



*Service Beyond Expectation*

*INTERIM  
CORONAVIRUS (COVID-19) RESPONSE  
AND  
RETURN TO WORK GUIDE*

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*This guidance is based on the most current information provided by the Centers for Disease Control (CDC) and state/federal health authorities as of **April 23, 2020**. The response to this epidemic is rapidly evolving, so the information may change and revisions may become necessary.*

*Contact the Human Resources/Risk Management Division, if you have questions or need additional guidance.*

*Visit our Coronavirus (COVID-19) Employee Resource Page at <https://www.cvwwater.com/420/Coronavirus-COVID--19-Employee-Resources>*

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## What is the Novel Coronavirus 2019 (COVID-19) Disease?

COVID-19 is a respiratory illness that spreads from person to person. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. Community spread is present and increasing within the County of San Bernardino and the State of California. Person-to-person transmission is undetectable. The possibility of becoming infected is “highly likely,” and infected persons may not show signs of symptoms (asymptomatic) for up to 14 days after exposure.

**ALWAYS MONITOR YOUR HEALTH &  
BE ALERT FOR COVID-19 SYMPTOMS**

## SIGNS AND SYMPTOMS OF COVID-19?

- **INITIAL & COMMON SYMPTOMS:**
  - May appear **2-14 days after** exposure and seems to be similar to the common flu
  - Includes fever, cough, shortness of breath, and reduced or loss of taste and/or smell
- **EMERGENCY WARNING SIGNS FOR COVID-19:**
  - Seek medical attention immediately for any of the following emergency warning signs\*:
    - Difficulty breathing or shortness of breath
    - Persistent pain or pressure in the chest
    - Displays confusion or inability to get up or out of bed
    - Bluish lips or face

*\* This list is not all-inclusive. Please consult a medical provider for any other symptoms that are severe or concerning.*

- **If Emergency Warning Signs are present**, you should call your medical provider or **9-1-1**. 9-1-1 Operators are assisting with COVID-19 screening and can provide direction or EMT/Paramedic services. **Do not** attempt to go to the doctor’s office or the Emergency Room (ER) because there is a high risk of contracting or spreading the illness to others.
- Virtual or telephonic care is available during this epidemic. Employees should contact their medical provider or insurance hotline for assistance or direction on these services.

## How is COVID-19 Diagnosed?

Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials to collect and test any clinical specimens for diagnosis.

## How is COVID-19 Treated?

No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for severely infected people, however, due to an increase of severe cases, the hospital’s patient capacity limits, availability of staffing, and/or medical supplies, an alternative location may be designated for patient care. Contact the hospital or County Department of Health for more information if needed.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ **PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ **ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ **QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19**

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol>	<ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol>
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▶ **ENFORCEMENT**

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



## EMPLOYER GUIDANCE IN RESPONSE TO THE COVID-19 PANDEMIC

PER THE CDC, EEOC, AND ADA GUIDANCE MATERIALS

Coronavirus disease (COVID-19) was declared a pandemic on March 11, 2020

Employers and employees should follow guidance from the Centers for Disease Control and Prevention (CDC) as well as state/local public health authorities on how best to slow the spread of this disease and protect workers, customers, clients, and the public.

COVID-19 has been classified as a “direct threat” by the CDC by posing a “significant threat of substantial harm to the health and safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation” and therefore allows employers to inquire whether employees have any COVID-19 symptoms.

If a Supervisor becomes aware of an employee who has tested (or was directly exposed to a family member that tested) positive for COVID-19, the supervisor must keep the medical information confidential but inform the Human Resources Manager of any potential exposure to coworkers. Employee privacy must be maintained, but steps (at the direction of the local public health department) must be taken, such as notifying affected employees of the potential exposure, closing the worksite, and deep cleaning, etc.

Supervisors may ask employees who report feeling ill at work, or who call in sick, questions about their symptoms to determine if they have or may have COVID-19. Currently, these symptoms include, for example, fever, chills, cough, shortness of breath, or sore throat. Supervisors can send home an employee with COVID-19 or symptoms associated with it.

Employers may follow the advice of the CDC and state/local public health authorities regarding the information needed to permit an employee’s return to the workplace after visiting/traveling a specified location, whether for business or personal reasons. Depending on your travel history, you will be asked to stay home for a **period of 14 days** from the time the employee left an area with widespread or ongoing community spread (Level 3 Travel Health Notice). *Refer to Attachment E – CDC Travel Guidelines.*

Employers may measure employees’ body temperature for the limited purpose of evaluating the risk that the employee’s presence poses a direct threat to others in the workplace as a result of the COVID-19 pandemic.

Employees may be eligible for coronavirus-related benefits if they meet any of the qualifying events. See page 2 or contact the HR Manager with any questions.

### **PUBLIC EMPLOYEE DISASTER SERVICE WORKER**

Per California Government Code Section 3100-3109, employees may be called upon to assist the District in any act contributing to the protection of life or property or mitigating the effects of an emergency. All District employees are classified as Emergency Responders. If necessary, the District may suspend or rescind any leave benefits, available to or previously approved, and require employees to Return to Work.

## RECOMMENDED STRATEGIES FOR SUPERVISORS & MANAGERS:

The health and wellbeing of our employees is our greatest concern as they are critical to the District's continued operations and services for our customers. Employees who are not eligible for telework are asked to work as directed by their supervisor. Supervisors are asked to be flexible and make reasonable accommodations ensuring that essential functions continue with minimal interruption. Everyone must adapt to the current situation, be creative, and develop interim solutions that modify standard work practices in order to follow the CDC's guidelines for the COVID-19 pandemic as best as we can.

### SEPARATE SICK EMPLOYEES WHO REPORT TO WORK:

- Employees who appear to have acute respiratory illness symptoms upon arrival to work or become ill during the day should be sent home immediately until they can meet the Return to Work Requirements. The employee must follow the guidelines listed under Employees' Responsibilities (see page 5). **If Emergency Warning Signs are present**, see page 1.

### ENCOURAGE SICK EMPLOYEES TO STAY HOME:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they can meet the Return to Work Requirements. The employee must follow the guidelines listed under Employees' Responsibilities (see page 5). **If Emergency Warning Signs are present**, see page 1.

### EMPLOYEES WITH QUALIFYING EVENTS

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. If they are feeling ill, they should call their medical provider or **9-1-1 if Emergency Warning Signs are present**, see page 1.
- If an employee is confirmed to have COVID-19, the supervisor must inform the Human Resources Manager. Fellow employees must be informed of their possible exposure to COVID-19 in the workplace, but confidentiality must be maintained as required by ADA. Employees exposed to a co-worker with confirmed COVID-19 will be provided guidance by the Human Resources Manager or designee about their potential exposure.
- *If the employee believes they were exposed on the job, they must inform their supervisor and medical provider immediately. The employee may be eligible for Worker's Compensation or other coronavirus-related benefits.*

## RETURN TO WORK REQUIREMENTS

(LAST UPDATED BY THE CDC ON 4/10/20)

### TIME-SINCE-ILLNESS-ONSET AND TIME-SINCE-RECOVERY STRATEGY (NON-TEST-BASED STRATEGY)

- Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
  - At least 3 days (72 hours) have passed since recovery defined as "resolution of fever without the use of fever-reducing medications" **AND**
  - Improvement in respiratory symptoms (e.g. cough, shortness of breath); **AND**
  - At least 7 days have passed since symptoms first appeared
- If an employee has been or will be tested, employees can return to work after these three things have happened:
  - The employee no longer has a fever (without the use of medicine that reduces fevers) **AND**
  - Other symptoms have improved (for example, when cough or shortness of breath have improved) **AND**
  - The employee received two negative tests in a row, 24 hours apart.
- Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

#### **FEVER**

A "fever" is defined as 100.4° F [37.8° C] or greater using an oral thermometer

See full details on page **SCENARIO 0**

## EMPLOYEES' RESPONSIBILITIES

The District will do everything it can to remain flexible and accommodate our employees' needs during the pandemic; however, it may be necessary to recall employees (on leave) to respond/support an emergency. The following temporary guidelines will help us navigate the frequently changing events of the COVID-19 pandemic to ensure our continuity of operations and provide our vital services to our customers.

### IF OFF WORK DUE TO A QUALIFYING EVENT OR ELECTION TO SELF-QUARANTINE, EMPLOYEE MUST:

- Contact their supervisor at least two times during their normally scheduled workweek to
  - Provide a current status on health condition, if sick
  - Request a change of work status (e.g. transition to on-call or telework, etc.)
  - Receive District and/or work status updates
- Take the necessary steps to stay healthy and especially practice good hand hygiene
- Be eligible to report to work when called upon which may include returning to the office, if physically capable
- Be flexible during the pandemic as events are continually changing
- If an employee (or their family member) becomes positive for COVID-19, they must inform their supervisor so that the District can inform staff of potential exposure. Medical information will remain confidential in compliance with ADA.

### IF ON-CALL OR ON A TELEWORK SCHEDULE, EMPLOYEES MUST:

- Routinely contact their supervisor per their designated schedule
- Provide work status or productivity updates
- Complete their timesheets by the end of the payroll week
- Follow the Governor's Order to Stay at Home and remain isolated
- Take the necessary steps to stay healthy and especially practice good hand hygiene
- Be eligible to report to work when called upon to return to the office

### TELEWORK / WORK FROM HOME

Employees who are able to do their work from home are allowed to do so with their supervisor's permission.

### ALTERNATING SHIFTS PROGRAM

Employees whose position does not allow them to work from home may be asked to go home and remain "On-Call" (while receiving full pay by the District). The employee is required to stay at home, be available by phone, and able to return to work at a moment's notice. The "Alternating Shifts" schedule will be determined by the employee's Supervisor, Manager, or Director.

### CVWD EMPLOYEE ASSISTANCE PROGRAM – WATER EMPLOYEE LIFE LINE (WELL)

WELL is a 24/7 employee assistance program that the District provides to its employees to help ensure their well-being and productivity. It is designed to assist employees when they need confidential, professional counseling, and referral services. WELL will provide resources/services to all employees, their spouse/domestic partner, and any legally-dependent children dealing with anxiety and concerns about the outbreak. Employees can reach our EAP Services at (951) 204-7124.

#### A QUALIFYING EVENT IS:

- The employee has been directed by their health care provider to self-isolate.
- The employee has been experiencing symptoms of COVID-19 and is seeking a diagnosis or self-care
- The employee is caring for an individual who is subject to quarantine or self-isolation order, or who has been advised by their health care provider to self-isolate.
- The employee is caring for a child under 18 whose school, care provider, or paid childcare closes due to public health emergency.
- The employee is experiencing a substantially similar condition as specified by the CDC **OR** as referenced on page 1 - "Signs and Symptoms of COVID-19?"

*If you are unsure if you have a qualifying event, please call or email Roberta, Diane, or Rosa.*

## SCENARIO 0: RETURN TO WORK REQUIREMENT SCENARIOS FOR PERSONS WITH COVID-19 UNDER ISOLATION

The decision to discontinue isolation<sup>†</sup> should be made in the context of local circumstances. Options now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) test-based strategy. (CDC updated on April 10, 2020)

### Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy)<sup>\*\*</sup>

**Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.

**Test-based strategy** (simplified from initial protocol) Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that only one swab is needed at every sampling.

**Persons who have COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart<sup>\*\*\*</sup> (total of two negative specimens).

**Persons with laboratory-confirmed COVID-19 who have not had any symptoms** may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. .

