



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Coronavirus (COVID-19)

Risk Minimization and Outbreak Response Plan*

The objectives of this plan are to: 1) identify measures that the District will take to help employees best protect themselves and others against contracting and spreading of COVID-19, and 2) maintain the essential functions of the District in the event COVID-19 becomes established in Monterey County. The District has created a Coronavirus Task Force to evaluate and direct all actions.

Trigger	Response
<p>Risk Level 1: Coronavirus (COVID-19) appears in surrounding counties or in the state (Implemented March 10-16, 2020)</p>	<ul style="list-style-type: none"> • Follow Monterey County Health Department directives from affected communities for mitigation strategies or requirements (e.g. work remotely with manager approval if not required to be on-site) – Done • District Coronavirus Task Force to review all out-of-county business travel; minimize non-essential travel and encourage same for employee personal travel – Done • Determine if non-essential staff from affected counties can work remotely – Done • Monitor school closings and evaluate individual employee strategies to provide childcare; children may not be brought to work – Done <ul style="list-style-type: none"> ○ Mandated state/federal paid time off benefits will apply. Employee may use accrued PTO if federal/state paid time off benefits are exhausted before schools reopen. • Recommend staff not attend gatherings of more than 10 people and work remotely when possible – Done • Train back-up personnel for critical operational roles (scales, LFG) – In progress • Cancel all scheduled on-site group tours and workshops – Done • Require use of gloves when handling money and continued use of appropriate personal protective equipment (PPE) – Done • Closure of Last Chance Mercantile and Buy Back Center (CRV bottle and can recycling) on Tuesday, March 17, or earlier as circumstances dictate. Assign staff to cleaning, organizing and other duties. • Arrange for janitorial service to disinfect common areas daily – Done • Cancel staff General Meeting and other group gatherings – Done

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Trigger	Response
<p>Risk Level 2: Coronavirus (COVID-19) appears in/is suspected to be in Monterey County or Monterey County, State or Federal health department provides direction or proclamations (Implemented March 17, 2020)</p> <p>HR HOTLINE: (831) 264-6376</p>	<ul style="list-style-type: none"> • Follow all responses listed in Risk Level above plus the following: • Follow Monterey County Health Dept. directives for mitigation strategies or requirements (e.g. work remotely with manager approval if not required to be on-site) • Provide Board members the availability to attend meetings remotely or cancel meetings as necessary • Close administrative office to the general public • Ban attendance at community events of more than 50 people • Close Scales service windows and use passthrough windows only • Isolate shipping/receiving driver activities to outside of MRF and Shop administrative offices • Establish departmental separation and intra-departmental separation on-site and during work hours. Provide temporary break areas in each area to allow for separation. • Eliminate all group food served to employees • Eliminate use of reusable community dishes and utensils, switch to compostable • Implement emergency staffing plan: <ul style="list-style-type: none"> ○ Enable non-essential staff to work remotely if work can be completed remotely ○ Rotate Administrative staff to alternate days of on-site and remote work; where possible, reassign remote duties by location of work. ○ All shift huddles and tailgate meetings will be held outdoors, and encourage staff members to maintain six feet (6') of separation from one another whenever possible ○ Rotate HR staff to alternate days of on-site and remote work; where possible, reassign remote duties by location of work ○ Have designated Accounting staff work remotely based on duties ○ Have Public Education staff work remotely based on duties ○ Assign LFG Supervisor to work remotely in order to be available in event of significant department staff absenteeism ○ Require select members of Leadership Team to work remotely when appropriate ○ Assign LCM staff to MRF and Site & Facilities Departments to perform essential functions of similar Bargaining Unit positions through Tuesday, April 7, 2020 or until "shelter-in-place" order is lifted. If employee declines assignment, employee will be allowed to take time off and use accrued Vacation, COMP or Floating Holidays. • No change to essential operations: MRF, Landfill, Scales, HHW, Maintenance Shop and Site & Facilities Management • Check temperature of employees at start of shift effective upon availability of thermometer. Those registering a temperature of 100.4 two times within 15 minutes requires employee be sent home. • Require use of face masks and gloves for all staff in a work unit where an employee has been diagnosed • Institute hiring freeze for non-essential positions as determined by the General Manager • Employees 65 or older may elect to stay home, following the State of California guidelines regarding self-isolation. Employees choosing this option may use any accrued time off, including sick time. • Explore potential state/federal paid time off programs.

