

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Executive Committee of the
Crescenta Valley Water District

To be held on Friday, July 24, 2020 at 1:30 p.m.

Posted: Thursday, July 23, 2020 at 12:30 p.m.

TELECONFERENCING NOTICE

[This meeting will be held by teleconference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate by listening or making comments using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833	(346) 248-7799	(929) 205-6099
(253) 215-8782	(301) 715-8592	(312) 626-6799

Then, enter Access Code: 828 1701 2453

[Pursuant to the above Executive Order, the public may not attend the meeting in person.]

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link –

<https://us02web.zoom.us/j/82817012453>.

PLEASE NOTE: For participants joining by videoconference, they may listen and speak through the above-referenced phone line OR through the speakers and microphone that may be installed on their computers. Please use only ONE option and MUTE the other to avoid feedback that interferes with the audio quality.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Call to Order

Adoption of Agenda

Public Comments

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of the Committee. This opportunity is non-transferable and speakers are limited to three (3) minutes each.

Action Item(s)

The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken. This opportunity is non-transferrable, and speakers are limited to one two-minute (2) comment each.

1. Discuss future Board calendar, including scheduling for a potential Prop 218 notice (*attachment enclosed*)
2. Discuss measures to preserve safety and operational resiliency during the Covid-19 pandemic (*attachment enclosed*)
3. General Manager evaluation

Committee Members' Request for Future Agenda Items

Adjournment

Attachment(s):

1. *Prop 218 sample timeline*
2. *Covid-19 policies matrix*
3. *Covid-19 protocol decision tree & narrative*

Prop 218 Notice Sample Timeline

Month for Public Hearing & Approval	Board Approve Prop 218 Notice (Closes Board Mtg)	Send Prop 218 (Start 45 Days)	Send Prop 218 Due (Monday before Mtg)	Board Hearing	Board Approval
June	Tuesday, April 21, 2020	Friday, April 24, 2020	Monday, June 8, 2020	Tuesday, June 9, 2020	Tuesday, June 23, 2020
July	Tuesday, May 19, 2020	Friday, May 29, 2020	Monday, July 13, 2020	Tuesday, July 14, 2020	Tuesday, July 28, 2020
August	Tuesday, June 23, 2020	Friday, June 26, 2020	Monday, August 10, 2020	Tuesday, August 11, 2020	Tuesday, August 25, 2020
September	Tuesday, July 21, 2020	Friday, July 24, 2020	Monday, September 7, 2020	Tuesday, September 8, 2020	Tuesday, September 22, 2020
October	Tuesday, August 25, 2020	Friday, August 28, 2020	Monday, October 12, 2020	Tuesday, October 13, 2020	Tuesday, October 27, 2020
November	Tuesday, September 22, 2020	Friday, September 25, 2020	Monday, November 9, 2020	Tuesday, November 10, 2020	Tuesday, November 24, 2020
December	Tuesday, October 13, 2020	Friday, October 23, 2020	Monday, December 7, 2020	Tuesday, December 8, 2020	Tuesday, December 22, 2020
January	Tuesday, November 24, 2020	Friday, November 27, 2020	Monday, January 11, 2021	Tuesday, January 12, 2021	Tuesday, January 26, 2021