#### Footnotes

<sup>†</sup> Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

<sup>\*\*</sup> This recommendation will prevent most but cannot prevent all instances of secondary spread. The risk of transmission after recovery, is likely substantially less than that during illness; recovered persons will not be shedding large amounts of virus by this point if they are shedding at all. Certain employers can choose to apply more stringent criteria for certain returning workers where a higher threshold to prevent transmission is warranted. These criteria can include requiring a longer time after recovery or requiring they get tested to show they are not shedding virus. Such persons include healthcare workers in close contact with vulnerable persons at high-risk for illness and death if those persons get COVID-19. It also includes persons who work in critical infrastructure or with high-value human assets (e.g., military) where introduction of COVID-19 could cause major disruptions or reduce national security. Lastly, persons who have conditions that might weaken their immune system could have prolonged viral shedding after recovery. Such persons should discuss with their healthcare provider how best to assess if they are safe to return to work; this might include getting tested again to show that they are not shedding virus.

<sup>\*\*\*</sup> All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.

## SCENARIO I:

## EMPLOYEE CALLS IN SICK, ARRIVES WITH SYMPTOMS, OR BECOMES ILL AT WORK “EXPOSURE TO COVID-19 MAY BE KNOWN OR UNKNOWN”

1

Employee Calls in Sick, Arrives with Symptoms, or Becomes ill at Work

- **Instruct employee to stay at home if sick or send employee home immediately if symptoms are present upon arrival or manifest during working hours.** (*Urge employees to seek medical attention if symptoms become severe*)
  - Employees **MUST** remain at home until all **Return to Work Requirements** have been met.
  - Employees must follow employee guidelines on page 5 - **Employees' Responsibilities**.
  - Employees may use Emergency Paid Leave (EPL). After EPL has been suspended, employees must use sick leave until it is exhausted then other paid leave (including vacation, compensatory time or administrative leave), or job-protected unpaid leave.

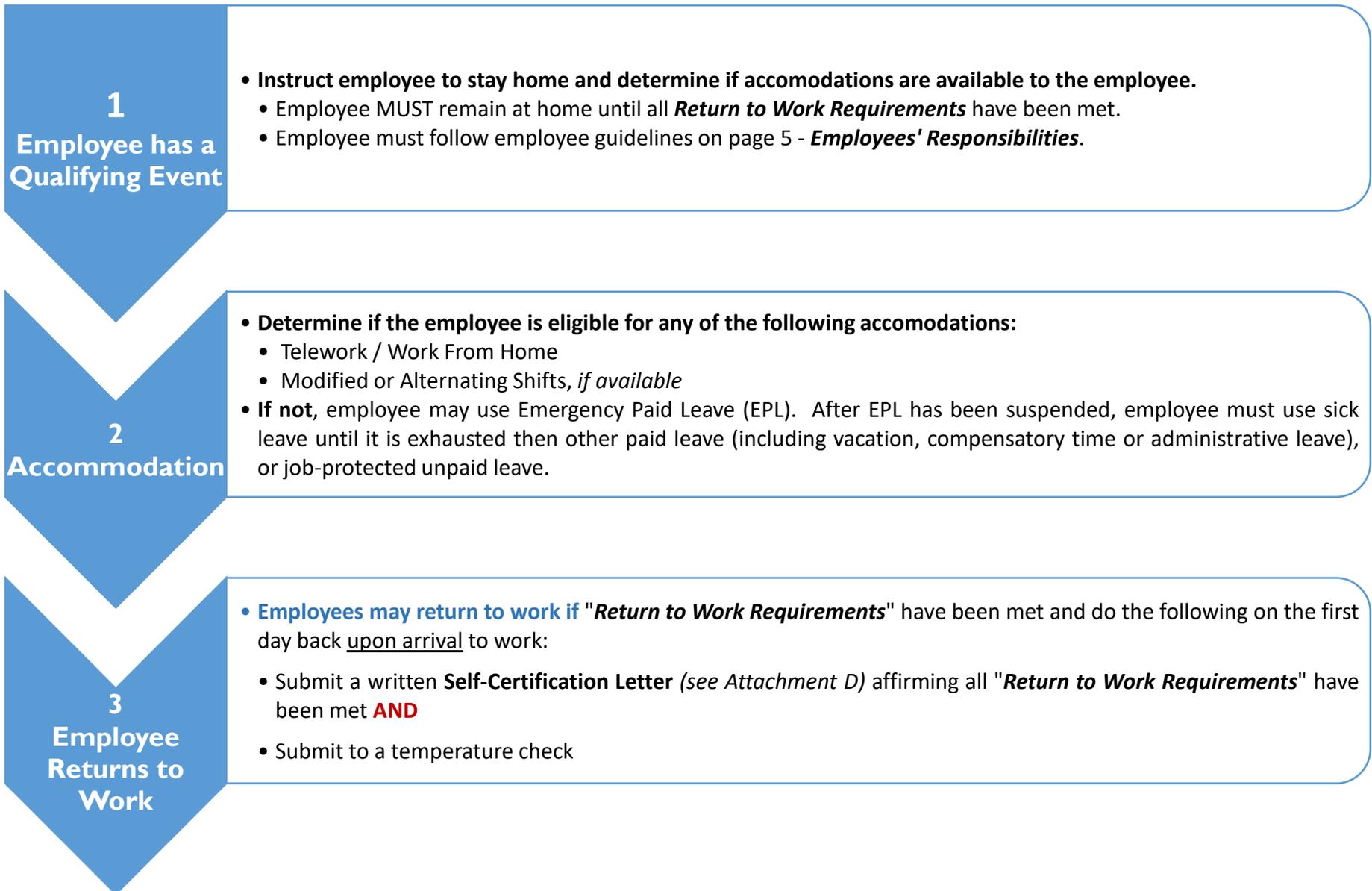
2

When Employees Return to Work

- **Employees may return to work if "Return to Work Requirements"** have been met and do the following on the first day back upon arrival to work:
  - Submit a written **Self-Certification Letter** (*see Attachment D*) affirming all "**Return to Work Requirements**" have been met **AND**
  - Submit to a temperature check

## SCENARIO 2:

### EMPLOYEE IS ELIGIBLE FOR ANY COVID-19 QUALIFYING EVENT “COVID-19 EXPOSURE IS KNOWN OR UNKNOWN”



## SCENARIO 3:

## EMPLOYEE IS ASYMPTOMATIC AND WANTS TO SELF-QUARANTINE WITHOUT COVID-19 EXPOSURE

### 1 Self Quarantine with NO Known Exposure

- **Employee is asymptomatic with no exposure to anyone who has been diagnosed with COVID-19, but wants to self quarantine**
- In accordance with ADA, CDC, and the Families First Coronavirus Response Act, employee could be eligible for a workplace accommodation per the guidelines involving **vulnerable persons**.
- Employee must speak to their supervisor about their concerns then, Supervisor refers employee to Human Resources Manager to determine if employee qualifies for workplace accommodation per CDC guidelines involving vulnerable persons

### 2 Is Employee Eligible for a Qualifying Event?

- **Human Resources provides guidance to determine if employee has a Qualifying Event.**
- **If YES**, Supervisor can make an accommodation with telework and will work with the employee
- **If NO:** Employee *DOES NOT* qualify for telework, Supervisor will determine if employee's duties are essential
  - **If YES**, employee must remain in the workplace
  - **If NO**, employee may be eligible for Alternating Shifts, EPL, or may request use of accruals which is subject to approval

## SCENARIO 4:

### WHEN THE DISTRICT'S EMERGENCY PAID LEAVE (EPL) IS SUSPENDED: EMPLOYEE (OR FAMILY MEMBER) IS UNDER DOCTOR'S CARE OR ORDERED TO SELF-CARE AND QUARANTINE

#### 1 Under Care at a Medical Facility

- If employee (or family member in their household) is under Doctor's Care with COVID-19 and is being treated in a medical facility, they must contact their Supervisor/Human Resources Manager to inform them of their present diagnosis or work status. Employee may qualify for FMLA/CFRA, EDD, or other coronavirus-related benefits.
- The Human Resources Manager will provide further guidance and help the employee determine eligible benefits. (See page 2, **Emergency Family and Medical Leave Expansion Act Eligibility and Information.**)

#### 2 "Ordered" Home Isolation

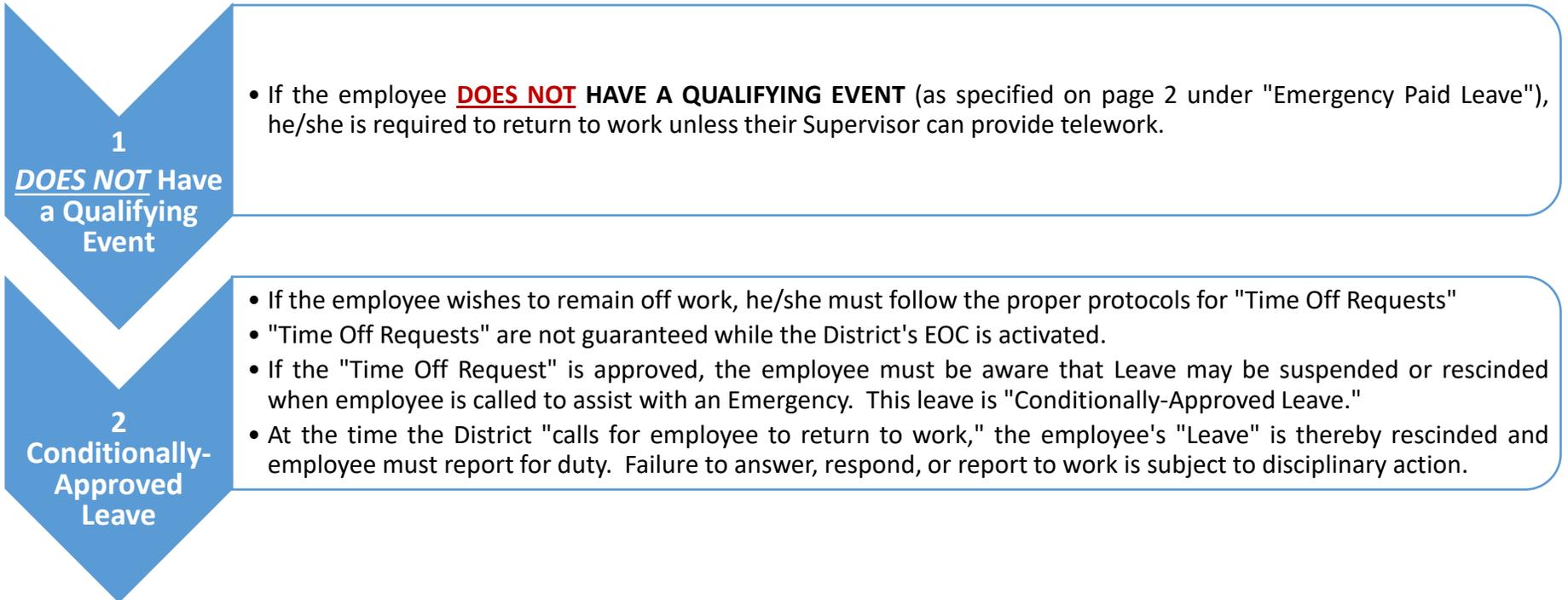
- Instruct employee to stay home and determine if accommodations are available to the employee.
- Employee MUST remain at home until all "**Return to Work Requirements**" have been met.
- While off work, employee must follow guidelines on page 5 - **Employees' Responsibilities.**

#### 3 Employee Returns to Work

- Employees may return to work if "**Return to Work Requirements**" have been met and do the following on the first day back upon arrival to work:
  - Submit a written **Self-Certification Letter** (see Attachment D) affirming all "**Return to Work Requirements**" have been met **AND**
  - Submit to a temperature check