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Updated: 3/26/2020

	<ul style="list-style-type: none"> • Employees may be asked to self-quarantine with pay if a co-worker in close proximity, family member or co-habitant is referred/approved for COVID-19 testing by a medical provider. • Employees found to be stealing any District supplies (e.g. cleaning/disinfectant, toilet paper, and other COVID-19-related supplies) will be immediately terminated
Trigger	Response
<p>Risk Level 3: District employee, their immediate family member or co-habitant tests positive for Coronavirus (COVID-19)</p> <p>HR HOTLINE: (831) 264-6376</p>	<ul style="list-style-type: none"> • Follow all responses listed in Risk Levels above plus the following: • Cooperate with and follow Monterey County Health Dept. guidelines and regulations • Require that employees who have symptoms (fever, coughing and/or shortness of breath) stay home or upon arriving at work and feeling symptoms should go home • All employees confirmed sick must notify HR at (831) 264-6376 and stay home from work, following Centers for Disease Control and Prevention (CDC) and Monterey County Health Department directions. <ul style="list-style-type: none"> ○ If during the leave period, the employee's treating physician diagnoses the employee with COVID-19, the employee will qualify for FMLA/CFRA leave and will be designated as such ○ Apply mandated state/federal paid time off programs to time off for absences related to COVID-19 ○ The use of accrued Paid Sick Leave may be used to supplement other state/federal benefits to make employee whole ○ Employees who qualify for FMLA/CFRA and have exhausted all state/federal paid time off benefits, will be required to use PTO (vacation, COMP or floating holidays) time for the duration of their leave or until all PTO has been exhausted ○ The employee must provide a note from their e treating physician clearing the employee to return to work, before the employee may return to work • Waive requirement of a doctor's note when an employee is off for more than three days • Coordinate with franchise haulers in region to develop appropriate protocols to ensure business continuity of key public health functions of waste disposal • An employee who exhibits no symptoms, but has traveled to an area where there is widespread community transmission of COVID-19 or has been in close contact with someone who has tested positive for COVID-19, and poses a threat to other employees, will be placed on sick leave in order for the employee to seek a diagnosis. <ul style="list-style-type: none"> ○ Employees who qualify for FMLA/CFRA and have exhausted all state/federal paid time off benefits, will be required to use PTO (sick, vacation, COMP or floating holidays) time for the duration of their leave or until all PTO has been exhausted. ○ Employees will remain on leave for a period of not less than 14 days after the potential exposure unless doctor's note is provided clearing the employee to return to work sooner. • The District will use reasonable care to provide for the safety of employees and in furnishing a suitable and safe place of work. This includes providing employees safety devices that are reasonably necessary in order to protect their health and safety. <ul style="list-style-type: none"> ○ An employee's refusal to return to work despite the District's reasonable steps to ensure safe and healthy working condition, will be treated as an unexcused absence or insubordination. • Implement internal interim Succession Plan for key District personnel in the case of prolonged absences due to illness.

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Updated: 3/26/2020

Trigger	Response
<p>Risk Level 4: Large scale absenteeism of District staff due to widespread infection of Coronavirus (Covid-19) or due to governmental mandate</p>	<ul style="list-style-type: none"> • Follow all responses listed in Risk Levels above plus the following: • The District will consult with Monterey County Department of Health (LEA) and CalRecycle to determine the emergency measures necessary to continue to operate waste disposal activities and infrastructure.

