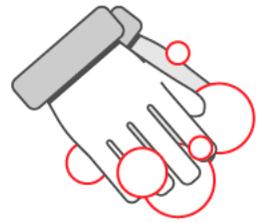


# RETURN TO WORK ACTION PLAN

Provided by Claire Bleser, Administrator



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# RETURN TO WORK ACTION PLAN

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# RETURN TO WORK **ACTION PLAN**

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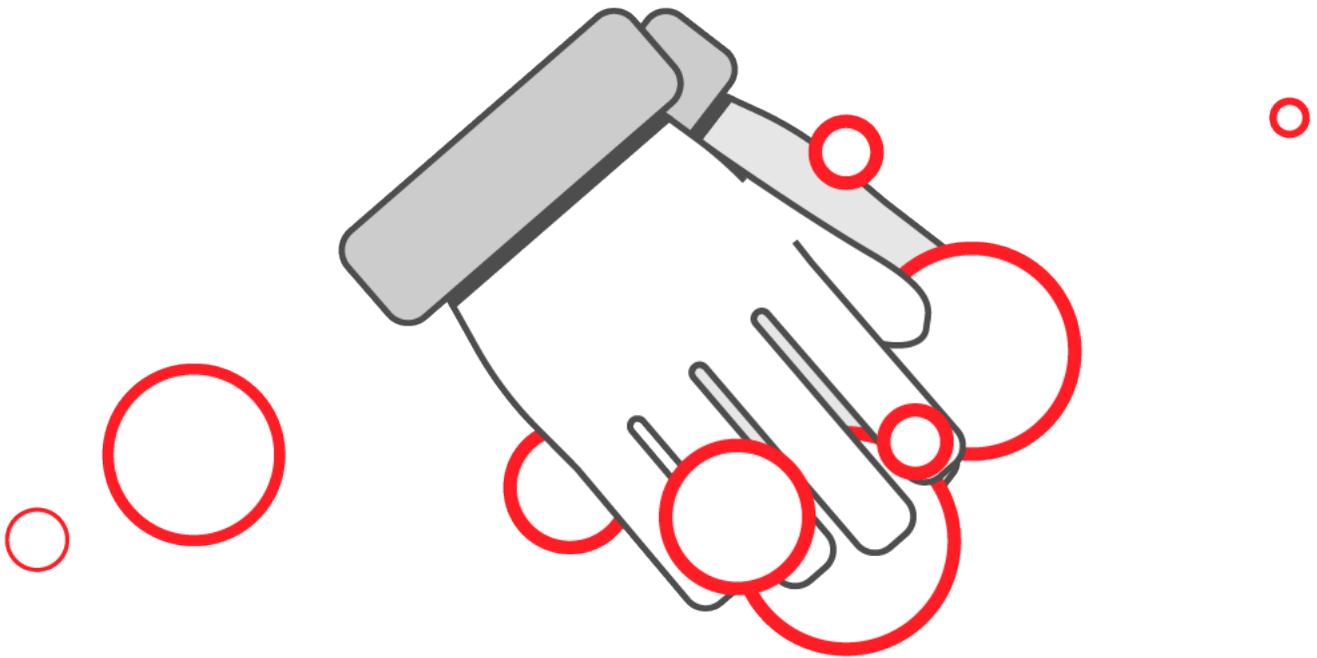
# RETURN TO WORK ACTION PLAN

## Introduction

At **Riley-Purgatory-Bluff Creek Watershed District (RPBCWD)** it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps **RPBCWD** is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to work action plan, RPBCWD hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to the Administrator to discuss alternate arrangements, should they be necessary.



# RETURN TO WORK ACTION PLAN

## Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. RPBCWD will continue to monitor applicable state and local guidance and determine next steps for reopening the office.

At this time, we’ve created a tentative phased approach for asking our employees to return to work. To remain consistent with federal guidance, our phased approach to reopening our office mirrors the guidelines included in the White House’s [Opening Up America Again Guidelines](#).

## Office Closure

This is the current stage we are in, as state and local guidance prohibits gatherings of 10 or more people. At this time, our office will remain closed to employees, vendors and visitors. Employees who are able to work remotely are asked to continue doing so until further notice.

## Phase One

Under Phase One, the office may reopen. We will evaluate whether it is possible to open our office and permit a maximum of 10 essential employees to return to work. Social distancing protocols will be put in place and should be followed. However, any other employees who are able to do so should continue to remain home and work remotely. Under Phase One guidance from the government, nonessential travel should be avoided. Business-related travel will not resume under Phase One.