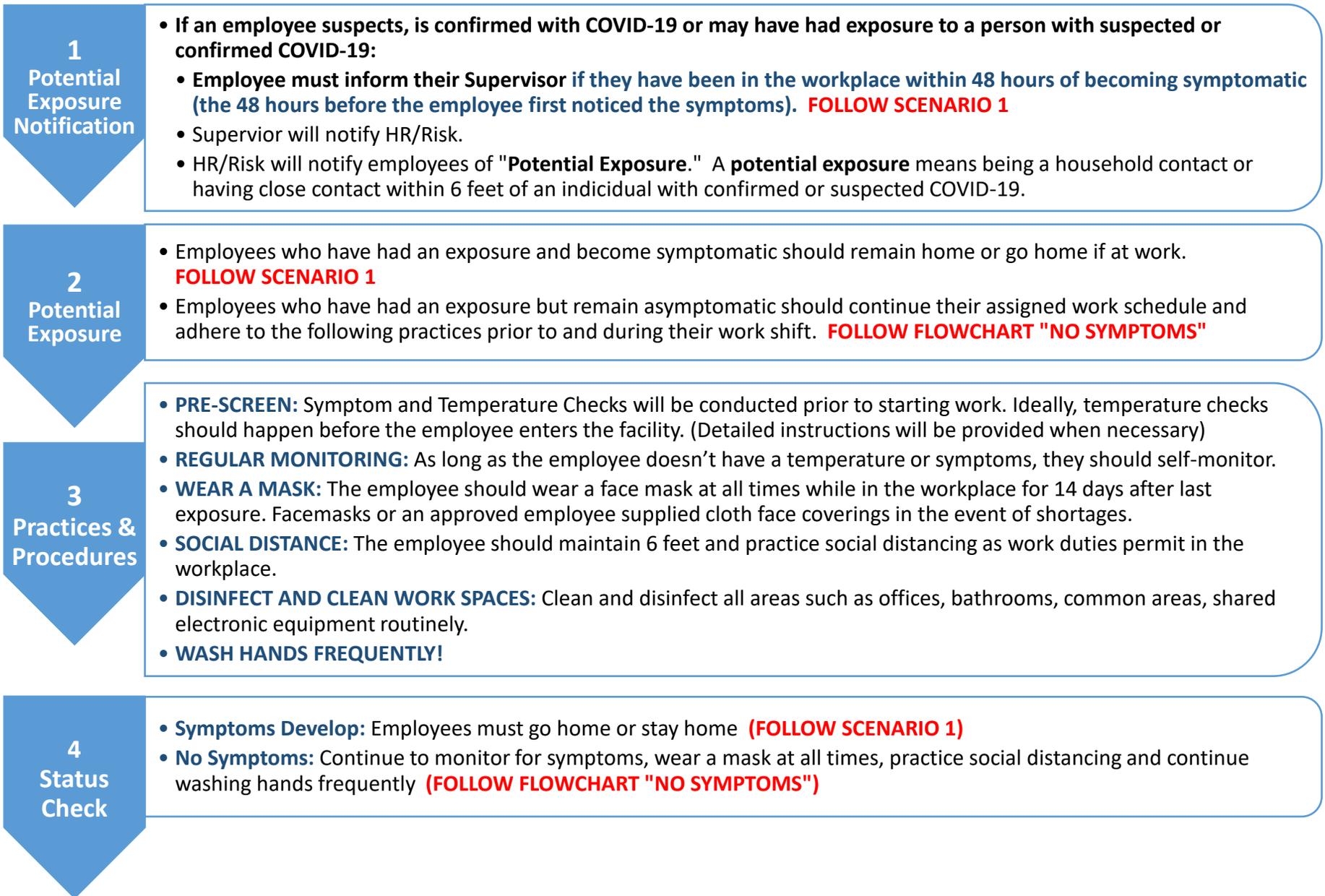
## SCENARIO 5:

### WHEN THE DISTRICT'S EMERGENCY PAID LEAVE (EPL) IS SUSPENDED: EMPLOYEE CHOOSES TO STAY AT HOME WITHOUT ILLNESS OR COVID-19 SYMPTOMS



## SCENARIO 6:

## CONTINUITY OF OPERATIONS WITH “POTENTIAL EXPOSURE” AT WORK



## ATTACHMENT A CALIFORNIA “STAY AT HOME” ORDER

On March 19, 2020, [Governor Gavin Newsom issued a statewide “stay at home” order](#) directing all California residents to “stay home or at their place of residence” except for essential tasks in response to the COVID-19 pandemic.

The Governor’s priorities for issuing the order include ensuring the continuity of operations for essential infrastructure sectors, as outlined by the federal government, and protecting the health of high-risk individuals. [California’s COVID-19 website](#) provides additional clarification, noting that individuals will be permitted to leave their homes for things such as purchasing gasoline, shopping for food, and other supplies (including farmer’s markets, food banks, and restaurant takeout/delivery), banking, or doing laundry.

### “ESSENTIAL STATE AND LOCAL GOVERNMENT FUNCTIONS WILL CONTINUE”

There are **16 CRITICAL INFRASTRUCTURE SECTORS** whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. (See Attachment B for the 16 Critical Infrastructures infographic)

**Presidential Policy Directive 21 (PPD-21):** PPD-21 identifies 16 critical “essential” infrastructure sectors.  
(<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>)

#### **#16 - [Water and Wastewater Systems Sector](#)**

Safe drinking water is a prerequisite for protecting public health and all human activity. Properly treated wastewater is vital for preventing disease and protecting the environment. Thus, ensuring the supply of drinking water and wastewater treatment and service is essential to modern life and the Nation’s economy.

#### **LINKS TO RESOURCES ON THIS PAGE:**

CALIFORNIA “STAY AT HOME” ORDER: <https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>

CALIFORNIA’S COVID-19 “STAY HOME EXCEPT FOR ESSENTIAL NEEDS”: <https://covid19.ca.gov/stay-home-except-for-essential-needs/>

## ATTACHMENT B

### 16 CRITICAL INFRASTRUCTURE WORKERS



## **ATTACHMENT C**

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

This bill responds to the coronavirus outbreak by providing paid sick leave and free coronavirus testing, expanding food assistance and unemployment benefits, and requiring employers to provide additional protections for health care workers.

Specifically, the bill provides FY2020 supplemental appropriations to the Department of Agriculture (USDA) for nutrition and food assistance programs, including

- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC);
- Emergency Food Assistance Program (TEFAP); and
- Nutrition assistance grants for U.S. territories.

The bill also provides FY2020 appropriations to the Department of Health and Human Services for nutrition programs that assist the elderly.

The supplemental appropriations provided by the bill are designated as emergency spending, which is exempt from discretionary spending limits.

The bill modifies USDA food assistance and nutrition programs to

- Allow certain waivers to requirements for the school meal programs,
- Suspend the work requirements for the Supplemental Nutrition Assistance Program (SNAP, formerly known as the food stamp program), and
- Allow states to request waivers to provide certain emergency SNAP benefits.

In addition, the bill requires the Occupational Safety and Health Administration to issue a temporary emergency standard that requires certain employers to develop and implement a comprehensive infectious disease exposure control plan to protect health care workers.

The bill also includes provisions that

- Establish a federal emergency paid leave benefits program to provide payments to employees taking unpaid leave due to the coronavirus outbreak,
- Expand unemployment benefits and provide grants to states for processing and paying claims,
- Require employers to provide paid sick leave to employees,
- Establish requirements for providing coronavirus diagnostic testing at no cost to consumers,
- Treat personal respiratory protective devices as covered countermeasures that are eligible for certain liability protections, and
- Temporarily increase the Medicaid federal medical assistance percentage (FMAP).

**ATTACHMENT D**  
**EMPLOYEE'S SELF-CERTIFICATION LETTER**

The coronavirus has impacted the ability of individuals to seek medical attention. The CDC has developed a method to allow employees to return to work without a medical release form by enabling employees to self-certify that they have met the CDC's current **Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance)** - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

**Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19 or Suspicion of Having or Being Exposed to COVID-19**

*(The employee may use this self-certification letter (this page) or rewrite the content in the box on a piece of paper if a Doctor's Note is not practicable)*

I, \_\_\_\_\_, certify that I have been free of, signs of a **fever**, and any other **COVID-19 related symptoms** for at least 72 hours, without the use of fever-reducing or other **symptom-altering medicines** and, at least 7 days have passed since symptoms first appeared.

I understand that if I do show further signs of having COVID-19, I must inform my supervisor immediately and the District may either direct me to stay away from work or may require me to undergo a fitness for duty examination at the District's expense.

\_\_\_\_\_  
*Signature*

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

**Definitions:**

**Fever** is defined as 100.4° F [37.8° C] or greater using an oral thermometer  
**COVID-19 related symptoms** (e.g., cough, sore throat or shortness of breath)  
**Symptom-altering medicines** (e.g., cough suppressants)

## ATTACHMENT E CDC GUIDELINES FOR TRAVEL

Depending on your travel history, you will be asked to stay home for a **period of 14 days** from the time you left an area with widespread or ongoing community spread (Level 3 Travel Health Notice).

# Health Alert: Coronavirus Disease 2019 (COVID-19)

**You have traveled to a country with an outbreak of COVID-19 and are at higher risk.**  
COVID-19 is a respiratory illness that can spread from person to person.

### Stay Home

Stay home for the next 14 days and monitor your health. Take your temperature with a thermometer two times a day and watch for symptoms.

### If you feel sick and have symptoms:

- Call ahead before you go to a doctor's office or emergency room.
- Tell the doctor about your recent travel and your symptoms.
- Avoid contact with others.
- Do not travel while sick.

### Symptoms

Illnesses have ranged from mild symptoms to severe illness and death. Symptoms may appear 2–14 days after exposure.

### Symptoms can include:



Fever (100.4°F/38°C or higher)



Cough



Shortness of breath

Visit the website for more information on monitoring your health and how to contact local public health officials. Visit: [www.cdc.gov/COVIDtravel](http://www.cdc.gov/COVIDtravel)



CS 315649-B February 29, 2020 7:00 PM

## ATTACHMENT F CVWD RESPONDS

TIMELINE	PAGE
<b>MARCH 13:</b> Board of Directors and General Manager implement containment and prevention protocols.	<b>G-1</b>
<b>MARCH 17:</b> General Manager “virtually” activated the District’s Emergency Operations Center (EOC) at Level 2 – At Risk. EOC Level 2 is an emergency that may affect CVWD’s operations, customers, or employees. <ul style="list-style-type: none"><li>• Expanded containment and prevention protocols,</li><li>• Authorized Telework and Alternating Shifts Program, and</li><li>• Initiated Temporary Emergency Paid Leave (EPL) Policy &amp; Use Guidelines<ul style="list-style-type: none"><li>○ Employee is ill or voluntarily self-quarantined</li><li>○ Quarantined by a Public Health Authorities</li><li>○ Employee is required by the District to stay home</li><li>○ Employee is absent to care for school-aged children during school closures</li></ul></li></ul>	<b>G-2</b>
<b>MARCH 17:</b> Temporary Emergency Paid Leave (EPL) Policy & Use Guidelines	<b>G-3</b>
<b>MARCH 25:</b> GM’s Coronavirus (COVID-19) Update – <i>EPL &amp; Status will be updated weekly</i>	<b>G-4</b>
<b>MARCH 25:</b> Temporary Extension of Vacation Accrual Cap-240 hours During Covid-19	<b>G-5</b>
<b>MARCH 26:</b> Director of Operations Memo Re: “Operations Division Staffing Plan in Response to COVID-19 Event”	<b>G-6</b>
<b>MARCH 26:</b> Finance Manager’s emails for “Time Sheet Entry Guide” & “Emergency Purchases”	<b>G-7</b>
<b>MARCH 26:</b> HR Manager email “Follow-up to Time Entry Guide”	<b>G-7</b>
<b>APRIL 2:</b> GM’s Email to Staff (COVID-19) Update	<b>G-8</b>
<b>APRIL 3:</b> HR Manager email “Recommendation for Cloth Face Coverings”	<b>G-9</b>
<b>APRIL 7:</b> Risk Analyst email “Press Release: San Bernardino County Health Officer Orders Mandatory Face Coverings”	<b>G-10</b>
<b>APRIL 7:</b> Public Health Order Mandatory Face Coverings, Stay At Home; No Religious Assembly or Motorcades	<b>G-11</b>
<b>APRIL 10:</b> GM & Board President, Jim Curatalo, Email to Staff	<b>G-12</b>
<b>APRIL 16:</b> GM & Board Vice President’s Randall Reed, Email to Staff	<b>G-13</b>
<b>APRIL 23:</b> Email from Director of Operations to Operations Division – Phase 2 Staffing Plan	<b>G-13</b>
<b>APRIL 25:</b> GM & Board Director, Luis Cetina, Email to Staff	<b>G-14</b>

# ATTACHMENT G

**From:** John Bosler  
**Sent:** Friday, March 13, 2020 1:17 PM  
**To:** Group - All e-mail  
**Cc:** Group - Board Members  
**Subject:** MESSAGE FROM THE CVWD BOARD of Directors & GM/CEO: Corona Virus Pandemic Update - March 13, 2020

**Importance:** High

Team:

We understand that you have concerns over the current Corona Virus (COVID-19) Pandemic. We want to assure you that your personal safety and that of your families is our first priority. As of today, there are no known cases in San Bernardino County, we are strictly operating on a containment protocol to avoid the spread of the disease. We will take all precautionary measures to ensure the safety of our employees and their families.

