



Update on District Response to Coronavirus

Board of Directors Meeting
April 23, 2020



TRANSFORMING WASTEWATER TO RESOURCES

Ongoing Response Actions

- Reviewing and complying with all federal, state, and local level health directives for Essential Infrastructure and Essential Governmental Functions
- Recent preventative measures and actions to protect the health, safety, and well-being of employees
 - Increased supply of critical personal protective equipment (PPE)
 - Developed and implemented modified standard operating procedures to incorporate social distancing measures
 - Optimized Operations and Maintenance (O&M) staffing plans
 - Developed contingency staffing plans if staff availability is reduced significantly due to coronavirus
 - Procured and distributed face coverings for all employees, as required for use in workplace, effective April 22, 2020
- Continue identifying potential “hot spots” to be addressed

Workforce Planning

- Current Employee Status
 - No District employees have tested positive for COVID-19
 - 85% of non-O&M/Lab staff transitioned off site
- Communicated available employee benefits and changes due to coronavirus
- Developed response procedure and communication protocol in the event an employee tests positive for COVID-19
- Reinforcing social distancing practices throughout the workplace

Protecting Critical O&M Staff

- Loss of critical O&M staff is a potential threat to District
- Optimized staffing plans to expand social distancing
 - **Operations Division (original plan)**: Teams A/B, 7 days ON/7 days OFF, 12-hour shifts with weekend standby and planned overtime necessary to provide 24/7 coverage
 - **4/20**: Reduced 12-hr shifts to 8-hr shifts for ~half of each team
 - **Benefits**: Reduced overtime costs by 45% and lowered potential for staff fatigue and close contact between shifts/teams
 - **Maintenance Division (original plan)**: Teams A/B, 12-hr day shifts, 3 days ON/4 days OFF; standby coverage to cover off hours; limited paid admin leave to balance work hours
 - **4/6**: Formed three teams, Mon-Fri, 8-hour shifts, 5 days per week; with extended standby coverage/limited paid admin leave
 - **Benefits**: Lowered potential for staff fatigue, close contact

Protecting Critical O&M Staff (cont'd)



- Developed contingency staffing plans in case of significant reduction in availability of O&M staff
 - Temporary out-of-class assignments
 - Reduce number of staff on shift
 - Reduce workload to only those tasks necessary to meet regulatory and permit requirements
 - Temporary use of contract personnel and/or retirees

Capital Improvement Program

Necessary Projects In Progress

- Seven active CIP projects identified as necessary for the operation and maintenance of essential infrastructure
- Contractors and consultants responsible for practicing required social distancing when engaging with staff
- Operations Division staff member designated to provide capital project support, without close contact with other O&M staff

Next Steps

- Maintain adequate supplies of required PPE
- Continue monitoring impacts of wastewater flow pattern changes on conveyance and treatment facilities
- Continue two-way information sharing with peer agencies, industry associations
- Tracking and reporting COVID-19 response costs to County OES