COVID-19

Temporary measures to limit inter-personal contact and reduce the spread of COVID-19 for all Divisions of Public Works personnel

In light of the WHO, CDC, NIH, State and Local Pandemic declarations, effective immediately, no requests for time off shall be granted to PW staff as the Department provides services that are critical to the health and safety of the City’s residents and visitors. Approved Time off requests shall be honored as presented until conditions warrant otherwise.

Personnel shall undertake implementation of their sanitization recommendations for all work areas and work surfaces.

For every instance where you speak to one another OR ANY OTHER PERSON, ALWAYS maintain spatial separation.

The verbiage below provides further guidance for Divisional Public Works personnel:

WTP - General Procedures - All Employees, All Shifts

Effective immediately, NO VISITORS are permitted to enter the WTP without permission from either the ROIC, or Director of PW. Vendors are to be instructed to leave package deliveries outside of the building for retrieval by WTP personnel following the delivery driver leaving the site. Contractors may be allowed entry for approved work, and are to maintain personal separation from WTP staff as recommended by the WHO, CDC, NIH, State and Local agencies.

A supply of latex-free disposable gloves has been provided for use WHILE ON DUTY, and a box has been placed in the Operator’s Room, the Mechanic’s shop area, and near the exterior Office entrance. Personnel are to use these gloves to reduce direct skin contact with surfaces within the WTP while performing their duties.

Bulk concentrated sanitization chemicals, individual spray bottles, and sanitization wipes are being obtained and will be provided for each WTP employee. Each WTP employee is to prepare an individual sanitization kit for their INDIVIDUALIZED use, and shall keep these supplies in their locker for their use.

At the start of each shift, WTP personnel are to sanitize their work areas using the spray bottles and sanitization supplies provided for the same. Plastic wrap has been provided for use on all computer keyboards. The INCOMING Operator is responsible for removing the existing keyboard cover, and also for re-covering the keyboards for their use while on shift. Caution is to be used when spraying sanitization chemicals around the computers and electrical equipment to keep the spray out of the electrical areas.
WTP personnel are to avoid to the extent practical, ALL personal inter-contact between employees during shift their work shift. When there is a need to interact, an “interpersonal separation space” following CDC recommendations should be observed. The current CDC recommendation is a separation space of 6 (six) feet.

Should a Public Works employee need time off from work to care for their eligible dependents and/or relatives, the employee must first make use of earned sick time, then earned vacation time. If more time away from work is needed and the employee is out of “earned time off”, the employee may continue to be absent, but the time is unpaid and subject to FMLA and other regulations that govern absences during this crisis.

**WTP access and Operator Shift Changes**

Personal Vehicle Parking – ALL WTP OPERATORS MUST park their personal vehicles in the UPPER parking area ONLY. City vehicles will be relocated to the gravel area beside the garage, with the Meter Services van parked so that it can readily be accessed and driven (last in, first out).

To reduce or eliminate interpersonal contact during this period, shift change procedures will temporarily be revised to the following:

- **INCOMING** shift personnel shall arrive to work, and shall park their personal vehicle in an available space ONLY in the UPPER paved area, and SHALL REMAIN INSIDE of their personal vehicle until the OUTGOING shift Operator is inside of their personal vehicle, and is leaving thru the upper gate of the WTP.

- As the time nears for a shift change, the OUTGOING shift will note in detail, nuances that occurred during their shift in the Shift Change Log per protocol, do a final review of the SCADA system to ensure that the WTP is stable and operating properly, change their uniform if necessary, and leave the building promptly at the end of their shift using Door #2, ONLY. Door #2 MUST NOT be allowed to close and LOCK because the incoming shift operator will need to use that same door to enter WTP. The OUTGOING shift personnel shall walk directly to their vehicle, enter it, and leave the premises.

- The INCOMING shift personnel shall remain inside of their personal vehicle until they have observed the OUTGOING shift personnel driving their personal vehicle towards and out of the upper parking area access gate. At this time, the INCOMING personnel shall leave their personal vehicle, and enter the WTP and “clock in”. Should the clock in time be outside of the preset parameter for reporting “on time”, the ROIC shall make adjustments to the start times for the Operators in Paylocity.
ROIC

The ROIC shall monitor the health of the WTP staff during this crisis period, and will advise the Director of issues that may negatively impact WTP staffing, especially with the Water Operators. In preparation for “the worst case scenario”, the ROIC has reached out to recent (within the last two, or so, years) retirees to gauge their interest in providing supplemental Operational support (as an Operator) should it be needed. The wages that may be paid to the retiree have not yet been discussed with the Mayor.

Should an Operator develop symptoms aligned with the COVID-19 virus, the Operator will be advised that Self-Quarantining is recommended, and that Operator is to stay at home.

In the event that an Operator or other WTP employee is confirmed positive, there may be a need to ask healthy Operators to self-quarantine within the WTP. This self-quarantine within the WTP may be for a two (2) week (or longer) uninterrupted period. Recognizing that this continues to be an extremely fluid matter, further guidance will be forthcoming as this matter evolves.