Yesterday we requested that HR send out a survey asking which of you would need to take time off of work to care for a child/dependent if and when local schools/day care facilities close. Please complete that survey so that we may be better prepared. We have also asked Managers to start looking at what critical operations need to be maintained and what staff members and resources they will need to perform them. Naturally, as a District we must maintain vital operating functions that support the well-being and health of our community, thus we ask that those of you who are able to report to work do so in order to maintain the operating functions of the District.

**For the safety of our employees we are implementing the following precautionary measures effective immediately:**

- **Personal Employee Precautions:**

- We are asking any employee who is feeling ill to please use their sick time accordingly.
- We will continue to provide hand sanitizer to customers and staff, and will provide safety gloves to employees who deal directly with cash/customers directly.
- We will be doing a social media blast to remind our customers that payments can be made at the drop box, online and over the phone.
- In order to curtail person to person contact, all locks-offs will be postponed for the next 30 days and non-emergency customer appointments will be canceled.
- April 4<sup>th</sup> Earth Day event will be postponed to a later date

- **Travel/Conferences/Meetings**

- In accordance with Governor Newsom's Executive Order and San Bernardino County Chairman Curt Hagman's recommendation to cancel/postpone meetings of 250 people or more in order to slow the spread of the virus, we are canceling all employee conference travel for the **next 30 days** effective today.
- We would encourage all meetings with outside agencies to be held via conference call whenever possible.

- **Items we are Actively Considering**

- Putting a **Business Continuity Plan** in place that depicts what employees can step in to cover vital positions that are mandatory to maintain the vital functions of the organization. Including reviewing what positions have been cross trained in other departments, have certifications to work in more than one area and which employees are available to start cross training immediately. This plan would also include a Work from Home Policy for the duration of the Corona Virus Pandemic.
- Canceling all non-essential off site meetings
- Reviewing what essential supplies we need to maintain the operations of the District
- An Expanded Sick/Vacation Leave Policy

We will be you another briefing early next week or as additional information becomes available. We ask that you share your ideas and concerns with your managers. We know that the District's sustainability relies on the inventiveness and perseverance of our employees. We are grateful for your loyalty and dedicated work ethic to the District and the community we serve.

Respectfully,

CVWD Board of Directors and John Bosler, GM/CEO

# ATTACHMENT G

**From:** John Bosler  
**Sent:** Tuesday, March 17, 2020 2:23 PM  
**To:** Group - All e-mail  
**Cc:** Group - Board Members  
**Subject:** MESSAGE FROM THE GM/CEO REGARDING: Coronavirus (COVID19) Update  
**Attachments:** Memo- Temporary Admin Leave Policy In Response to the Coronavirus (COVID-19) 3 (Admin Leave).docx

**Importance:** High



## Interoffice Memo

**Date:** March 17, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** John Bosler, GM/CEO  
**RE:** Coronavirus (COVID-19) Update

CVWD Family:

I want to update you on the latest information regarding the Coronavirus Pandemic and the steps we are taking to mitigate our employees' exposure. We are receiving updates daily and are following all guidelines as directed by the CDC [View Here](#), and Federal and local government agencies. As always, your safety and that of your families is our top priority. In order to protect our employees and their families, the following will be enacted effective immediately:

### EMPLOYEE SAFETY PERCAUTIONS

- ✓ If you or your family are in need of supplies, please speak to your manager. The well-being of your family is important to us and we are willing to assist you if possible.
- ✓ Customer Service/Engineering Counters have been closed. All payments will be received via US Mail, internet or over the phone. No lock offs will be issued and late fees will be waived.
- ✓ CVWD Campus will be open to employees only.
- ✓ Outside travel/conferences are canceled for the next 60 days.
- ✓ All non-emergency meetings are canceled (internally/externally). Any internal meetings should have 10 people or less.

- ✓ Be cognizant of your health at this time, we are the last line of defense for public health and safety including practicing social distancing of 6-feet or more and good hand hygiene. Wash your hands frequently for at least 20 seconds with warm water.
- ✓ Please remember the "no shaking hands" policy.
- ✓ If someone is sick in your home, is potentially infected, or diagnosed with COVID-19, stay home and self-quarantine for two (2) weeks. Even if you present mild symptoms or are asymptomatic, you may be contagious.
- ✓ Employees will continue to receive communication and updates via email.
- ✓ No communal food will be allowed (candy dishes/treats brought in to share with others).
- ✓ Please be cognizant of CDC recommendations to keep social distancing in place while at work including lunch rooms.
- ✓ Air purifiers are being ordered and installed throughout District buildings.
- ✓ If you are experiencing stress or anxiety over the current state of events, I urge you to use our Wellness Program.

### ADMINISTRATIVE ACTIONS

- EOC has been activated to a **Level 2 Emergency – At Risk**
- Employees who are able to do their work from home will be allowed to do so with their managers permission.
- For those employees whose position does not allow them to work from home, we may initiate an **Alternating Shifts Program**. For instance, your department may ask some of you to go home and remain *On Call* (while receiving full pay by the District). This would require you to be at home, available by phone and able return to work at a moment's notice. You would then be asked to relieve your counterparts and report to work. By having two separate alternating shifts, it would help us prevent an entire department being infected if one person became ill. Our expectation is that these policies will assist us in maintaining the essential operations of the District. Please remember as District employees we are Disaster Service Workers that are obligated to report to work once the EOC has been activated or an emergency has been declared.
- All deliveries including US Mail, are being sent to the Ops Warehouse.
- Payroll services will continue. If you are unable to enter your timesheet your manager/supervisor will complete it for you.
- We are purchasing extra supplies from our key vendors and suppliers of materials that are necessary to the operations of the District.
- We are in contact with the City of Rancho and other agencies and Mutual Aid will be granted if necessary.
- Attached you will find information from the Human Resources Department on our temporary **Emergency Leave Policy** with instructions on how to submit your timesheet.

I understand that these are stressful times for all of us, which is why I am even more appreciative of your work ethic to maintain the operations of the District and provide service to our community. I will continue to update you as information becomes available. If you have any concerns I would encourage you to please discuss them with your manager or myself.

Again, the health and safety of you and your families is our top priority, which is why we are taking these abundance of cautionary measures. Thank you for all that you do!



## Interoffice Memo

Date: March 17, 2020

To: All District Employees

From: Roberta M. Perez, Human Resources Manager

Subject: Temporary Emergency Paid Leave to the Coronavirus (COVID-19)

The District is actively following the progress of the COVID-19 pandemic and the frequent changes to the federal guidelines. This afternoon, the CDC implemented stricter national guidelines to help slow the spread of the disease. Because this situation is unprecedented, the District would like employees to know that you and your family's health is our greatest concern. We have temporarily initiated Emergency Paid Leave ("EPL") during the COVID-19 pandemic.

All employees that are sick with a potential communicable illness, including but not limited to the COVID-19, are encouraged to stay home to limit exposure to employees and the public. Absences from work must be reported consistent with your department's current procedures for reporting absences from work.

This policy is a temporary and non-precedent setting.

### The following reasons for the use of EPL are:

**Employee is ill or voluntarily self-quarantined:** An employee that opts to not report to work at their own discretion due to potential COVID-19 illness or exposure.

**Quarantined by a Public Health Authorities:** When an employee is quarantined due to potential COVID-19 exposure or diagnosed by a medical professional.

**Employee is required by the District to stay home:** When an employee is not subject to official quarantine by public health authorities; however, the employee's Department Director or Manager has confirmed that an employee has symptoms associated with COVID-19 (fever, coughing and shortness of breath) the District

may require the employee not to report to work or require the employee to telecommute if applicable.

**Employee is absent to care for school-aged children during school closures:** Employees absent from work to care for school-aged children during temporary school closures.

**Part-Time employee:** Part-time employees placed on EPL related to COVID-19 illness or exposure will receive administrative leave pay based on either their regularly scheduled hours or their average weekly hours, whichever is greater.

**Workers' Compensation:** If an employee becomes ill with COVID-19, and it is determined to be arising out of employment/course of employment in accordance with the Workers' Compensation Act, then the workers' compensation process applies. If the illness is deemed to be due to an off-the-job exposure, then the workers' compensation shall not apply. Employees potentially exposed to COVID-19 at work should report their exposure to their immediate supervisor or manager. In the event of a work-related exposure, steps may be taken to assist with quarantining the employee to avoid exposure to family members if COVID-19 exposure is suspected or confirmed.

The District continues to reserve the right to make any investigation of a reported illness it deems necessary, even to the requiring of a doctor's certificate. This includes, but is not limited to, misuse of this policy or fraudulent reporting. All determinations of EPL shall be made by the Department Director or Manager concerned, following direct consultation with the Human Resources Manager.

Please be flexible as things are rapidly changing. Thank you for your professionalism and commitment to CVWD.

### Additional Resources:

WELL is a 24/7 employee assistance program that the District provides to its employees to help ensure their well-being and productivity. It is designed to assist you when you need confidential, professional counseling, and referral services. WELL will provide resources/services to all employees, their spouse/domestic partner, and any legally-dependent children dealing with anxiety and concerns about the outbreak.

You can reach our EAP Services at (951) 204-7124.

## ATTACHMENT G

**From:** [John Bosler](#)  
**To:** [Group - All e-mail](#)  
**Cc:** [Group - Board Members](#)  
**Subject:** MESSAGE FROM THE GM/CEO REGARDING: CORONAVIRUS (COVID-19) UPDATE  
**Date:** Wednesday, March 25, 2020 4:13:22 PM  
**Attachments:** [image003.png](#)

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## Interoffice Memo

**Date:** March 25, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** John Bosler, GM/CEO  
**RE:** Coronavirus (COVID-19) Update

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### CVWD Family:

As we enter the second week of this unprecedented COVID-19 Pandemic, I want to reassure you that we are continuing to monitor the situation as it evolves and have implemented all mandated precautions. I understand that many of you are concerned for your well-being and that of your families. My commitment to you is that we will continue to take the necessary safety measures to keep you and your family safe. The campus will remain closed to the public, employees with underlying health issues will continue to work from home, and alternating work schedules will continue. For the safety of your fellow employees, I ask that you continue to practice social distancing as prescribed by the CDC and that you take sick time if you become ill.

I want to thank each of you individually for doing your part under these extraordinary circumstances. The services we provide our community are essential for daily life and critical for businesses. Our residents and business customers are relying on us to continue to provide safe and reliable water delivery and wastewater services. Our response to this current emergency is reflective of how well prepared the District is and I want to commend our employees for how well they are handling our current situation. Some of you have accepted cross training positions, while others are diligently working from home. Departments are still conducting staff meetings through the use of technology, ensuring that we keep critical lines of communication open. All of you have quickly adapted to the challenges faced by this Pandemic.