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Updated: 3/26/2020



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Service Reduction/Retreat Plan

In the case of staffing shortages, and management is not able to secure enough capable short-term, temporary or contract employees, we will cut back on-site operations in the following order:

District Operations

1. Construction and Demolition (C&D) Debris Processing
 - a. The District will transfer materials to GreenWaste's Zanker Road facility for as long as they are open and have capacity. Since this is not a franchise agreement-related service, we would temporarily adjust the tip fee for those requiring C&D processing to cover the additional cost of transfer transportation.
 - b. All other bulky waste would be diverted from the Materials Recovery Facility (MRF) to the landfill without processing.
2. Single-Stream Recycling Processing (SSR)
 - a. If available staffing continued to reduce, the SSR portion of the MRF would engage in the following:
 - i. Slow down the line and extend hours of processing operations to include Saturday overtime.
 - ii. Process and separate metals and fiber materials and remove staff from plastics quality control stations. Plastics would be baled and stored for reprocessing at a future date.
 - iii. With these steps implemented, any further reductions would result in some or all of the SSR materials to be baled and stored for future processing, to the degree the storage of materials was allowed by the governing entities (LEA, CalRecycle).
 - iv. SSR beyond storage quantities allowable or available to reasonably store would be landfilled.
3. Landfilling of all materials delivered to District
 - a. If equipment operator staffing drops below 40 percent of current and the District is not able to secure additional contracted operators, the District would reduce most remaining MRF and MRF maintenance staff operations and reassign to landfill operations and shop operations as needed.

Contracted Operations (Keith Day Yard Waste, Wood-Waste, and Food-Waste Composting)

4. Yard-Waste (Green-Waste) Processing
 - a. If Keith Day (KD) operations were impacted by significant decrease in staff at the MRWMD site:
 - i. Yard-waste would be stockpiled on-site of KD operations for later processing until that location is filled.
 - ii. A secondary, temporary stockpile location would be provided on top of landfill module 1 and/or 2 for later processing.
5. Wood-Waste Processing
 - a. If Keith Day (KD) operations were impacted by significant decrease in staff at the MRWMD site:
 - i. Wood-waste would be stockpiled across the "racetrack" in the old wet-weather pad north of the MRF public tipping area for later grinding and transfer to KD's operations yard.
6. Food-Waste Composting
 - a. If KD operations did not have staffing available to cover and turn source separated Food-waste, these loads would be directed to the landfill. There would be no storage or stockpiling of these materials due to health and safety concerns.

Franchise Haulers Operations (GreenWaste and Waste Management)

7. The District anticipates through discussions with the franchise haulers that in the case of significant staffing shortages they will begin to co-collect recyclables with refuse, from both commercial and residential customers. In these routes, this material will be delivered directly to the landfill for disposal. The District will not process any of these materials.
 - a. The District would adjust staffing and operations in the MRF depending on the impacts of the reduction of SSR materials being delivered and processed.
8. Yard-waste may also temporarily get co-collected with refuse or it may not be collected. Customers would be asked to hold materials at home until enough staffing can be secured. If co-collected with refuse, this material will be delivered directly to the landfill for disposal. The District will not process any of these materials.



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

COVID-19 Social Distancing Protocols

Work Area Guidance:

- Maintain social distancing of a minimum of six feet (6') at all times in all common areas.
- Check temperatures of all employees at the beginning of shift. Any employee recording a temperature of 100.4 or higher will have their temperature taken three (3) times in 15 minutes. If a continuous reading of 100.4 occurs, employee will be told to go home and speak with their medical provider.
- Keep departmental groups separated to the greatest degree possible. Staff must eat in their departmental areas.
- No more than two or three employees at a table in MRF and Shop lunchrooms, depending on table sizes
- Face masks required at all times on-site with the exceptions when:
 - Only one (1) person in the cab of their equipment
 - At lunch tables when eating
 - Office staff when at desks in their office when only one person in the office
- Staff issued disposable gloves for use as glove liners for operations staff and for scale house and office staff as required Personal Protective Equipment at all times on site except when:
 - At lunch tables when eating
 - Office staff when at desks in their office when only one person in the office
- No more than two (2) weighmasters at a time in the Scales windows servicing customers (longer lines)
- No more than two (2) customers in the Scales waiting area
- Do not enter offices to talk with office personnel. Stand in Doorways (place cone in doorway for a reminder).
- MRF lunchroom – Split lunch shift for MRF staff due to limited space in the MRF lunchroom to maintain social distancing.
- Shop break room – Split lunch shift for Shop Maintenance personnel due to limited space in the Shop Library lunchroom to maintain social distancing
- Clear desktops at end of each day so that cleaning crew can clean workspaces of office personnel.
- All vendors and delivery personnel must stay out of all District buildings and facilities until they have been contacted appropriate staff and been provided or are wearing a facemask and gloves in addition to all other required PPE for the locations that they are entering.