Head Mechanic

The same concerns, precautions and restrictions prevail for the Head Mechanic as they do for the Operators. The HM shall limit the personal interaction with all others at the WTP, and when interaction is required, shall not violate the recommended 6-foot personal space separation between he any other WTP employee.

Meter Shop

The Meter Technician’s shall remain vigilant of his surroundings at all times, and shall wear and sanitize all equipment, assigned PPE and his vehicle, AFTER EVERY USE. It is hoped that the Technician’s daily duties shall be able to proceed unaltered from present practice. The Technician should, at all times, avoid personal contact with co-workers or any others, to reduce the spread of this infectious virus. Should the Meter Technician become ill, all Meter Services will be suspended until the Technician is able to return to work, or a temporary person can be hired to perform the Technician’s duties.
Streets and Utility Distribution

Temporary measures to limit inter-personal contact and reduce the spread of COVID-19 for all Divisions of Public Works personnel

General Procedures - All Personnel, All Shifts

In addition to guidance provided elsewhere in this document, Streets and Utility personnel are advised to be acutely aware and fully cognizant of the persons that you come into contact with. Due to the daily activities of the personnel of this Division, the “personal space separation”, wearing PPE and sanitization recommendations may be the best way to perform your daily duties, and stay in good health.

Streets and Utility personnel have been being issued new PPE, including personal sanitization spray bottles that are to be filled with the bulk sanitization product provided by the City, and diluted as recommended by the product’s manufacturer. Individual protective PPE masks are available, but these are in limited supply, and will not fully prevent germs from being transferred to the wearer by another person.

Streets and Utility personnel are to spray and/or wipe the interior surfaces of the vehicles that are being used throughout each day, BEFORE EVERY entry. For best results, the disinfectant spray must be allowed to “air dry” on the surfaces before entry. The vehicle’s front glass should not be sprayed, but all other glass may be sprayed with the disinfectant. The vehicles’ interiors are to be KEPT FREE of trash, food scraps and all similar debris that may contain the virus’ spores.

PPE that you use and dispose, MUST be properly disposed of. DO NOT leave anything that you have used, drank or eaten from lying around for someone else to dispose of. Remember, Jesus and germs are everywhere !

Sr. Executive Secretary

The City has prepared a “Workplace Policy” document to provide guidance and set expectations for those individuals that will be working remotely. This Policy document and job duties for the position will be reviewed with the incumbent to see if working remotely is possible and provides benefit to the City, while at the same time ensuring that there is a healthy remote environment for the performance of the duties for the position by the incumbent.

With the current pandemic, spatial separation and sanitization of the work space and tools is the most effective means of maintaining personal health and avoid spreading the virus. These have been, or will be provided for use.
Should it be determined that the Sr. Executive Secretary is able to work remotely, a list of the duties and needs to work remotely will be developed. Since there is a high likelihood that residents and others will call Public Works, it is advantageous to have the Public Works phone lines answered by the incumbent, and then reach out to field staff to provide the service requested.

**Streets Staff**

Streets personnel shall wear protective eye wear and disposable gloves inside of the more protective PPE leather gloves that have been issued at all times during this period.

Tools and tool handles should be wiped down with a disinfectant towel, or sprayed with disinfectant spray, before each use. All Towels and rags used daily should be bagged and laundered after each use, or if disposable, properly disposed of after use.

**Utility Distribution**

Utility personnel shall observe what has been stated above for the WTP personnel, as well as what has been stated for Streets personnel.

The Utility Crew Leader shall keep the Streets Foreman appraised on available staffing, DAILY, during the morning briefing. Should the Division not be able to be properly staffed to undertake and complete emergency water main repairs, a contractor will be called to undertake and complete the repair in a timely manner. A list of contractors will be provided to the Streets Foreman and Utilities Crew Leader for use.

JULIE locate duties shall continue uninterrupted as Staffing allows. Should staffing not be available to undertake and complete the Locate Requests on any given day, the JULIE operators MUST be alerted and the Ticket “completion date” extended. This duty is first assigned to the Utility Crew Leader, with the Streets and Utilities Foreman following, followed by the Department’s Director.

**Streets and Utilities Alternate Staffing and Work Day**

Having addressed staffing and separation at the WTP, the below will focus on the continued health of the Streets and Utility Divisions.
As the “experts” are continuing to recommend “social separation” along with personal hygiene as the most effective means of slowing the spread of COVID-19, effective Wednesday, March 18, I am altering the work day and Crew structure of the Streets and Utility Division for the next 2 to 4 weeks.

Since the Streets Division workers are typically working on projects in the field that easily allows for ample “spatial separation”, the challenge is to be able to provide transportation to and from the work sites that is able to maintain this “spatial separation” recommendation of six (6) feet.

Moving forward, I am splitting the Streets and Utilities crews into 2 shifts per day, with one half of Streets working 6a to 11:30, and the second half working Noon to 5:30. The same shifts will apply for the two Utility Distribution personnel, as long as there are not water breaks that needs repairing.

Should there be a WM break that requires immediate response, if ample City workers are available, they will undertake the repair. If a trained City crew is not able to be assembled, a contractor will be called in to undertake and complete the repair.

As this situation will undoubtedly continue to evolve in the coming days and weeks, further direction will be provided as need arises.