Your commitment to the District and to this community are commendable. At our Board Meeting last night, our Board overwhelmingly shared their appreciation for staff and noted that even in this very uncertain time, you are all making sacrifices to continue to provide vital services to our community. **Thank you!**

For now, the Temporary Emergency Paid Leave Policy will remain in place. We will continue to evaluate the situation on a weekly basis and will inform you of any changes. Please reach out to your managers if you have any concerns or are in need of any supplies during this time.

## ATTACHMENT G

**From:** [Roberta Perez](#)  
**To:** [Group - All e-mail](#)  
**Subject:** EE News Flash-Temporary Extension of Vacation Accrual Cap  
**Date:** Wednesday, March 25, 2020 11:00:36 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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### Temporary Extension of Vacation Accrual Cap-240 hours During COVID-19

Each employee accrues and may use vacation leave, providing that the maximum accumulation is not more than two hundred (200) hours. District policy does allow extending the vacation cap to two hundred forty (240) hours with the authorization of the General Manager/CEO or designee.

Due to the COVID-19 pandemic, your scheduled vacation trip or time-off may have been postponed or canceled. If you are nearing the 200 cap and would like to extend your vacation accrual cap up to 240 hours, you will need to submit an email request to your supervisor/manager/department head. Once approved, the manager/department head will forward the email approval to Teri Gonzalez, Account Clerk (Payroll), for processing.

Please keep in mind the extension of the vacation accrual cap is temporary and will not automatically be applied. Ensure you submit your request to your supervisor/manager/department head promptly; there will be no retroactive vacation accrual credits.

Employees will not accrue any additional vacation hours until their accrued hours fall below the cap of 240 hours.

Please contact Teri, Agnes, Diane or me if you have any questions.

Roberta M. Perez  
Human Resources Manager  
Human Resources & Risk Management

## ATTACHMENT G

# Interoffice Memo

Date: March 26, 2020  
To: Operations Division  
Cc: Executive Staff, Human Resources, Finance  
From: Rob Hills, Director of Operations  
RE: Operations Division Staffing Plan in Response to COVID-19 Event

Operations Team:

First, I must commend each and every one of you for your dedication and unwavering commitment to serve our community. It often goes without saying, but I am certain you would all agree, the water and wastewater services we provide are essential to the health, wellbeing and prosperity of this region. Every member of this team shares in that responsibility and deserves equal credit for our collective success in this endeavor.

As we continue to evaluate the evolving COVID-19 event and consider the facts, data, and recommendations from health professionals, we must make decisions that provide the highest benefit and predicted reliability to ensure our service continues to be dependable and uninterrupted. To this end, we will be implementing a temporary yet significant change to Operations Division staffing and work schedules. This temporary measure will remain in effect for the next four weeks beginning this Sunday March 29, 2020.

Your department managers and supervisors will be communicating the details related to your specific department. The basic framework is as follows:

1. For the next two pay periods (4 weeks), we will staff the Operations Division at 50% capacity.
2. This program will be implemented in two-week intervals; meaning 50% of the staff will report to work for two consecutive weeks, the remaining 50% will not report to the worksite during this same period.
3. For the purposes of this temporary measure, the 50% reporting to work will be defined as "On Duty", the 50% not reporting to the worksite will be defined as "Off Duty/Standby".
  - 3.1. The On/Off Duty status rotation schedule will be synchronized with the District's existing pay-period schedule.
  - 3.2. On Duty personnel must-
    - 3.2.1. Report to work as directed by the Department Manager and/or Supervisor.
    - 3.2.2. Contact their respective Manager/Supervisor in the event they fall ill or are otherwise unable to report to work, in accordance with existing District policies.
  - 3.3. Off Duty/Standby personnel must-
    - 3.3.1. Not report to the worksite while on Off Duty/Standby status.

- 3.3.2. Report to the department leadership (e.g. via text, email – as directed) on a daily basis (regularly scheduled work days only), as directed by the Department Manager and/or Supervisor.
  - 3.3.3. Be prepared to transition to On Duty status at any time over the course of this temporary program.
  - 3.3.4. Be available to report to work immediately (with reasonable time allowed for commuting to worksite) during normal shift hours.
  - 3.3.5. Conduct themselves in a manner consistent with the Stay at Home/Safer at Home Orders issued by state and local authorities.
  - 3.3.6. Complete their timecards and record Off Duty/Standby time to the Emergency Paid Leave time code as directed.
4. In all cases, or in the absence of official orders from state or local authorities, the attached guidance issued by the California Department of Public Health should be followed.
  5. In consideration of the rapidly evolving nature of the COVID-19 event, this temporary measure maybe modified or cancelled at any time. All due consideration will be applied to employees affected by this measure.

This temporary measure is intended to preserve some portion of our workforce and maintain a ready-state in the event one or more of our team members, and/or a member of their household, receives a confirmed diagnosis of COVID-19. Current data, trends and available information suggest that such a diagnosis could become increasing likely over the coming weeks, hence the reason for this significant modification to our normal activities and schedules. This measure is strictly preventative and in the interest of our employees and the community we serve.

There is no road map for this journey, this road is not well travelled - so we must move forward in an informed, cautious manner with every expectation that we will succeed and prosper together.

Again, thank you for your dedication and service. Godspeed – Rob.

## ATTACHMENT G

**From:** Agnes Boros  
**Sent:** Thursday, March 26, 2020 9:57 AM  
**To:** Group - All e-mail  
**Subject:** Time Entry Guide

Hi All,

I hope everybody is doing well under the circumstances. Since it's time to enter your time sheets for next week's payroll, here is an update how to do it.

- We are delaying the launch of the New Executime software. Please **keep using the Old Executime** until further notice.
- Here is my timesheet for last week, I will use that to explain different scenarios:

Timesheet Entry					
CURRENT PERIOD		PREVIOUS PERIOD			
Pay Period: 03/15/2020 - 03/28/2020					
Actions	Date	Duration [HH:MM or HH.MM]	Type	Work Order	
	Mon 03/16/2020	9.00	IO (Regular Time)		
	Tue 03/17/2020	9.00	IO (Regular Time)		
	Wed 03/18/2020	9.00	IO (Regular Time)		
	Thu 03/19/2020	9.00	IO (Regular Time)		
	Fri 03/20/2020	3.00	EL (EMERGENCY PAID LEAVE)	CP7908 CORONAVIRUS (047	
	Fri 03/20/2020	5.00	IO (Regular Time)		

- Monday through Thursday I was working from the office on regular duties – Use IO (Regular Time)
- Friday I had to move my operation to my home and was able to work partially in the office and some from home. Total of 5 hours – Use IO (Regular Time)
- I could not fill all 8 hours of my Friday with work, I was short of 3 hours – Use EL (Emergency Paid Leave) type **AND** CP7908 as Work Order

Different scenarios some of you may face:

- Working half day in the office and the other half day working from home (Productive for the full work day) - Use IO (Regular Time)
- Alternate schedule, working every other day at the workplace and the next day staying home either teleworking or idle. Any productive time should be coded to IO (Regular Time). Time to make your day full, time spent only to stand-by should be coded to EL (Emergency Paid Leave) type **AND** CP7908 as Work Order
- If you are unable to work or telework to take care of your minor children due to school closure or if a child care provider is unavailable due to COVID-19, a health care provider's advisement to self-quarantine, or awaiting a diagnosis when experiencing COVID-19 symptoms, or unable to work or telework because the employee is caring for an individual who is subject to quarantine order or a health care provider's advisement to self-quarantine, your full day should be coded to EL (Emergency Paid Leave) type **AND** CP7908 as Work Order
- You have to work Overtime NOT related to the Corona virus situation, use OT code and appropriate CP#/DP# if any
- You have to work Overtime RELATED to the Corona virus situation, use OT code **AND** CP7908 as Work Order

I hope I was able address all the situations we may find ourselves. If I missed something, please feel free to email me or contact me on my cell phone (909)942-1240

**From:** Agnes Boros  
**Sent:** Thursday, March 26, 2020 9:39 AM  
**To:** Group - Leadership  
**Cc:** Sam Cortes; Rossana Ammari  
**Subject:** Emergency Purchases

Good Morning Fearless Leaders!

Finance has created an Operating Project code in Munis for any purchases/services related to the Corona virus situation. Please use this code on all PO Requests and Contracts so we can track these expenses and apply for FEMA reimbursement.

OP202101	EMERGENCY RESPONSE	OTHR	Active	21	07/01/2019	06/30/2020
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If you have any questions, please contact Rossana or a Finance Team member.

Thank you!

Agnes Boros, CPA, MBA  
 Finance Manager  
 (909) 483-7414



10440 Ashford Street  
 Rancho Cucamonga, CA 91730  
[www.CVWDWater.com](http://www.CVWDWater.com)

**From:** Roberta Perez  
**Sent:** Thursday, March 26, 2020 10:15 AM  
**To:** Group - All e-mail  
**Subject:** EE News Flash- Follow-Up Time Entry Guide

CWWD Team

This is a follow-up to Agne's email.

**If you take a regular vacation or floater day off or had a pre-existing illness/injury or become sick/injured unrelated to the Coronavirus (COVID-19), you will need to code your time to regular Sick Time, Vacation, Floater or FMLA (Sick) leave whichever is appropriate.**

Emergency Paid Leave (EL) is not to be used for this designated time off.

Please contact Agnes, Teri or me for assistance.

Thank you – Stay Healthy & Safe

Roberta M. Perez  
 Human Resources Manager  
 Human Resources & Risk Management  
 Ph: (909) 987-2591 ext 7410  
 Fax: (909) 586-3927

# ATTACHMENT G

## APRIL 2: GM EMAIL TO STAFF

**From:** John Bosler  
**Sent:** Thursday, April 2, 2020 3:33 PM  
**To:** Group - All e-mail  
**Cc:** Group - Board Members  
**Subject:** MESSAGE FROM THE GM/CEO REGARDING: CORONAVIRUS (COVID-19) Update  
**Importance:** High



### Interoffice Memo

**Date:** April 2, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** John Bosler, GM/CEO  
**RE:** Coronavirus (COVID-19) Update

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#### CVWD Family:

As we enter the third week of the COVID-19 Pandemic, I want to update you on where things stand. President Trump has extended stay at home orders through April 30, 2020. There are 254 confirmed cases in San Bernardino County. The CDC and California Department of Public Health experts have warned that the next two weeks will likely bring a large uptick in confirmed cases with California being a highly affected area.

The District will continue to monitor all information and implement safety protocols to safeguard your well-being and that of your family. This week the District ordered 3,000 disposable masks for our staff members to wear at work as a precaution. We have a vendor in place that will provide workspace decontamination clean-up in the event an employee tests positive for COVID-19. By the end of this week, our Human Resources Department will have an Employee Resources webpage on the District's website with links to resources for you and your family to use during this pandemic.

I know these are concerning times, we must acknowledge the burden of responsibility to limit the spread of the virus is dependent on all of us working together. We need to keep our CVWD family healthy so we can continue to provide critical services to our community. I am asking your cooperation with the following:

- Please use all necessary resources to work from home; it is important we limit employees' exposure while working on site.

- Make sure you are taking care of yourself, as well as your family. Eating healthy, getting a good night's rest, following a daily schedule and getting some exercise in your backyard will help you feel better physically and emotionally.
- Take all necessary precautions (shelter in place) while working from home to ensure you stay healthy.
- Make use of the District provided benefits: Wellness Program and the ability to reach your healthcare provider on-line through ACWA JPIA medical insurance providers.
- If you or a family members become ill, please remain at home until you/they are fully recovered.
- Reach out to your manager or me if you have any concerns. We are here for you.

