilities** General Manager: 1) Administer policy requirements; 2) ensure compliance with federal, state, and local COVID-19 requirements; 3) determine which applicable policy requirements will continue to be implemented if the county SIP order is rescinded; and 4) implement additional protective measures if elevated COVID-19 risks are present or required by County Order.  
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Page 1 of 4

# Mitigating COVID-19 Impacts Policy Review (cont'd)



- Policy Requirements
  - Social Distancing
  - Cloth Face Coverings
  - Personal Hygiene
  - Enhanced Cleaning and Disinfecting

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Mitigating COVID-19 Impacts in the Workplace

**Policy Requirements (cont'd)**

communications are consistent with federal, state, and local agency requirements, including the Contra Costa Health Services, California Department of Public Health, Centers for Disease Control and Prevention, and California Occupational Safety and Health Administration.

**Social Distancing**

- Ensure employees and members of the public maintain minimum specified social distancing requirements (e.g., 6 feet) between themselves and any other person at all times, except for employees whose job duties require unavoidable close contact with others.
- Utilize phone, conference, and video calls, or emails, whenever possible, and in lieu of in-person interactions. If in-person interactions are required, limit these discussions (e.g., less than 5 minutes) and maintain minimum social distancing requirements, whenever possible.
- When modifying congested work areas to meet social distancing requirements, utilize teleworking for designated staff, reconfigured work areas, alternating in-office schedules, and/or staggered work times.
- Reduce and observe maximum occupancies in common areas, including conference/meeting rooms, lunchrooms, locker rooms, restrooms, shared work areas, lobbies, vehicles, and elevators, to ensure minimum social distancing requirements are met.
- Maintain an updated version of the District's Social Distancing Protocol and provide regular communications to employees when updates are made.
- Suspend non-essential travel on District business unless approved by the General Manager.

**Cloth Face Coverings**

- Require all employees to use a cloth face covering at work under specified conditions.
- Provide a supply of cloth face coverings to employees, who will be responsible for regular cleaning of the face coverings.
- Maintain updated requirements for use of cloth face coverings and regularly communicate these requirements to District employees.
- Require all members of the public to wear a cloth face covering when entering and inside District facilities or interacting with employees.

**Personal Hygiene**

- Communicate and reinforce best practices regarding personal hygiene to all employees.
- Ensure the availability of soap and water, hand sanitizer, or an effective disinfectant for employees and members of the public.

**Enhanced Cleaning and Disinfecting**

- Establish and implement targeted, routine cleaning and disinfecting procedures to reduce the potential for spreading of COVID-19, including common areas, public access areas, and "hot spot" locations.

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Page 2 of 4

# Mitigating COVID-19 Impacts Policy Review (cont'd)



- Policy Requirements
  - Personal Protective Equipment
  - Self-check Symptom Monitoring, Testing
  - Positive Test Result and Follow-up Exposure Investigations
  - Public Access and District Services
  - Communication and Training

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Mitigating COVID-19 Impacts in the Workplace

**Policy Requirements (cont'd)**

- Conduct intensive cleaning of affected work and common areas in response to known positive COVID-19 employee test results and/or associated potential exposures.
- Ensure the availability of cleaning and disinfecting materials and supplies for employee use.

**Personal Protective Equipment (PPE)**

- Ensure an adequate supply of appropriate PPE is procured and maintained to support critical District work activities.

**Self-check Symptom Monitoring, Testing**

- Define conditions to conduct COVID-19 symptom checks before allowing employees to enter District facilities in accordance with applicable guidance and legal requirements, including medical privacy rights. This may include recommending that employees check their temperature themselves before the beginning of each workday.
- Inform employees regarding the availability of COVID-19 testing services provided by local counties.

**Positive Test Result and Follow-up Exposure Investigations**

- Establish “close contact” tracking and reporting procedures to support follow-up investigations by the local County Health Officer of potentially-exposed individuals following identification of a positive COVID-19 test result for an employee.
- Work with local County Health Officer to conduct close-contact follow up investigations and associated response actions following positive COVID-19 test(s) in the workplace.
- Conduct intensive cleaning of affected work and common areas in response to known positive COVID-19 employee test results and/or associated potential exposures.

**Public Access and District Services**

- Implement adaptive measures in public access areas (e.g., Delta Household Hazardous Waste Collection Facility, permit counter, administration building entrances) to protect employees and members of the public while providing associated District services.
- In addition to face coverings and social distancing, these measures may include reduced hours of operation, appointments, and occupancy limits.
- If deemed necessary by the General Manager due to heightened risk conditions, temporarily suspend public access to District facilities and provision of associated services.

**Communication and Training**

- Ensure broad organizational communication, awareness, and training regarding policy requirements and specific employee responsibilities in helping to mitigate the potential spread of COVID-19 in the workplace.

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Page 3 of 4

# Mitigating COVID-19 Impacts Policy Review (cont'd)



- Policy Requirements
  - Signage and Notices
  - Employee Leave and Compensation under Families First Coronavirus Response Act

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Mitigating COVID-19 Impacts in the Workplace

**Policy Requirements (cont'd)**

**Signage and Notices**

- Post applicable signage and notices at high-traffic and designated public entrances to District facilities to inform all employees and members of the public regarding precautionary measures required for all individuals entering District facilities, including (but not limited to) face coverings, social distancing, and symptom-free only access conditions.

**Employee Leave and Compensation under FFCRA**

- Inform employees of available leave and compensation benefits under the Families First Coronavirus Response Act (FFCRA) related to qualified COVID-19-related conditions.

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**Authority**      Adopted by Board Resolution No. XXXXX, June 10, 2020

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Page 4 of 4



# Next Steps

- Continue adapting current management actions and mitigation measures to evolving county and state health orders, agency guidance
- Ensure a thoughtful, well-considered, and phased transition of District employees during “return-to-work” planning
  - Currently implementing changes to O&M staffing plans to support resource/workload needs, reduce modified shift schedule cumulative impacts
- Continue staff engagement and discussions with bargaining unit representatives
  - Policy review meetings with bargaining unit representatives on 5/28, 6/1, and 6/3

# Recommendations

- Review and comment on draft policy
- Recommend consideration of a resolution to adopt policy at Board Meeting on June 10, 2020