Crescenta Valley Water District

Summary of Emergency Policies

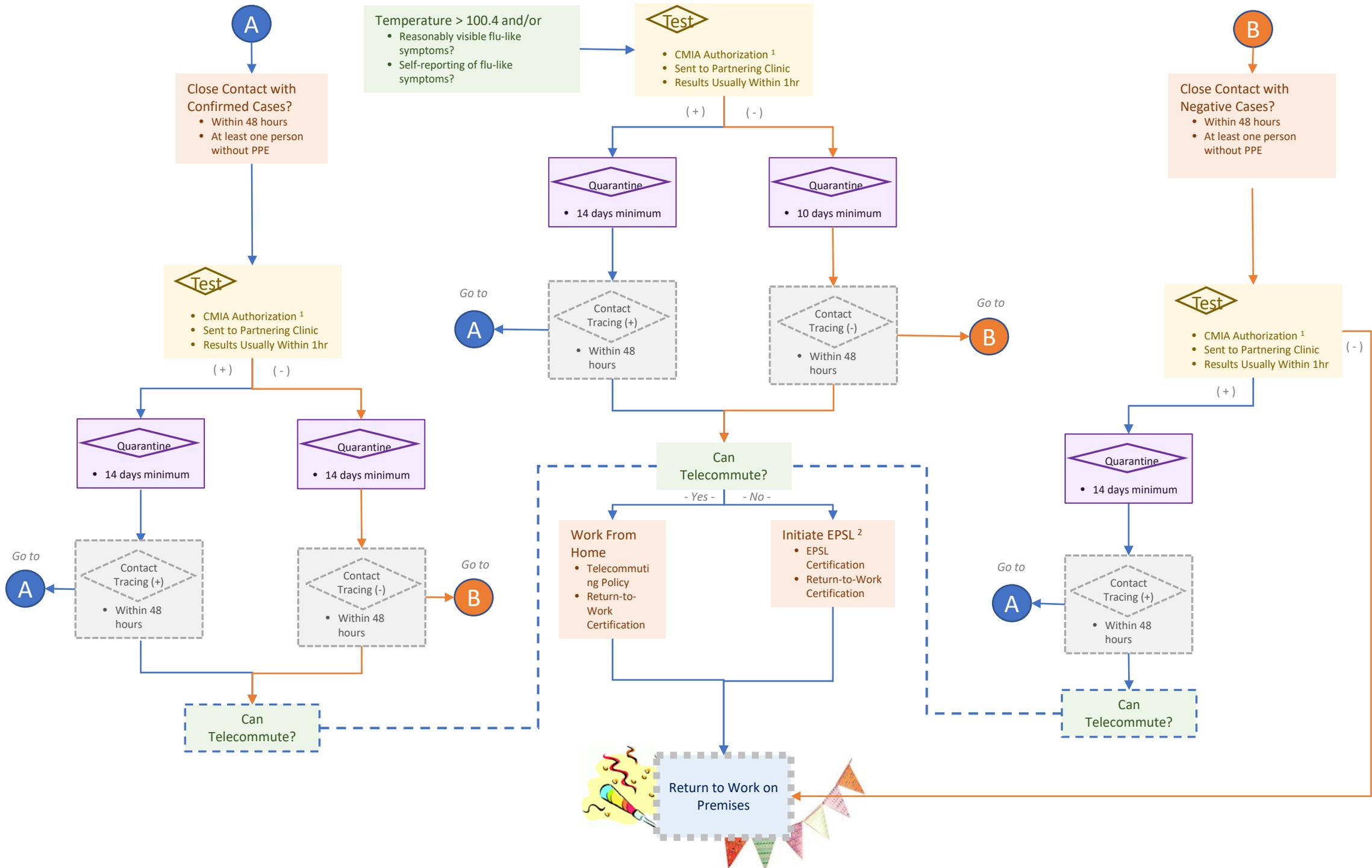
May 2020

Please review the following, acknowledge that you have read and understand by signing, and return to your department head Dennis Maxwell, David Gould, or James Lee by end of Wednesday, June 3, 2020. A signature page is provided following this summary.

- All, the District has prepared emergency policies.
- They are intended to provide a safe workplace for employees while complying with laws and regulations as the District and community transition toward a "new normal" until further notice.
- The policies capture federal, state, and local regulations and guidance from the CA DPH, the CDC, and OSHA, among others.
- A number of these policies formalize what we are already doing a great job with with respect to social distancing, cleaning, providing accommodations, etc.
- Policies are subject to revision as circumstances improve.
- All policies are effective upon receipt.
- Please note that the District has designated all of its employees as Essential Workers and Emergency Responders.

