

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP) - NDWA

Responsible Entity

Business Name: North Delta Water Agency (NDWA).

Facility Address: 3050 Beacon Blvd., Ste. 203, West Sacramento, CA 95691.

Square Footage of space open to the public: Approximately 1,000 SF.

Last Update of this COVID-19 Site-Specific Protection Plan (SPP): 7/28/20.

Responsible Person(s) for implementation of this Plan: Melinda Terry, Manager.

Certification: I, Melinda Terry certify that all NDWA employees have been provided a copy of the SPP and received training as required in this plan.

Signature: _____

Date: _____

Workplace Protection Procedures

- Employees whose work duties can be conducted remotely will continue doing so during any Shelter in Place Order issued by the federal, state or county government. For employees able to perform duties from home that are above the age of sixty (60) or at increased risk for more severe symptoms if infected due to underlying health issues or other high-risk factors, they will continue to have the option to work from home until a COVID-19 vaccination is widely available.
- The employer shall provide the following screening and protective supplies for the use of all employees and visitors at the facility address identified above: thermometer; disinfectant wipes and spray; hand sanitizer; and masks.
- Employees and visitors will be required to wear face coverings in the facility premises at all times when six (6) feet of social distancing cannot be maintained. If employees or visitors do not have their own face covering, then the employer will provide a disposable mask. (**Note: Children two (2) years old or younger and those who cannot wear a face covering because of medical reasons are exempt from wearing a mask, but must maintain at least six (6) feet of distance from employees.*)
- All employees and visitors entering the facility premises will be provided a temperature and/or symptom screening. The individual conducting the temperature/symptom screening will avoid close contact with

employees and visitors to the extent possible. Both screeners and employees or visitors are required to wear face coverings during each screening.

- If the employee or visitor's temperature is 100.4 degrees or above, then they must immediately leave the premises and will be encouraged to seek testing for COVID-19, and will be prohibited from returning to the facility for at least fourteen (14) days or until he/she receives two (2) negative COVID-19 test results taken at least twenty-four (24) hours apart within the last seven (7) days.
- Any employee or visitor that is experiencing any symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, runny nose or congestion, headache, loss of taste or smell, nausea or body aches, or sore throat shall be asked to leave the premises and encouraged to get a COVID-19 test. Employees who are sick or exhibiting symptoms of COVID-19 are directed to quarantine at home, work remotely if able, and follow the CDC's criteria (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). Employees can consider returning to the facility after receiving written approval of the Manager and after:
 - Three (3) consecutive days with no fever above 100.4 degrees or other virus symptoms; **and**
 - Fourteen (14) days have passed since any symptoms first appeared; **or**
 - Have been tested for COVID-19 and received two (2) negative test results in a row, taken at least twenty-four (24) hours apart within the last seven (7) days, and have provided documentation to the Manager of those test results.
- Employees who are feeling well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home, work remotely if able, notify their supervisor via email of their potential exposure to the virus, and refer to CDC guidance for how to conduct a risk assessment of their potential exposure (<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>).
- If an employee is confirmed to have COVID-19, NDWA will immediately inform fellow employees by phone and email of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality of the infected employee as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure and will be required to stay home and work remotely if able pursuant to above.

Cleaning and Disinfecting Protocols

- All shared equipment and commonly used surfaces will be cleaned and sanitized between each use by user.
- Employees shall inspect deliveries and perform disinfection measures prior to storing items.

- Entrances/exits will be equipped with proper sanitation products: hand sanitizer and/or disinfectant wipes.
- Sanitizing supplies will be provided by employer to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable disinfectant wipes.
- Cleaning products will meet the Environmental Protection Agency (EPA)'s approved list ([COVID-19 list](#)).
- Employees are provided adequate time to implement cleaning practices before and after shifts.

Physical Distancing Guidelines

- All employees have been instructed to maintain at least six (6) feet distance from each other and visitors, except employees may momentarily come closer when necessary as long as face coverings are worn.
- Employee breaks and break rooms will be managed to allow employees to eat on premises in designated areas where they can remain six (6) feet apart.

County Notification of COVID-19 Positive Cases

- Employers and employees have been instructed to contact the Yolo County Public Health Department if a suspected exposure to COVID-19 has occurred at facility address identified above:
Yolo County Public Health, (530) 666-8614.
- Employer shall notify the Yolo County Public Health Department of any employee informs them they have tested positive for COVID-19.
- If an employee is diagnosed with COVID-19, the employer shall contact the Yolo County Public Health Department to seek advice and assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

Employee Training

Employees have been advised to adhere to the following procedures, protocols, and health advisories on COVID-19:

- Review information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19 regarding how to prevent the transmission of the COVID-19 virus, including information on the underlying health conditions or other factors may make individuals more susceptible to contracting the virus.

- Agreeing to conduct self-screening at home, including temperature and/or symptom checks, pursuant to CDC guidelines, prior to entering the workplace.
- The importance of not coming to work if employee has a frequent cough, fever or chills, difficulty breathing, muscle aches, headache, sore throat, recent loss of taste or smell; or if someone they live with have any of these symptoms or have tested positive for COVID-19.
- The importance of seeking immediate medical attention if an employee's symptoms become severe, including pain or pressure in the chest, persistent cough, fever or chills, loss of taste or smell, or difficulty breathing. Updates and further details are available on the CDC's webpage.
- To be aware of the vulnerability of those 60 years of age or older and people with chronic medical conditions or other high-risk factors, and the need to practice particular caution to protect these groups with social distancing, wearing face coverings, regularly cleaning office work surfaces, and when possible allowing work duties to be conducted remotely from home.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines.
- Following manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Implementing proper use of face coverings, including:
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing;
 - Complete coverage of nose, mouth, and chin;
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth;
 - Washing face coverings after each shift if reusable and discarded if disposable single-use mask.

Note: Any questions or comments regarding the SPP for the NDWA should be submitted to: melinda@northdeltawater.net.