

Social Distancing Protocol for FMFCD:

Fresno Metropolitan Flood Control District

5469 E. Olive Avenue

Fresno, CA 93727

The Fresno Metropolitan Flood Control District is not currently open to the public. For further information, please call (559) 456-3292, or refer to the City of Fresno Shelter in Place Emergency Order 2020-13.

All employees should avoid entering the facility if you have a cough or fever.

All employees should maintain a minimum six-foot distance from one another.

All employees should sneeze and cough into a cloth or tissue or, if not available, into one's elbow.

All employees should not shake hands or engage in any other unnecessary physical contact.

Fresno Metropolitan Flood Control District has taken these measures to protect employee health:

- Everyone who can carry out his or her work duties from home have been directed to do so. Those that cannot work from home have been placed on a rotating schedule to create safe distancing within the district.
- All employees have been told not to come to work if sick.
- Employees and visitors (but not customers) are screened using the Fresno County Department of Health Non-Medical Employer Screening Form before they may enter the workspace.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: 11:00, 3:00 (deep cleaning) after closing
 - Bathrooms: 11:00, 3:00 (deep cleaning) after closing
 - Deep cleaning of all surfaces after 5:00 pm closing when facility is closed.
- Disinfectant and related supplies are available to all employees at the Office Assistant workstations in both Buildings 1 & 2.
- Hand sanitizer effective against COVID-19 is available to all field employees and is being dispensed on a regular basis. It is also available to all employees at the counter tops nearest the Office Assistant workstations. Due to the short supply of hand sanitizer, employees are encouraged to wash their hands often. Soap and water are available to all employees in the break rooms, in Building 1 & 2, bathrooms in Building 1 & 2, Conference Room A, C, and Accounting are in Building 1; Conference Room A, D, & F in Building 2.
- Employees are wearing protective facial coverings while working, as directed by the General Manager.
- Copies of this protocol have been distributed to all employees.

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MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART:

- All employees have been instructed to maintain at least six feet distance from each other, except employees may momentarily come closer when necessary to deliver goods or services, or as otherwise necessary.
- Management have reviewed all workstations and created alternating schedules to ensure that all essential employees that cannot telework have workstations that are at a minimum six feet apart.

MEASURES TO PREVENT UNNECESSARY CONTACT:

- Our office is closed to the public. We continue to accept plans for approval in an inbox in the front of Building.
- We continue to accept our “no person to person delivery of packages and mail.” US Postal mail is being done with an exchange of totes, and all packages are delivered, with no signature required.

You may contact the following person with any questions or comments about this protocol:

Name: Berta Mims (559) 456-3292