

# Staff Report

for the Board of Director's Meeting of January 13, 2021

**TO:** Honorable Board of Directors

**FROM:** Greg Jones, Interim General Manager

**DATE:** January 7, 2021

**SUBJECT:** Establish District Policy 7050 – Pandemic Prevention Policy

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## ***ADMINISTRATION***

### **RECOMMENDED ACTION:**

Adopt Resolution 2021-01 (Establishing District Policy 7050 - Pandemic Prevention Policy), as recommended by the Administrative Practices Committee.

### **BACKGROUND:**

The District intends to provide a safe and healthy work environment for all its employees and the community. However, the District recognizes that the worldwide pandemic caused by the 2019 Novel Coronavirus 19 (COVID-19) poses a threat to the workplace. To address this most current pandemic and any in the future, the Pandemic Prevention Policy has been drafted. The COVID-19 Prevention Plan (CPP) is designed to control exposures to the COVID-19 virus that may occur in our workplace and will be part of the District's Illness Injury Prevention Program (IIPP)

Since March 2020, NID has continued to update staff with ongoing changes to operational activities of the District as it relates to COVID-19. Precautionary measures and best practices that have been in place are now memorialized within the COVID-19 Prevention Plan (CPP).

The CPP is contained within the District's Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP). The District's goal through a COVID-19 Prevention Plan is to inform all employees of the exposure hazards to which they may be exposed.

### **BUDGETARY IMPACT:**

None

**ATTACHMENT:**

- Draft Resolution 2021-01 (Establishing District Policy 7050 – Pandemic Prevention Policy)
- Proposed District Policy 7050 –Pandemic Prevention Policy
- COVID-19 Prevention Plan



## **RESOLUTION NO. 2021-01**

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

### **Establish District Policy 7050 – Pandemic Prevention Policy**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District (through its Board of Directors, Management, and all employees) intends to provide a safe and healthful work environment for all of its employees; and

**WHEREAS**, the District’s goal through a Pandemic Prevention Policy is to inform all employees of the exposure hazards to which they may be exposed; and

**WHEREAS**, the District recognizes that the worldwide pandemic caused by the 2019 novel coronavirus 19 (COVID-19) poses a threat to the workplace; and

**WHEREAS**, the COVID-19 Prevention Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace; and

**WHEREAS**, the COVID-19 Prevention Plan is contained within the District’s Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP); and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy as attached, and shall be incorporated herein:

#7050 – Pandemic Prevention Policy

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

\* \* \* \* \*

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 13th day of January 2021 by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Pandemic Prevention Policy

**POLICY NUMBER:** 7050

**7050.1** Purpose and Goal.

The District (through its Board of Directors, Management, and all employees) intends to provide a safe and healthful work environment for all of its employees. However, the District recognizes a worldwide pandemic can pose a threat to the workplace. A Pandemic Prevention Policy is designed to control exposure to viruses or diseases that may occur in our workplace. This Policy will authorize the creation of specific Pandemic Prevention Plans in response to a resolution of a declaration of emergency by the Board of Directors. Pandemic Prevention Plans will live within the Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP) of the District. The District's goal through any Pandemic Prevention Policy is to inform all employee of the exposure hazards to which they may be exposed.

**7050.2** Program Format.

The District recognizes that an effective Pandemic Prevention Policy is to authorize the creation of specific Pandemic Prevention Plans which should be in the form of written documentation that is readily available and easily understandable by all employees. A Pandemic Prevention Plan represents a sub-component of a policy of the District. The General Manager, or their representative, is authorized to establish, re-establish, modify, or amend a Pandemic Prevention Plan to contain updated, specific, information and training in exposure hazards to which employees may be exposed and the specific Pandemic Prevention Plan should be included in the District's Injury and Illness Prevention Program (Policy #7015).

**7050.2.1** Pandemic Prevention Plans shall be amended from time to time, as appropriate to reflect changes in working conditions, regulations, and industry and the latest version shall be incorporated in the District policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7050.2.2** A copy of Pandemic Prevention Plans shall be available to all employees at all times at the following locations: Safety Analyst's Office, Human Resources Manager's Office, Maintenance Department (Grass Valley and Placer Yards), North Auburn Operations, Recreation Office, Hydroelectric Department Office, Central Files, the training software application safety programs library and on the District's internal website.

Adopted: \_\_\_\_\_ via Resolution No. \_\_\_\_\_



## COVID-19 PREVENTION PLAN

**NEVADA IRRIGATION DISTRICT**  
**1036 WEST MAIN STREET**  
**GRASS VALLEY, CA 95045**  
[WWW.NIDWATER.COM](http://WWW.NIDWATER.COM)

January 7, 2021

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# COVID-19 Prevention Program (CPP) for Nevada Irrigation District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This CPP lives within the Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP).

**Date:** January 7, 2021

## Authority and Responsibility

**The General Manager or appointee** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

NID will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor, Department Manager, the Human Resources Manager or the Safety Analyst.