	Accommodation of High-Risk Employees	Cleaning & Disinfecting	Employee Leave Under FFCRA	Social Distancing	Temperature Screening	Testing Employees for COVID	Use and Disclosure of Medical Information	Emergency Telecommuting ¹
PURPOSE	Provide reasonable work accommodations for employees at higher risk of severe illness from COVID-19	Assure safe and healthy working conditions for all workers by reducing the risk of exposure and infection from surface germs	FMLA provides family leave such as parental leave. This policy covers a temporary law that expands family and medical leave for reasons related to COVID	Provides guidance on social distancing	Establishes protocol for daily temperature screening	Establishes protocol for testing employees for COVID-19. At this time, the District is not expecting blanket testing	Establishes protocol for maintaining confidentiality over employee medical records	Establishes protocol for instances where employee must work remotely as a result of COVID-19
PROVISIONS	<p>Individuals can identify themselves as higher risk based on age or varying underlying conditions as listed in the Policy</p> <p>Employees have the right to request HR for reasonable accommodations if they fall within the above categories</p>	<p>Disinfection cleaning is to be conducted at minimum, daily (once per shift). Disinfection includes surfaces such as light switches, doorknobs, coffee makers, vehicle door handles etc.</p> <p>District will provide disinfectants in buildings and each vehicle to the extent they are available</p> <p>District will ensure air filters and HVAC systems are properly maintained</p>	<p>Disability takes two weeks (10 days) to take effect. This Policy provides a bridge to cover this time</p> <p>There are two categories of Emergency Paid Sick Leave, and the provisions are detailed in the Policy</p> <p>1. Employee is experiencing symptoms or has been advised by a health care provider to self-quarantine</p> <p>2. Employee is caring for an individual who is subject to quarantine or a child's school has been closed and childcare is unavailable due to COVID-19</p>	<p>Social distancing is to be maintained to the extent it is practically possible, including in vehicles</p> <p>Face coverings are to be worn at all times to the extent practical - e.g., at minimum, cloth face coverings when outside work stations or in the event vehicles must be shared</p> <p>This includes any members of the public, vendors, or other visitors</p> <p>Wash hands with soap or sanitizer at minimum, once every hour</p>	<p>Testing at the beginning of each shift on a daily basis. Each dept head establishes a procedure for testing for their respective buildings / workplaces</p> <p>Testing is non-invasive and is conducted through using a contactless infrared thermometer</p> <p>If an employee's temperature is over 100.4, they are to inform HR and not enter the building</p>	<p>Employees refusing a request to test will be placed on unpaid leave, but may supplement that time with sick or other leave</p> <p>The District will have a testing clinic partner, and they will notify the employee of the results in a confidential manner</p>	<p>If the District receives notice that an employee tested positive for COVID, the District will provide a Notice of Privacy Practices</p> <p>The District may, in specific cases, disclose medical information if there is a serious threat to public safety or a public authority is authorized by law to request the information from the District</p> <p>Employees are entitled to access their medical file as maintained by the District</p>	<p>Employees are to adhere to a schedule determined by their supervisor</p> <p>Employees are to remain fit for duty at their alternate workplaces</p> <p>Employees are to maintain District network security by logging in through VPN</p> <p>Participating employees will review a Telecommuting Agreement with their supervisor</p>

¹ - Will be distributed to those who must telecommute.



Crescenta Valley Water District

Sample Narrative Accompanying 'CVWD Testing Protocol Decision Tree

July 2020

Jack and Jill showed up to work on Friday showing COVID-19 symptoms. This is the first day either have symptoms. Jack has a fever of 101.1 and Jill has a cough, and is experiencing fatigue and a recent loss of smell. Both Jack and Jill will be sent up the hill to the testing clinic. Testing will be done, and we will likely learn the results within 15-30 minutes. We find out that Jack tested positive (+) for COVID-19 and Jill tested (-).

Jack will need to quarantine for a minimum of 14 day or 3 days after last having symptoms, whatever comes later. Jill will need to quarantine for a minimum of 10 day or 3 days after last having symptoms, whatever comes later.

Jill can work from home so she will be sent home with the proper tools to complete assignments from home. Jack cannot work from home so he will need to apply for 80 hours of Emergency Paid Sick Leave. To return to work, both will need to complete a certification form.

Before Jack and Jill went out for testing we interviewed both of them and found out that Jack was talking with Jim and Elmer the day before within 6ft of each other for more than 15 minutes. Jim was wearing a mask, but Jack and Elmer were not. Although Jim was wearing a mask, he will be considered as having been in "close contact", because Jack and Elmer were not wearing masks. Elmer and Jim will now follow Path A and be sent for testing as well.

Elmer and Jim both test negative. Because it was determined that they were in close contact of a confirmed case, they will now need to quarantine for a minimum of 14 day or 3 days after last having symptoms, whichever comes later. Jim and John will both be interviewed to trace any possible close contacts. Any close contacts with now follow path B for testing, as Path B is for close contact with negative cases.

Jill was talking to Jane on Monday, and neither was wearing a mask. On Wednesday, Jill spent time with Ann at her desk and neither was wearing a mask. Jill was also talking to Gil and Bill on Thursday around her cubicle and all three were wearing mask. In this case, only Ann will be sent for testing, following Path B. Although Jill and Jane should have been wearing masks, they were in close contact more than 48 hours before Jill began showing symptoms. Gil and Bill interacted with Jill after she began showing symptoms, but everybody wore masks and they were never in close contact with one another.

Jill will follow Path B for testing. Jills test returns negative and she will be allowed to return to work.