Our ultimate goal is to ensure that you and your family remain healthy during this pandemic. Our Board of Directors and I sincerely appreciate your commitment to provide service beyond expectation to our community while remaining flexible with your work schedules; attached are some of our Board's comments of appreciation for staff from the last Board Meeting: <https://cvwd.sharefile.com/d-ffff5c937846de?>

This is temporary. I look forward to the day we are all back together again. That day will come when we are positive it is safe to do so. It will be here before you know it #CVWD STRONG.

# ATTACHMENT G

## WEAR NON-MEDICAL FACE COVERING IN PUBLIC

**From:** Roberta Perez  
**Sent:** Friday, April 3, 2020 6:44 AM  
**To:** Group - All e-mail  
**Subject:** EE News Flash-Recommendation for Cloth Face Coverings  
**Attachments:** PR\_Face\_Covering\_Recommendation\_4-2-20.pdf; ATT00001.htm

### Recommendation for Cloth Face Coverings

On April 2, the San Bernardino County Public Health officer issued a recommendation that cloth face coverings should be used during essential outings. The new recommendations are as follows:

#### What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

#### How well do cloth face coverings work to prevent the spread of COVID-19?

There is limited evidence to suggest that the use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill, but they may be helpful when combined with these primary interventions.

#### When should I wear a cloth face covering?

You may choose to wear a cloth face covering when you must be in public for essential activities, such as shopping at the grocery store. Wearing a cloth face covering does not eliminate the need to physically distance yourself from others.

- See recommendation in the attachment and
- [California Department of Public Health Site](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx)

If you have any questions or need assistance, please contact your HR/Risk team members.

Be Smart. Be Prepared. Be Respectful. Be Safe!

## WEAR NON-MEDICAL FACE COVERING IN PUBLIC

The infographic features a blue background with white text and icons. At the top, it reads 'WEAR NON-MEDICAL FACE COVERING IN PUBLIC'. Below this, three categories are listed: 'Bandanas' with an icon of a patterned bandana, 'Scarves' with an icon of a scarf, and 'Other cloth or fabric' with an icon of a woven fabric. A horizontal line separates this from the bottom section, which states 'N95 masks are reserved for medical workers' next to an icon of an N95 respirator mask.

California Department of Public Health Face Coverings Guidance:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx>

# ATTACHMENT G

**From:** Rossana Ammari  
**Sent:** Tuesday, April 7, 2020 8:23 PM  
**To:** Group - All e-mail  
**Subject:** Employee New Flash - COVID-19 Mandatory Face Covering When Leaving Home  
**Attachments:** PR\_Public Health issues face covering order religious services electronic only\_4-7-20.pdf  
**Importance:** High

The County Public Health Officer issued an order for the use of cloth face coverings when leaving home.

The District has a limited stock of disposable masks to get us through the rest of this week.

**Field staff:** Please see Sam to get two (2) masks per person per day before leaving the campus for field duties/work.

Homemade cloth face coverings will help asymptomatic individuals reduce the spread of the coronavirus. Any face coverings with ear loops, bandanas, handkerchiefs, and neck gaiters so long as it covers your nose and mouth are acceptable.

*See attached Press Release for more information.*

If you have any questions, please contact HR/Risk.

Thank you!



## NEWS RELEASE COVID-19 RESPONSE

For Immediate Release

[www.SBCounty.gov](http://www.SBCounty.gov)

**CONTACT:**  
Felisa Cardona  
Deputy Public Information Officer  
(909) 387-5429  
[Felisa.Cardona@cao.sbcounty.gov](mailto:Felisa.Cardona@cao.sbcounty.gov)

April 7, 2020

### Public Health officer orders face covering, electronic-only religious services

In an effort to protect the public from further spread of COVID-19, the County's Acting Health Officer has formally ordered everyone in San Bernardino County to wear a face covering when leaving home.

Face coverings may include coverings that secure to the ears or back of the head and encompass the mouth and nose. Homemade cloth ear loop covers, bandannas and handkerchiefs, and neck gaiters may be used to reduce the spread of COVID-19 particularly among asymptomatic people. Surgical masks and N95 masks must be preserved for healthcare workers and emergency responders.

"Staying home, practicing social distancing and frequent handwashing are far more effective ways to combat the spread of COVID-19, and face coverings are not a substitute for those practices," said Dr. Erin Gustafson, the County's Acting Public Health Officer.

Tuesday's order also says faith-based services must be electronic only through streaming or online technology. People may not leave their homes for driving parades or drive-up services or to pick up non-essential items such as pre-packaged Easter eggs or bags filled with candy and toys at a drive-thru location.

"We understand that this is an important time for Christians around the world and it is natural to want to worship and celebrate with our families. Right now, however, is a critical time for our country and our community – we can still celebrate this time from the safety of our individual homes while we help flatten the curve and save lives," said Board of Supervisors Chairman Curt Hagman. "When we stay home we help our healthcare workers and our emergency responders and vulnerable populations beat COVID-19."

Many churches and houses of worship are hosting "virtual" services, streamed online. The County encourages single-family, home-based worshipping and activities, including Easter egg hunts among household members inside the house or in residential backyards.

As of today, San Bernardino County has 530 confirmed cases of COVID-19 and the deaths of 16 county residents have been associated with the disease.

The Acting Health Officer's order may be viewed [here](#). Violation of the order is a crime punishable by up to a \$1,000 fine or imprisonment up to 90 days, or both.

For information about the coronavirus crisis, visit the County's coronavirus website at [sbccovid19.com](http://sbccovid19.com). New information and resources are updated daily. The public can also contact the COVID-19 hotline from 9 a.m. to 5 p.m., Monday through Friday at (909) 387-3911, or email the County at [coronavirus@dph.sbcounty.gov](mailto:coronavirus@dph.sbcounty.gov).



# ATTACHMENT G

## PUBLIC HEALTH ORDER – MANDATORY FACE COVERINGS ([http://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2020/04/SKM\\_C45820040714190.pdf](http://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2020/04/SKM_C45820040714190.pdf)) VIOLATION OR FAILURE TO COMPLY WITH THIS ORDER IS A CRIME AND PUNISHABLE BY FINE, IMPRISONMENT, OR BOTH (FULL ORDER 4 PAGES)

351 N. Mountain View Ave. San Bernardino, CA 92415 | Phone 909 387 9148 | Fax 909 387 8228

[www.sbcounty.gov](http://www.sbcounty.gov)



**Public Health**

Trudy Raymundo  
Director

Corwin Porter  
Assistant Director

Maxwell Ohikhuare, M.D.  
Health Officer

Erin Gustafson, M.D., MPH  
Acting Health Officer

### ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SAN BERNARDINO

#### FOR THE CONTROL OF COVID-19

**DATE OF ORDER: April 7, 2020**

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295; County Code Section 31.0101 Et. Seq.)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, TITLE 17 CALIFORNIA CODE OF REGULATIONS SECTION 2501, AND SAN BERNARDINO COUNTY CODE SECTION 31.0101 ET. SEQ., THE HEALTH OFFICER OF THE COUNTY OF SAN BERNARDINO ("HEALTH OFFICER") ORDERS:

**Effective 12:00 a.m. on Wednesday, April 8, 2020, and continuing until rescinded,** pending further Order of the Public Health Officer, the following will be in effect for the County of San Bernardino (hereinafter the "County"):

1. The Orders of the San Bernardino County Health Officer issued on March 17, 2020 and March 27, 2020, Governor Newsom's Executive Order N-22-20, all individuals living in the State of California issued on March 19, 2020, requiring all persons residing in the State to remain in their homes or places of residence, except as needed to maintain the continuity of operations for critical infrastructure (the "Stay-at-Home Order") remain in effect until the Governor's Executive Order N-22-20, and the Orders of the San Bernardino County Health Officer remain in effect until they are rescinded.
2. Under the Orders of the San Bernardino County Health Officer, the California State Public Health Officer, and Governor Newsom's Executive Order N-22-20, all individuals living in the State of California are ordered to stay home or at their place of residence except as need to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://cov.id19.ca.gov/rmg/EssentialCriticalInfrastructureWorkers.pdf>. This guidance does allow faith based services that are provided through streaming or other technology, while individuals remain in their homes, but does not allow individuals to leave their homes for driving parades or drive-up services, or for picking up non-essential items.

3. All non-essential businesses that do not fall under the Essential Critical Infrastructure referenced above are ordered to remain closed. All essential businesses that remain in operation in accordance with the above referenced Orders of the San Bernardino County Health Officer, the Order of the California State Public Health Officer, and Governor Newsom's Executive Order N-22-20, shall follow the Social Distancing and Infection Control Guidelines published by the CDC and California Department of Public Health. All essential businesses must ensure all required measures are implemented and must identify and require measures necessary to implement social distancing and sanitation at that particular facility. If the measures identified and implemented are not effective in maintaining proper social distancing and sanitation, additional measures shall be identified and implemented or the facility shall be closed.
4. All persons, including Essential Workers shall wear face coverings, such as scarves (dense fabric, without holes), bandanas, neck gaiters, or other fabric face coverings, when they leave their homes or places of residence for essential activities. All persons, including non-medical Essential Workers are discouraged from using Personal Protective Equipment (PPE), such as N95 masks, for non-medical reasons. Staff working at facilities listed in Attachment A at <http://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2020/04/Attachment-A-and-B.pdf> must follow the Order of the San Bernardino County Public Health Officer issued on April 6, 2020, requiring staff at these facilities to wear a surgical mask at all times while in the facility.
5. All essential businesses shall make every effort to use telecommuting for its workforce.
6. Government entities shall enforce social distancing requirements at all parks and trails. If a government entity is unable to enforce social distancing at a park or trail, it shall be closed to the public. Parking lots at all parks and/or trails shall be closed and shall be accessible only by members of the public within walking distance of the parks and/or trails. Said parks and/or trails shall be used solely for walking, hiking, equestrian or bicycle riding. The public shall not congregate or participate in group sporting activities at such parks and/or trails.
7. A strong recommendation is made that all persons who are 65 years old or older, have a chronic underlying condition, or have a compromised immune system self-quarantine themselves at home.
8. Hospitals and healthcare providers shall take measures to preserve and prioritize resources including delaying non-emergent or elective surgeries or procedures where feasible.
9. All persons arriving in the county from international locations identified on the Centers for Disease Control and Prevention (CDC) Warning Level 2 or 3 Travel Advisory (available at: <https://www.cdc.gov/travel/notices>) shall be subject to 14-day home quarantine, self-monitoring.
10. A strong recommendation is made for persons exhibiting mild to moderate symptoms of COVID-19 to self-isolate in their place of residence unless seeking medical treatment. A guide to symptoms is found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
11. This Order is issued based on evidence of increasing transmission of COVID-19 within the County, in the state of California, and worldwide, scientific evidence regarding the most effective approach to slow transmission of communicable diseases generally and COVID-19 specifically, as well as

**BOARD OF SUPERVISORS**

ROBERT A. LOVINGOOD First District	JANICE RUTHERFORD Second District	DAWN ROWE Third District	CURT HACHMAN Chairman, Fourth District	JOSIE GONZALES Vice Chair, Fifth District	Gary McBride Chief Executive Officer
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SEE FULL PUBLIC HEALTH ORDER WITH LINK ABOVE

## ATTACHMENT G

**From:** [John Bosler](#)  
**To:** [Group - All e-mail](#)  
**Cc:** [Group - Board Members](#)  
**Subject:** MESSAGE FROM THE BOARD PRESIDENT AND GM/CEO REGARDING: CORONAVIRUS (COVID19) UPDATE  
**Date:** Friday, April 10, 2020 8:20:50 PM  
**Attachments:** [image002.png](#)  
**Importance:** High

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## Interoffice Memo

**Date:** April 10, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** Jim Curatalo, Board President and John Bosler, GM/CEO  
**RE:** Coronavirus (COVID-19) Update

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CVWD Family:

This week we saw an uptick in coronavirus cases reported within our community, a county-wide mandate to wear face masks in public and finally some good news; the social distancing and stay at home orders are working. All the sacrifices and steps that each of you have taken are helping to flatten the curve, proving that together we can keep one another stay safe and make a difference during this unprecedented pandemic.