### Employee screening

Employees will self-screen according to CDPH guidelines which includes direction to: monitor any symptoms that may be indicative of COVID-19 or other infectious condition; report to their supervisor if they develop symptoms while at work; stay home and do not come to work if they are ill; was exposed to a known COVID-19 positive individual based on CDPH / CDC guidelines.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, reviewed by District Safety staff, and corrected (as necessary) in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.

- Follow-up measures are taken to ensure timely correction.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Encouraging all meetings be held by video or teleconference whenever possible.
- Staggered arrival, departure, work, and break times of work teams and continued use of alternative workweek schedules
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Posted reminders in workplace areas about physical distancing
- Allowing telework or other remote work arrangements if position and tasks are eligible as per the District's Telework Guidelines and Agreement, documented in **Appendix F: Telework Guidelines and Agreement**.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Single use face mask supplies are provided to each department and facility. Additionally, reusable masks and face coverings with the District logo may be requested. Staff may wear their own CDPH compliant face covering. Staff are responsible for maintaining and cleaning any reusable mask they use.

If staff encounter others in their workplace that are not wearing face coverings, please ask that they wear a covering or report to the supervisor or HR Manager. If the person is exempt from wearing a facial covering due to a condition, this condition is confidential and may only be disclosed directly to HR.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis at the direction of the HR Manager and General Manager.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: indoor staff workplaces without wall enclosures or that have significant potential of traffic will have glass, Plexiglas, or other appropriate shield partitions installed such as cubicle walls. A separate

office alternative may be sought if space is available.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- HVAC filtration systems are changed and maintained according to manufacturer's specifications regularly by Maintenance staff or contractors
- Windows which open shall be opened when outside temperatures permit
- Filtration efficiency will be periodically tested to the highest level compatible with the existing ventilation system.
- When the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, filtration systems will be checked.

### **Cleaning and disinfecting**

We implement the following daily cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Cleaning and disinfection will be done by the District's outside cleaning vendor of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees in their own workspaces with the provided proper materials and training to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. When a vehicle must have more than one employee, masks are required at all times inside the vehicle.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate current handwashing facilities to ensure they are adequate on a weekly basis by ensuring they are adequate and posting the date last checked by the facility or station, see **Appendix I: Miscellaneous Forms**.
- Provide additional facilities if required.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.
- Post reminder signs near handwashing facilities of effective handwashing methods, see **Appendix I: Miscellaneous Forms**.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Employees may work in areas and facilities of the District that are unique and hazard control may vary. Each department and/or facility will be outlined in **Appendix G: Additional Facilities Hazard Control**.

## **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

### **Assignment of transportation**

- A maximum of two employees working in the same crew or worksite (1 driver and 1 passenger) are allowed to be same vehicle during working hours.

### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passenger are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passenger are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

### **Screening**

The procedures for self-screening in this document apply and shall exclude drivers and riders with COVID-19 symptoms from entering a District vehicle.

### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- If determined to be at high risk, required to quarantine for the acceptable amount of time as per the CDPH guidelines
- If required to quarantine because of a high risk exposure at work, be paid administrative leave for their time away from work, and will not be required to use any of their accrued leave balances.
- If determined to be at low risk, but concerned about their exposure, be offered COVID-19 testing at no cost during their working hours.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their supervisor, department manager, the HR Manager or Safety Analyst.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may request an accommodation by contacting the HR Manager directly.
- Employees should seek COVID-19 testing if they are showing symptoms or if believe they may have been exposed outside of the workplace. They should communicate directly to the HR Manager in these cases.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- The District will disseminate information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to by electronic communications and will detail what is being done to control those hazards
- Our COVID-19 policies and procedures will be provided to all staff and easily accessed on a common network drive, website or as a physical document supplied by the Safety Center or Human Resources.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using

hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- In accordance with CDC guidelines and CDPH regulations, COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed with no fever without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective. A medical provider's written recommendation may be substituted if an order from the county public health authority is not available.
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## COVID-19 Multiple COVID-19 Infections and COVID-19 Outbreaks and Major COVID-19 Outbreaks

If our workplace experiences multiple infections or an outbreak, or a major outbreak as defined by a local public health authority, the plan outlined in **Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks** will be followed and the **District's Continuity of Operations Plan (COOP)** in **Appendix H** will be in force.

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**SIGNED:**

**Greg Jones, Interim General Manager**

**DATE:**

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## Appendix A: Identification of COVID-19 Hazards

**All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious.** Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, stairways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers, vendors, delivery persons, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**

\_\_\_\_\_  
\_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Name of person conducting the investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<p style="text-align: center;"><b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b></p>	
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Potential Close Contact Name	Type/Duration of Contact	Last Contact Date

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>		
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>	
	<b>Names of employees that were notified:</b>	
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>	
	<b>Names of individuals that were notified:</b>	

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: \_\_\_\_\_

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature

## Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks

If our workplace is identified by a local health department as the location of a COVID-19 outbreak, these procedures will be followed.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

### **Major COVID-19 Outbreaks**

If our workplace experiences 20 or more COVID-19 cases within a 30-day period, these procedures will be followed.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards

have been corrected

- Implement any other control measures deemed necessary by Cal/OSHA.