Clothing Guidance:

- Staff should wear company-issued uniform shirts and pants and place them to be laundered each day. Do not wear clothing home with them. Take off shoes/boots before entering their homes.
- All office staff not required to wear uniforms should remove shoes and all outerwear either outside of their homes or in a designated location of their homes that can be cleaned and disinfected, so as

Disinfection Practices

- Spray bottle disinfectant and wipes are provided in all mobile equipment for operators to clean when transitioning into a piece of equipment at the beginning of each shift and when transferring between pieces of equipment during a shift. Clean/disinfect cabs and exterior door handles of equipment three (3) times per day (start of shift, after lunch, end of shift), as well as at any time that a change of Equipment Operator in a piece of equipment.
- Departmental staff assigned to do sanitary/disinfectant cleaning in Administration, Shop and MRF common areas several times a day, including between lunch shifts in those facilities
- Weighmasters will disinfect their stations and keyboards on an hourly basis and at all staff transitions at individual workstations.
- Backpack sprayers for disinfectant application have been ordered and will be utilized on an end of the day basis for disinfecting all Sort Stations in the MRF, locker rooms and lunchroom/common areas in the MRF and Shop, and in the public waiting area of the Scales

- Staff will be required to use spray disinfectant whenever entering buildings that contain common areas from outside or from the interior work areas (Shop, MRF). The spray disinfectant will be sprayed onto their work-gloves and soles of their shoes.
- Sanitary wipes provided to customers in the Scale House for cleaning pen/stylus and keypad after every credit card transaction. Hand sanitizer also provided for all customers to use.

Employees unable to work due to a COVID-19 related reason, may be compensated for the time off in accordance with the following scenarios.

Employees may be eligible for a federal and state compensation option for the same absence. The employee may apply for one compensation option at a time. The compensation scenarios below, represent the District’s recommendations for utilizing the compensation option that provides the highest value first, but ultimately the employee must decide the timing of the compensation options available to him/her.

The following scenarios apply to full-time employees. Compensation for part-time employees will be prorated in accordance with federal and state regulations.

Compensation Options:

Type	Description	Amount
PSL Self	Federal Emergency Paid Sick Leave (up to \$511/day, \$5110 total)	100% of Reg Rate
PSL Family/Dep.	Federal Emergency Paid Sick Leave (up to \$200/day, \$2,000 total)	2/3 of Reg Rate
PFL Dependent	Federal Expanded FMLA (up to \$200/day, \$10,000 total)	2/3 of Reg Rate
SDI	State Disability Insurance (up to \$1,300/week) (LSC Unit only)	60-70% of Reg Rate
PFL	State Paid Family Leave (6 weeks max) (LSC Unit only)	60-70% of Reg Rate
UI	State Unemployment Insurance (\$450 weekly max.)	40-45% of Reg Rate
STD	Short Term Disability (7-day waiting period, \$1,846/weekly max.)	67% of Reg Rate
SICK	Accrued Paid Sick Time (Sick)	Reg Rate
PTO	Accrued Paid Time Off (Vacation, Comp, Floating Holidays)	Reg Rate
Paid Admin Leave	Paid Administrative Leave	Reg Rate

IMPORTANT:

- The Emergency Paid Sick Leave benefit may only be used once, regardless of the reason, from April 1, 2020 through December 31, 2020. (80 hours max.)
- The Expanded FMLA may only be used from April 1, 2020 through December 31, 2020. (10 weeks max.)
- Employees may elect to use accrued SICK or PTO instead of or in addition to any of the other compensation options up to an amount not to exceed 100% of regular rate.