These coming weeks will continue to be critical; the actions we take now will foretell our future health and that of our community. I understand that this can be especially hard on many of you who would normally engage in Easter festivities with your family and friends. But today, as always I have faith in in you and in our team. Together we will remain #CVWDSTRONG.

*John*

**A message from Jim Curatalo, Board President:**

Dear CVWD Family:

I wish you and your family good health and safekeeping during these times.

On behalf of our Board, I thank you for your dedicated service and for your continued commitment to excellence. Your sense of duty serves as inspiration and has never been more valued and appreciated than now. Thank you for your loyal character and integrity and for making CVWD a very special place.

During the history of our water district we have been met with many challenging circumstances. We have always risen to and overcome difficulties with success. We are currently in the midst of a very different situation, one that requires us to carefully measure and modify not only how we conduct our daily business, but how we conduct our daily lives. As we move forward and adjust to unfolding circumstances, I want to assure you that your personal health and the health of your family is of paramount importance to our Board and to the leadership of CVWD. We care about you personally and want you to stay healthy. In the same way that we are committed to providing water and wastewater services to our community, we are committed to doing what is necessary to protect the health of our people!

John provides regular updates to our board regarding the outstanding work being done throughout our agency and community. We appreciate very much your innovation and the “can do” attitudes that you bring to work each day. Our water district remains secure and strong because of the work you do every day!

This pandemic is a very significant event for our country as well as our District. How we conduct ourselves personally and professionally during this time will no doubt influence the outcome of this situation. My confidence in you and in the people of our organization has never been stronger. I am certain that we will continue to do the right things for the right reasons and that we will win each day and ultimately, we will win the outcome when it is over and done.

On behalf of the board, thank you for all you do! I wish good health and happiness for you and your families.

Have a wonderful Easter, Passover and Holiday!

*Jim*

## ATTACHMENT G

**From:** John Bosler  
**Sent:** Thursday, April 16, 2020 5:34 PM  
**To:** Group - All e-mail  
**Cc:** Group - Board Members  
**Subject:** MESSAGE FROM THE BOARD VICE PRESIDENT AND GM/CEO REGARDING: CORONAVIRUS UPDATE (COVID-19)  
**Importance:** High



## Interoffice Memo

**Date:** April 16, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** Vice President Randall Reed and John Bosler, GM/CEO  
**RE:** Coronavirus (COVID-19) Update

CYWD Family:

This coming week we will be entering into our sixth week of COVID-19 restrictions and I continue to be impressed by how well this District has handled this unprecedented event. From the inception of this pandemic, all of you have reprioritized your workloads in order to maintain the operations of the District.

I know many of you are feeling anxious over the uncertainty of current events, including when and how we will return to work and what our new normal will look like. The Federal Government and the State of California are working on defining a timeline that would re-open businesses. I want to reassure you that we are also contemplating a workforce re-entry plan but will only do so if and when we feel it is safe to proceed, while still safe-guarding our employees' health and safety.

I want you to know that you have my support and the support of our Board of Directors. Last week President Curatalo sent you a message and this week Vice President Randall Reed would like to address all of you. Please click on the link below.

**From:** Rob Hills  
**Sent:** Thursday, April 23, 2020 3:15 PM  
**To:** Group - Operations Bldg; Group - Treatment; Group - Treatment Operators  
**Cc:** Group - Executive Management; Roberta Perez; Rob Hills  
**Subject:** Interoffice Memo - Operations Division Staffing Plan in Response to COVID-19 Event - Phase 2



## Interoffice Memo

**Date:** April 23, 2020  
**To:** Operations Division  
**Cc:** Executive Staff, Human Resources  
**From:** Rob Hills, Director of Operations  
**RE:** Operations Division Staffing Plan in Response to COVID-19 Event – Phase 2

Operations Team:

As this week draws to an end, it marks the end of the first phase of the Operations Division temporary staffing plan that was implemented on March 29, 2020. As data and facts of the pandemic continue to evolve, we too must evolve our operations to effectively provide essential water and wastewater services to our community. As we contemplate and plan the steps forward, please know that your health and well-being, as well as that of your families and loved ones, is our single highest priority and every decision we make is guided on the principle of keeping you healthy while providing vital services for our region.

To this end, we will be moving to the next phase of our staffing plan. The fundamental elements of the next phase are built on two basic principles:

- 1) Maintain physical separation between distinct groups of employees to preserve a portion of our workforce and maintain a ready-state in the event one or more of our team members, and/or a member of their household, receives a confirmed diagnosis of COVID-19, and
- 2) Strictly enforce, and reinforce, the recommended guidance of social distancing, personal hygiene, work-area hygiene, face coverings, and any other relevant guidance issued by public health officials.

The first element will be met by establishing alternate bases of operation. We will be utilizing the former Operation's Division warehouse (Klusman yard), the Arthur Bridge Water Treatment Plant, and the Nitrate Treatment Facility to achieve this objective. Essentially half of the Water Utility, Wastewater Utility and Water Production teams will

report to and work from the Klusman facility as an alternate base of operation, the other half will work from the Ashford campus. Similarly, Treatment personnel will utilize the different facilities to meet this objective.

The second element, and perhaps the most important and enduring, is entirely reliant on personal responsibility, accountability and respect for each other's health and well-being. In my mind this is the easy one. There are many adjectives that I would use to describe this group of extraordinary individuals – responsible, respectful and accountable top that list. This element will require each of us to be responsible, hold ourselves accountable, and hold each other accountable. This is not a temporary measure - this event has likely left an indelible mark that will persevere for quite some time. I have the upmost confidence that our team will rise to this occasion.

This situation will continue to evolve - and we will continue to adapt and evolve as information and facts become available. I will say it again, your health and well-being, as well as that of your families and loved ones, is the District's single highest priority. This principle will guide each step we take on the journey to our new normal. As always, please feel free to share your thoughts, ideas and concerns. We will continue to progress in an informed, cautious manner with every expectation that we will succeed and prosper together.

Thank you for your dedication and service. – Rob

# ATTACHMENT G

**From:** John Bosler  
**Sent:** Friday, April 24, 2020 2:13 PM  
**To:** Group - All e-mail  
**Subject:** MESSAGE FROM THE DIRECTOR CETINA AND GM/CEO REGARDING: CORONAVIRUS UPDATE (COVID-19)  
**Importance:** High



## Interoffice Memo

**Date:** April 24, 2020  
**To:** CVWD Employees  
**Cc:** Board of Directors  
**From:** John Bosler, GM/CEO and Director Luis Cetina  
**RE: Coronavirus (COVID-19) Update**

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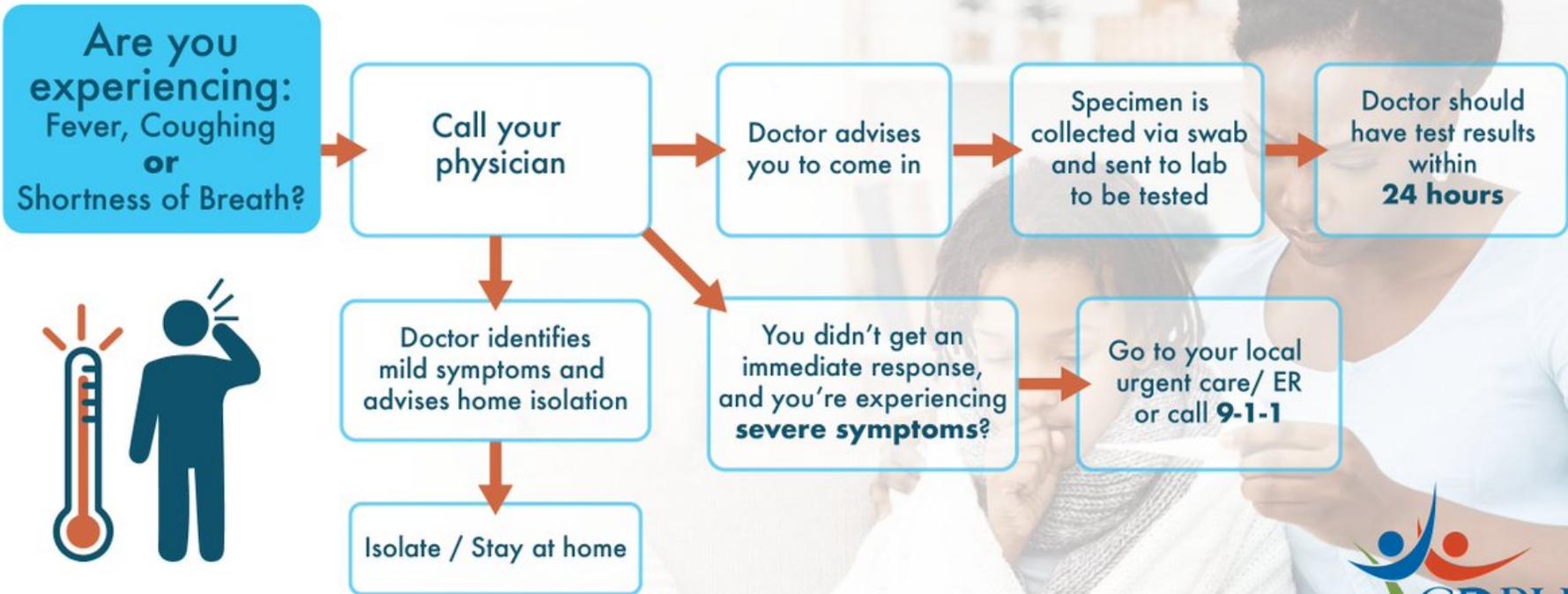
CVWD Family,

This coming Monday marks the seventh week of this pandemic and I want you to know that all of you are continuing to do a great job, as always. This week Governor Newsom adjusted his Stay at Home Orders allowing essential surgeries to be performed at hospitals. Additionally, San Bernardino County will begin to open non-contact outdoor activity areas such as: parks, wilderness trails and golf courses this weekend; social distancing and face coverings will still be required. These are the first hopeful signs of progress since the start of this pandemic. I also want to share with you that at our last Board Meeting, the Board took action to postpone the previously scheduled rate increase that would have been implemented July 1<sup>st</sup>. The postponement will allow us to review the economic impact that the COVID pandemic will have on our local economy and provide some financial relief to our customers.

I personally want to thank you for your continued support of the District and the community we serve. I am looking forward to seeing all of you at the office, I am especially looking forward to the Executive Team hosted Employee BBQ. It may look different this year, but we will find a way to get it done and it will be better than ever. The Board fully supports all of your efforts and this week Director Cetina wanted to share his personal message. Please click here for [Director Cetina's Message](#)

ATTACHMENT H  
CDPH – DO I NEED TO GET TESTED FOR COVID-19? FLOWCHART

# DO I NEED TO GET TESTED FOR COVID-19?



MORE INFORMATION - Follow the California Department of Public Health: @capublichealth and [www.cdph.ca.gov/covid19](http://www.cdph.ca.gov/covid19)



## ATTACHMENT I

# WORKERS' COMPENSATION: WORK-RELATED INJURIES & PREFERRED OCCUPATIONAL CLINIC

### EMPLOYEES ARE TO USE CENTRAL OCCUPATIONAL MEDICINE CENTER (COMP) FOR ANY WORK-RELATED INJURY/ILLNESS

For the safety and health of all our employees, COMP is the District's preferred occupational clinic until further notice. West Point Medical Center is still taking in urgent care patients, and your health is important to us.