**Notifications to the local health department**

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

# Appendix F: Telework Guidelines and Agreement

Click on the attached document.

## Nevada Irrigation District Employee Telework Guidelines and Agreement

### Guidelines

In response to the COVID-19 outbreak, the District is implementing a voluntary telework policy for employees whose job duties are conducive to working from home on a temporary basis, but who do not regularly telecommute. Telework is defined as a temporary arrangement due to a pandemic or other emergency situation in which the District allows an employee to work from a remote site other than their primary work location, such as from their home. The option to telecommute is effective immediately. Should you wish to telework, you should submit a request to your Department Manager in writing.

Telework is at the sole discretion of the General Manager or designee and is not an employee right. There are some positions at the District that require employees to be physically present in the workplace. These employees are defined as Essential On-Site Personnel. If you are deemed an Essential On-Site Personnel, you will not be allowed to telecommute under this policy. Essential On-Site Personnel are expected to report to work as scheduled unless otherwise notified. Regular time off policies and procedures should be followed for Essential On-Site Personnel who are unable to report to work. If you have any questions regarding whether your position is deemed an Essential On-Site Personnel, you should contact your Department Manager or Human Resources.

To be considered for a telework arrangement, an employee must self-disclose proof of a safe work area at home or other location by a completed Telework Agreement. An employee must also agree to comply with the conditions described below. The District reserves the right to discontinue this policy at any time, without any particular amount of advance notice.

### Authorization to Telework

A Department Manager must approve an employee for temporary telework, with final authorization from the General Manager for temporary telework.

### Conditions

1. Employee may commence telework only after a completed and signed Telework Agreement is received by the Human Resources Manager.
2. Employee recognizes that when approved to telework, their classification and rate of pay remains the same unless a change is authorized under normal circumstances (such as a step increase) as authorized by the District.
3. Employee agrees they will accurately log their work hours when conducting District business and teleworking. Established or authorized work hours are set by the District. Employee understands that falsifying time records may result in disciplinary action, up to and including termination of employment.
4. Employees classified as Non-Exempt for purposes of overtime must have the District's prior approval to work overtime when teleworking.
5. The District will determine, with information supplied by the Employee and the Employee's supervisors, as applicable, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telecommuting arrangement on a case-by-case basis. The Information Technology Department will assist with securing resources in this matter. Equipment supplied by the District will be maintained by the District. Should an Employee prefer and choose to use equipment supplied by the Employee, and if deemed appropriate by the District, such equipment will be maintained by the Employee. The District accepts no responsibility for damage or repairs to Employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, or at the conclusion of the telework arrangement, all District property will be returned to the District, unless other arrangements have been made between the Employee and the Manager or designee.
6. Employee agrees to safeguard any District equipment and to use the equipment only for official District business when teleworking. Employee understands that any equipment provided by the District, including connections into its networks, are the property of the District.
7. Employees, upon the approval to Telework, agree to provide a work area adequate for performance of official duties.

v.1.1 11/23/2020

Nevada Irrigation District Telework Guidelines and Agreement - Page 1 of 3

## **Appendix G: Additional Facilities Hazard Control**

Separate Hazard Control Documents will be attached and updated as necessary if additional controls are required.

## Appendix H: Continuity of Operations Plan

Click on the attached document.



**Nevada  
Irrigation  
District**

## Continuity of Operations Plan for Pandemic Influenza

Version 1.2

Release: April 2, 2020

**Nevada Irrigation District**  
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## **Appendix I: Miscellaneous Forms**

1. Handwashing Facility Checklist
2. Handwashing Methods Poster

[Other forms and information will be added as necessary]

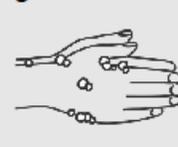


# CPP Form: Handwashing Methods Poster

Coronavirus Disease 2019 (COVID-19)

## How to wash your hands



<p><b>1</b></p>  <p>Wet hands with warm water.</p>	<p><b>2</b></p>  <p>Apply soap.</p>	<p><b>3</b></p>  <p>Lather soap and rub hands palm to palm.</p>	<p><b>4</b></p>  <p>Rub in between and around fingers.</p>
<p><b>5</b></p>  <p>Rub back of each hand with palm of other hand.</p>	<p><b>6</b></p>  <p>Rub fingertips of each hand in opposite palm.</p>	<p><b>7</b></p>  <p>Rub each thumb clasped in opposite hand.</p>	<p><b>8</b></p>  <p>Rinse thoroughly under running water.</p>
<p><b>9</b></p>  <p>Pat hands dry with paper towel.</p>	<p><b>10</b></p>  <p>Turn off water using paper towel.</p>	<p><b>11</b></p>  <p>Your hands are now clean.</p>	