Scenarios:

1. **Sick or Exposed Employee** – Employee has been diagnosed with COVID-19 or is experiencing symptoms of COVID-19 and is seeking treatment or has been advised by health care provider to self-quarantine.

Payment Option: PSL Self
 Amount Paid: 100% of Reg Rate (up to \$511/day, \$5110 total); 80 hours max.
 Total Time Off: If employee is confirmed sick or experiencing symptoms, until cleared by medical professional. If employee is sent home by District, 14 days or less with clearance from medical professional.
 Other: SDI or STD (LSC Unit); STD (all other employees); SICK; PTO

2. **Sick or Exposed Employee** – Employee is sent home by the District due to possible exposure (i.e., had close contact with coworker diagnosed with COVID-19) and asked to self-quarantine and to seek medical advice.

Payment Option: Paid Administrative Leave
 Amount Paid: 100% of Reg Rate; 80 hours max.
 Total Time Off: 14 days or less with clearance from medical professional
 Other: PTO

3. **Caring for Individual** – Employee caring for an individual who has been diagnosed with COVID-19, 2) is experiencing symptoms of COVID-19 and is seeking medical diagnosis or has been advised by a healthcare professional to self-quarantine.

Payment Option: PSL Family/Dep.
 Amount Paid: 2/3 of Reg Rate (up to \$200/day, \$2,000 total)
 Total Time Off: Until employee is cleared by medical professional
 Other: PFL (LSC Unit), SICK, PTO,

4. **Caring for children due to School or Daycare Closure** – An employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

Payment Options: PSL Family/Dep. and PFL Dependent
 Total Amount: 2/3 of Regular Rate up to \$200/day and \$12,000 max. aggregate total
 Total Time Off: While school is closed for COVID-19 reason or less if employees makes other arrangements for childcare. 12 weeks max. aggregate total.
 Other: UI, PTO

5. **Temporary Suspension of Non-Essential Work** – Employees whose work areas have been suspended temporarily in accordance with orders from State or Local County Health Order that require the suspension of non-essential work, will be re-assigned to other departments performing essential work. If employee declines assignment, employee will be allowed to take time off.

Payment Options: PTO and SICK
 Total Amount: Reg Rate. If accrued hours are exhausted before employee returns to work, employee will be placed on unpaid administrative leave.
 Total Time Off: Until local officials lift restrictions for non-essential work.

6. **Substantially-similar Condition** – Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Payment Option: PSL Family/Dep.
 Total Amount: 2/3 of Reg. Rate (up to \$200/day and \$2,000 total)
 Total Time Off: Until employee is cleared by medical professional
 Other: SDI or STD (LSC Unit); STD (all other employees); SICK; PTO

7. **Temporary Closure of Operations** – In event employee is unable to work (or unable to telework) because the District is unable to continue operating any of its functions and no other work is available.

Payment Option: PSL Self
 Total Amount: 100% of Regular Rate up to \$511/day and \$5,110 total
 Total Time Off: 80 hours/two weeks max.
 Other: UI, PTO Cash Out

8. **High Risk Employee** – Employees 65 years old or older are encouraged to take time off and self-isolate and use PSL Self, accrued PTO and SICK. Employees of any age who have serious underlying medical conditions (MD note required), are encouraged to do the same.

Payment Option: PSL Self
 Total Amount: 100% of Reg Rate (up to \$511/day, \$5110 total); 80 hours max, then accrued PTO/SICK
 Total Time Off: Until CDC lifts recommendation for self-isolation or less if employee elects to RTW. //