**COMP is not equipped to take in COVID-19 patients, and they are asking that we do not send employees that are showing signs or symptoms or have a known exposure to COVID-19.**

## COMP LOCATIONS

City	Address	Phone & Fax	
City of Industry	18575 E. Gale Ave. #155, City of Industry 91748	P: 626 581 8960 F: 626 581 8536	<b>Operating Hours are Monday – Friday</b>  (Closed Sat & Sun)  <b>9:00 am – 5:30 pm</b>
Corona	1690 West 6th St. #K, Corona 92882	P: 951 736 9500 F: 951 736 9512	
Ontario	59 S. Milliken Ave. #100, Ontario 91761	P: 909 605 8888 F: 909 605 8855	
Moreno Valley	13800 Heacock Ave. #C136, Moreno Valley 92553	P: 951 656 6009 F: 951 656 6010	
San Bernardino	295 E. Caroline St. #D-1, San Bernardino 92408	P: 909 723 1161 F: 909 723 1168	
Riverside	4300 Central Ave., Riverside 92506	P: 951 222 2206 F: 951 222 2106	<b>OPEN 24/7</b> <i>Sat-Sun: Physician is On Call</i>

Please check COMP's website to see if hours have changed. <https://centraloccupationalmedicineproviders.com/>

**CLINIC PRE-AUTHORIZATION FORMS ARE AVAILABLE FOR DOWNLOAD ON THE EMPLOYEE COVID-19 WEBPAGE.**

**EMPLOYEES MUST NOTIFY THEIR SUPERVISOR AND ANY HR/RISK PERSONNEL FOR WORK-RELATED INJURIES WHILE AT WORK OR WORKING FROM HOME. THE SAME WORKER'S COMPENSATION CLAIM PROCEDURES APPLY.**

## Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

### INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

### ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employees should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



# 10 ways to manage respiratory symptoms at home

**If you have fever, cough, or shortness of breath, call your healthcare provider. They may tell you to manage your care from home. Follow these tips:**

- 1. Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.  

- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.  

- 3. Get rest and stay hydrated.**  

- 4. If you have a medical appointment, call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.  

- 5. For medical emergencies, call 911 and notify the dispatch personnel** that you have or may have COVID-19.  

- 6. Cover your cough and sneezes.**  

- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.  

- 8. As much as possible, stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.  

- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.  

- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.  




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For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

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YOUR PAGE

## Stretches for people who work at computers

REMEMBER TO HOLD EACH STRETCH FOR 5-10 SECONDS AND BREATHE

These stretches are for your benefit to increase your flexibility and comfort. You may feel tension and tightness while performing some of these, but you should not feel pain. If you feel pain, back off the stretch a little until it feels more comfortable. If you have a current injury or feel uncomfortable doing these stretches, please check with your caregiver prior to continuing these exercises to ensure they are appropriate for you.

### 1 REACH FOR THE SUN

Stand up and raise your arms above your head. Keeping your feet on the ground, inhale deeply and reach up further, feeling your spine lengthen.



### 2 NECK LENGTHEN

Sitting or standing up straight, pull chin backward so your ears are above your shoulders and you have a double chin. Hold & breathe. Relax & repeat.



### 3 LATERAL NECK

Place one hand behind your back or hold the bottom of a chair. The other hand gently pulls your ear to the shoulder. Hold & breathe. Repeat other side.



### 4 BETWEEN-THE-SHOULDER-BLADES

Sit or stand up straight. Reach forward at shoulder level and grasp both hands together; turn them out. Keep chin tucked in. Gently pull arms forward. Hold 10 seconds. Relax and repeat.



### 5 EAGLE

Cross your right arm over top of your left arm at the elbow. Bend elbows to 90 degrees and turn palms towards each other. Raise interlocked arms up towards the level with shoulder until you feel the stretch between the shoulder blades. Hold 10 seconds. Relax and repeat other side.



### 6 UPPER SHOULDER

Gently push one arm at the elbow across your body at shoulder level. Hold and breathe. Repeat other side.



### 7 CHEST PULL

Bring arms out to the sides, keeping elbows at shoulder height. Squeeze shoulder blades together and hold 10 seconds. Relax and repeat.



### 8 FINGER WEB

Make a fist with your hands and squeeze. Then split your fingers apart and hold a few seconds. Shake them out. Relax and repeat.



### 9 FINGERS-UP

Stretch arm straight forward and turn fingers up. Gently pull the palm of the hand toward you and hold 5-10 seconds. Relax and repeat other hand.



### 10 FINGERS-DOWN

One arm straight ahead, elbow straight, turn fingers down. Gently pull back of hand toward you. Hold & breathe. Repeat other hand.



### 11 FINGER PULL

In this yoga stretch, start with the index finger and gently pull it back with the other hand, feeling the stretch into the palm. Hold for 5 seconds and then move to the middle finger and repeat. Continue until each finger on one hand, including the thumb, has been done. Repeat with the opposite hand.



### 12 BACK EXTENSION

Stand with feet shoulder-width apart and knees slightly bent. Hands on your hips and eyes facing forward (keep your neck neutral). Gently arch your back, backwards and hold 5-10 seconds. Breathe. Relax and repeat.



### 13 QUADRICEPS & HIP FLEXOR STRETCH

Holding onto something, grab your ankle with the other hand. Push your hip forward and hold 5-10 seconds. Relax and repeat other leg.



### 14 SHOULDER SHRUG/RETRACT

Raise both shoulders up towards your ears, pull them back, and then push shoulder blades DOWN into your back pockets. Hold under your chair for 5-10 seconds. Relax and repeat.



### 15 HIP & GLUT STRETCH

Sitting down, cross one foot over the opposite knee. Keeping the raised knee out to the side and the hips level, gently push the raised knee down. Hold 5-10 seconds. Relax and repeat other leg.



### 16 PALMING

Close your eyes and place your hands over top. Relax your eyes. Hold for 10-20 seconds.

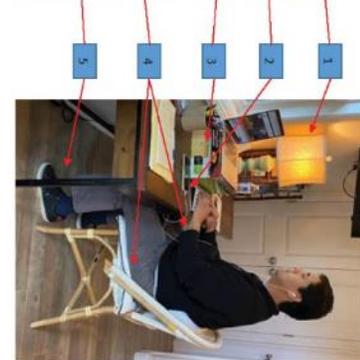
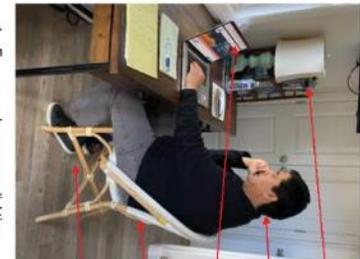


## Ergonomic Tips for the Remote Employee COVID-19 Pandemic Response



In response to Stay at Home orders by state and local authorities, many districts have employees working remotely. While orders from local public health officials during the pandemic are temporary, an office setup, even remotely, should include good ergonomics. The following are recommendations and tools to help ensure employees are working in an ergonomically friendly environment at home.

<ul style="list-style-type: none"> <li>• Designated Space</li> <li>• Monitor</li> <li>• Keyboard and Mouse</li> <li>• Chair</li> <li>• Phone</li> <li>• Lighting</li> <li>• Plan your Day</li> <li>• Breaks</li> <li>• Training</li> <li>• Wellness</li> <li>• Additional Resources</li> </ul>	<p>Create a space that can be dedicated for computer use. A desk or kitchen table would be ideal. Sitting on a bed or couch for long periods of time should be avoided.</p> <p>If using a laptop try to place the screen about an arm's length away (18"-24") and have eye level with the top 1/3 of the screen. If you need to use a flat screen laptop, be sure not to block the view on the bottom of the laptop. The use of an external monitor would be best!</p> <p>Try to avoid using the laptop keyboard and mouse, as it would be difficult to maintain good ergonomic posture. If at all possible, use an external keyboard and mouse. The work surface should be at elbow height and wrists should be in a neutral position. Avoid extended reaches.</p> <p>If using a chair that cannot be adjusted, a kitchen chair, remember to use a cushion to sit on and a rolled up towel for lower back support.</p> <p>Use a headset or speakerphone when making phone calls.</p> <p>Ensure proper lighting and avoid direct sunlight hitting the monitor to reduce eye strain due to glare.</p> <p>Establish a schedule, i.e. set a routine. If a workday, try to eliminate distractions as best as possible.</p> <p>Take regular breaks away from your work area. If you are able, take a walk or do stretches. Below are examples of stretches that can be done at home. <b>Remember to hydrate and change your position regularly!</b></p> <p>Take online training on <a href="#">Ergonomics</a>. A good refresher course is <a href="#">General Office Ergonomics</a>. If you want CEUs, then take the limited in this training can be applied to a home office setting.</p> <p>Information can be found on the <a href="#">ACWA's website</a>, <a href="#">Wellness Page</a>, <a href="#">CCOPLS Alerts on Home Office</a> - Simple outline of risks and solutions for home office.</p> <p><a href="#">NHL Office Checklist</a> - Office ergonomic checklist.</p> <p><a href="#">ErgoCheck</a> - Various ergonomic specific videos.</p> <p><a href="#">Ergonomic Indicators</a> - OSHA explanation of employer responsibility for safety and health hazards for employees working at home.</p>
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1. Ensure you have proper lighting.
2. Use headphones or speakerphone to reduce neck and shoulder strain.
3. Use a box, stool or other sturdy surface to elevate laptop to eye level to reduce neck strain. Remember not to block the view on the bottom of the laptop.
4. Use a cushion to sit on and a towel to provide lumbar support. The cushion can also be used to provide the proper height. The keyboard should be at elbow height and your wrists in a neutral position. Avoid extended reaches.
5. Keep feet flat on floor or use boxes to provide foot support.

Using a table or counter with your equipment at the right height for you will place the least amount of strain on your body. Risk of injury decreases and you can work longer and more efficiently.

References: UCSF Environment, Health and Safety; Ergonomics & Human Factors Program: [Ergonomics Tips for Remote Work](#)

## WEB RESOURCES

### Centers for Disease Control and Prevention – [www.cdc.gov](http://www.cdc.gov)

- **CDC Guidance for Employers and Workplaces on COVID-19** – <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- **Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance)** – <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- **CDC Guidance for Travelers Returning from High-Risk Countries** – <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

### U.S. Department of Labor

- **Occupational Safety and Health Administration** – <https://www.osha.gov/>
  - **"Preparing Workplaces for COVID-19,"** – <https://www.osha.gov/Publications/OSHA3990.pdf>
- **Wage and Hour Division**
  - **"COVID-19 or Other Public Health Emergencies and the Family and Medical Leave Act"** – <https://www.dol.gov/agencies/whd/fmla/pandemic>

### The Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act (ADA) Website – [https://www.eeoc.gov/facts/pandemic\\_flu.html](https://www.eeoc.gov/facts/pandemic_flu.html)

### State of California, Office of Governor Gavin Newsom – <https://www.gov.ca.gov/>

- **Department of Public Health (DPH) COVID-19** – <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
  - **DPH Guidance Documents** – <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
  - **Face Coverings Guidance** – <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx>
- **California Coronavirus (COVID-19) Response** – <https://www.covid19.ca.gov/>
- **Department of Industrial Relations "Interim Guidance for Protecting Health Care Workers from Exposure to Coronavirus" Disease (COVID-19)** – <https://www.dir.ca.gov/dosh/Coronavirus-info.html>
- **Department of Fair Employment and Housing "DEFH Employment Information on COVID-19"** – [https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/DFEH-Employment-Information-on-COVID-19-FAQ\\_ENG.pdf](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/DFEH-Employment-Information-on-COVID-19-FAQ_ENG.pdf)

### The White House

- **Presidential Declaration of National Emergency Concerning the Novel Coronavirus Disease (COVID-19)** – <https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak/>
- **Presidential Policy Directive 21 (PPD-21): PPD-21 identifies 16 critical "essential" infrastructure sectors** – <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

