



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. Reassess re-opening date of Tuesday, April 7 – In progress • Arrange for janitorial service to disinfect common areas daily – Done • Cancel staff General Meeting and other group gatherings – Done

Trigger	Response
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Updated: 3/17/2020

<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 ○ 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. ○ 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 will be granted 14 days of paid leave. After 14 days they are eligible to receive unemployment benefits from the State of California until they can return to work. • Explore potential state/federal paid time off programs. • Employees found to be stealing any District supplies (e.g. cleaning/disinfectant, toilet paper, and other COVID-19-related supplies) will be immediately terminated
<p>Trigger</p>	<p>Response</p>

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Updated: 3/17/2020

<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 • Require use of face masks and gloves for all staff in a work unit where an employee has been diagnosed • 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 (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.
<p>Trigger</p>	<p>Response</p>
<p>Risk Level 4:</p>	<ul style="list-style-type: none"> • Follow all responses listed in Risk Levels above plus the following:

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Updated: 3/17/2020

Large scale absenteeism of District staff due to widespread infection of Coronavirus (Covid-19) or due to governmental mandate	<ul style="list-style-type: none">• 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: 3/17/2020