

FRESNO METROPOLITAN FLOOD CONTROL DISTRICT

Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan

Last Update: March 13, 2020

I. Introduction

Background Information

Coronaviruses are a family of viruses that occur in humans and many species of animals, such as camels, cattle, cats, and bats. In fact, the common cold is caused by a coronavirus. A novel form of coronavirus, referred to as "severe acute respiratory syndrome coronavirus 2" (SARS-CoV-2) first appeared in Wuhan City, China in December 2019, and as of the end of February 2020, has been detected in 60 locations internationally. This name was chosen because the virus is genetically related to the coronavirus responsible for the SARS outbreak of 2003. The World Health Organization (WHO) announced "COVID-19" as the name of the new disease caused by SARS-CoV-2. COVID-19 has spread rapidly in China, and has now spread to many countries world-wide, including the United States. COVID-19 has an estimated incubation period of up to 14 days, but most commonly about 5 days. The Centers for Disease Control and Prevention (CDC) has stated that during this incubation period, the person may show little to no symptoms, yet can transmit the virus.

COVID-19 is believed to be spread from person to person by the infected person coughing or sneezing. This produces respiratory droplets from the infected person being put into the air where they can land in the nose or mouth of people in close proximity or be breathed in by people close by. This, coupled with its long incubation period, has led to its rapid spread. This primary mode of transmittance is why infected persons, and those caring for them, are encouraged to wear masks. The most common symptoms of COVID-19 are fever, tiredness, cough, runny nose, and trouble breathing (e.g., pneumonia symptoms). Some patients have reported aches and pains, nasal congestion, sore throat or diarrhea. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. About 1 out of every 6 people that contract COVID-19 become seriously ill, and develop difficulty breathing. Although most cases are not life-threatening, COVID-19 affects older individuals with chronic health conditions (e.g., high blood pressure, heart disease, diabetes) most severely, and can be fatal. Thus, people with fever, cough and difficulty breathing should seek medical attention.

People with no respiratory symptoms, such as a cough, do not need to wear a medical mask. The WHO recommends the use of masks for people who have symptoms of COVID-19 and for those caring for individuals who have symptoms, such as cough and fever. The use of masks is crucial for health workers and people who are taking care of someone (at home or in a health care facility).

This virus is currently spreading in the United States. The COVID-19 situation is a rapidly evolving situation and the risk assessment is being updated regularly by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Although health officials are working on a vaccine for COVID-19, no vaccine is currently available, and likely will not be available until later this year, or early 2021. Consequently, we all need to work together to limit the spread of COVID-19 in our community. The information presented in this document is taken from the websites listed in the references section of this plan, which also serve as sources for additional information for District employees.

Purpose and Intended Use for this Plan

This COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Fresno Metropolitan Flood Control District (District) to protect its employees against the risk (current and future) posed by COVID-19 in the workplace. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of COVID-19, and; 2) to maintain critical operations of the District if COVID-19 becomes established in the Fresno-Clovis area. Following the introduction, this plan has two major sections.

- ***Section I: Precautionary Measures to Reduce the Spread of Illness in the Workplace*** identifies precautionary measures that both the District and its employees can implement now to minimize the risk of workplace exposure to COVID-19.
- ***Section II: Tiered Plan for Maintaining District Operations*** provides a tiered risk-level approach to modifying District operations while minimizing employee risk of workplace exposure to COVID-19 and spread to others within and outside the office, and to maintain critical District operations should an outbreak of COVID-19 occur in our area.

The General Manager reserves the right to modify any element of this Plan at any time based on his discretion, changed circumstances, and/or direction or requests made by health authorities or other agencies.

II. Precautionary Measures to Reduce the Spread of COVID-19 in the Workplace

The following is a list of actions recommended by the CDC and other health authorities that people should consider implementing presently to reduce their risk of contracting COVID-19 and to reduce its spread should they, or others they interact with, contract the virus.

Precautionary Actions for Immediate Implementation by District Employees

Some of the recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e., the flu). Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and other health authorities.

- Employees who have symptoms of acute respiratory illness (i.e., fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home and not come back to work until they are free of fever (100.4°F) or greater (using an oral thermometer), signs of fever, or other respiratory illness symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.

- If you have a family member that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period of time prior to returning to the workplace. Keep your supervisor apprised of your/family member's recovery.
- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, notify your supervisor, and immediately go home.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
 - o Avoid close contact with people who are sick. Maintain 6 feet or greater distance between yourself and anyone who is coughing or sneezing.
 - o Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
 - o Wash your hands frequently with soap and water for at least 20 seconds.
 - o If soap and water is not available, use hand sanitizer with at least 60% alcohol.
 - o Avoid touching your eyes, nose and mouth with unwashed hands.
 - o Do not bring or consume community food.
 - o Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs. Use disinfecting wipes to wipe-down common-surface places, where appropriate.
 - o Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.
- Check the “CDC's Traveler's Health Notices” [www.cdc.gov/travel] for the latest guidance and recommendations before you travel to other countries. Avoid travel to level 3 and 4 countries until the CDC has indicated that it is safe to do so.
- Do not travel by airplane, bus, cruise ship or other means with large numbers of people if you are experiencing symptoms of acute respiratory illness.

Precautionary Actions for Immediate Implementation by District Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.

- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.
- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace.

III. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change if COVID-19 becomes established in our area. The co-equal objectives for this portion of the plan are to: 1) protect employees against the spread of COVID-19, and 2) maintain critical District operations for the community. The plan for maintaining District operations is tiered based on the COVID-19 risk level in our area, as discussed in greater detail below.

Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and no Confirmed Cases in Fresno County and Surrounding Counties.

Trigger Points: Risk Level 1 shall be declared by the General Manager when confirmed cases of COVID-19 were announced in the United States and in the State of California. RISK LEVEL 1 HAS ALREADY BEEN EXCEEDED

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and, thus, the District shall conduct normal business operations.

Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and few Confirmed Cases in Fresno and/or Surrounding Counties.

Trigger Points: RISK LEVEL 2 IS THE CURRENT CONDITION: Confirmed cases of COVID-19 have been announced in Fresno County and surrounding counties.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, Fresno County and surrounding counties.

In addition to the actions being implemented under Risk level 1, including the precautionary measures identified in Section II of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following.

- Have cleaning service disinfect identified surfaces and bathrooms more frequently.
- Supplement through employee efforts to sanitize identified administrative office surfaces on days that the cleaning service does not do so.
- Those collecting money at the front counters from the public are to wear rubber medical

gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.

Remove and dispose of gloves and wash hands prior to eating or touching common-surface places within the office.

- Limit routine in-person meetings in favor of conference calls.
- Minimize use of break rooms.
- If an off-campus meeting is necessary, employees are allowed to use their personal vehicles to travel directly to and from the meeting, and to claim mileage and parking costs.
- Employees using a “pool” vehicle (typically O9U or O7L) must sanitize the vehicle after its use, using the cleaning supplies available in the box marked “car cleaning” adjacent to the ice machine in the warehouse.
- Meetings among staff and between staff and other agencies or members of the public are limited to Conference Rooms A & D. Other rooms will remain closed (Room B of course will be open for purpose of accessing the fire vault files. The organizer/initiator of any meeting is responsible to ensure that room surfaces (tables, chair arms, and electronics used for the meeting, door handles etc.) are sanitized immediately after each meeting.
- Department Heads are directed to eliminate, to the extent possible, staff attendance at public events, conferences, workshops etc.
- Temporary flexible workplace and leave policies, and other relevant aspects of this Plan, shall be communicated to all District employees.
- If an employee does not exhibit COVID-19 symptoms but becomes sick (e.g., headache and/or upset stomach), the employee shall stay home until no longer contagious. The General Manager will direct the employee to go home if the employee is exhibiting sickness symptoms at work. In either case, the employee will not be compensated while absent from work unless they use personal time off or vacation time.
- The General Manager will coordinate with local agencies, including Fresno Irrigation District and Fresno County Public and Environmental Health Departments to discuss procedures and mutualaid.

At Risk Level 2, District management will communicate measures needed under Risk Level 3 and 4 scenarios, and determine when the District is ready to implement the necessary modified operations for those higher risk levels.

Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Numerous Cases in Fresno County and Surrounding Counties.

Trigger Points: Risk Level 3 will be declared by the General Manager if COVID-19 reaches or approaches epidemic levels in the United States and numerous confirmed cases of COVID-19 are announced for Fresno County and surrounding counties.

At Risk Level 3, the risk of contracting COVID-19 for District employees is no longer low. At the direction of the General Manager, the District will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain our services to the public, with the minimal number of employees.

Operational scenarios will now focus on how best to maintain essential services with reduced staff, should one or more District employees contract the virus. Additional operational modifications to be implemented at Risk Level 3 include, but are not necessarily limited to, the following:

- Cease collecting payments at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone.
- Develop special protocols for the receipt of mail, payments and plans submittals.
- Cancel, postpone or delay bid openings
- Cease allowing reservations to be made at District park facilities.
- Notify the public by website, media and answering service.
- Close down the administrative office to the general public.
- Notify other local agencies and vendors of the District's office closure to the public.
- Board meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings. Management will use authorized options with respect to compliance with the Brown Act.
- Within departments, minimize face-to-face interactions of key personnel as well.
- Coordinate by email, phone, and text messages whenever possible and effective.
- At the direction of the General Manager, certain employees may be directed to perform their duties from home or during a particular shift.
- Close parks to prevent gathering of large crowds.

Risk Level 4: Initial Confirmed Case(s) of COVID-19 Among District Employees.

Trigger Point: Risk Level 4 will be declared by the General Manager if one or more District employees, or an immediate family member of an employee, test positive for COVID-19.

Because of the small size of the District, operating from a single campus, one or more District employees (or their immediate family members) being confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other District employees of contracting the virus.

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 shall include, but not necessarily be limited to, the following.

- All employees will remain home until directed otherwise by the General Manager or Assistant General Manager.
 - Each employee will be compensated by the District up to 30 working days without having to use personal time off or vacation time until the employee is cleared to return to work by a health official.
 - Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager, Assistant General Manager, or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
 - Any employees reporting to work shall wear a face mask and gloves when interacting with other parties. The District will supply face masks and gloves.
- Employee(s) that have contracted COVID-19 (or employees who have family members that have confirmed COVID-19) will not be allowed to return to work until they can provide a doctor's note, clearing them of COVID-19.
- If an employee has been confirmed to have COVID-19, the General Manager will inform other employees, using the phone tree or personal e-mail addresses on file, of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All District employees will be instructed to stay home.
- Employees should refer to the CDC guidance for "how to conduct a risk assessment" of their potential exposure (CDC Website: www.cdc.gov/coronavirus/2019-ncov/summary.html).
- Board meetings shall continue to be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement any potential remaining actions to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential District services, with essential personnel, as determined by the General Manager or his assign.
- An employee-only page will be created, with appropriate links, on the District's website for the purpose of posting updated information that will affect employees' work schedule or location, pertinent updates on the spread or treatment of COVID-19, and to allow communication from employees