## Phase Two

Under Phase Two, the office may reopen to more employees. Government guidance states that in Phase Two, gatherings of up to 50 people are permitted. As such, we will review our situation, consider opening our office and permit all employees to return to the office. RPBCWD will observe governmental guidelines related to occupancy and capacity given our office’s square footage. Similar to Phase One, employees who are able to work from home should continue to do so. Access to the office will be granted for job roles that are critical to business operations or for employees who are not able to work remotely.

Should we reopen our office in this limited capacity, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols will be put in place to ensure our headcount in the office does not exceed 50 employees and to promote social distancing efforts:

- **Staggered and monitored schedules**—RPBCWD will implement a tracking system for employees to request and record their attendance in the office. Additionally, rotating schedules will be used until all restrictions are lifted to minimize employee contact.
- **Workstation modifications**—RPBCWD will modify the office layout to create at least 6 feet of distance between employee workstations, and face-to-face desk layouts will be changed.
- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, RPBCWD bans in-person meetings. Instead, employees should conduct virtual meetings. Employees who are in the office should avoid gathering in groups.

In addition to the protocols mentioned above, RPBCWD may implement additional guidance during Phase Two that is designed to promote workplace safety.

# RETURN TO WORK ACTION PLAN

Finally, although governmental guidance dictates that nonessential travel may resume under Phase Two, business-related travel will remain banned. A travel approval workflow will be implemented once the majority of states have entered Phase Two of the federal government's plan. Any employee who travels should follow self-isolation guidelines and not return to work during the isolation to ensure the safety of their peers.

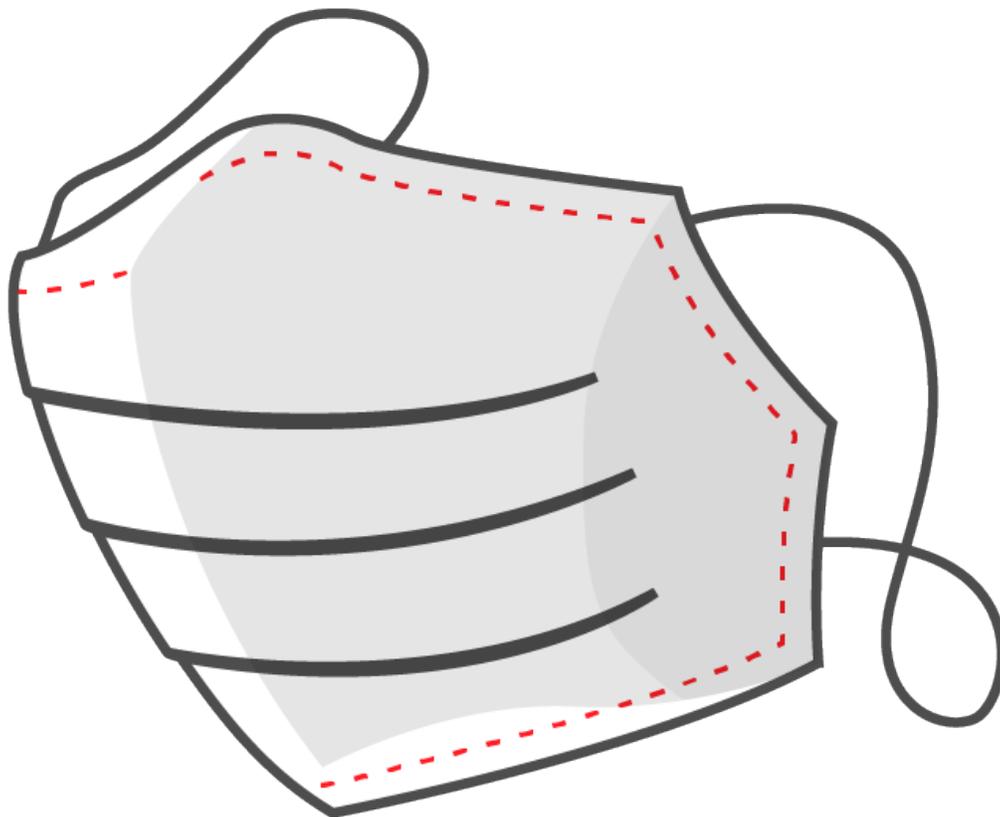
## Phase Three

Under Phase Three, the office may reopen to all employees. We will consider reopening the office and implement various protocols to ensure the health and safety of our employees. At this phase, we may also consider resuming business-related travel.

## Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Please reach out to the District Administrator, to discuss your personal situation.



# RETURN TO WORK ACTION PLAN

## Workplace Protocols to Follow When Returning to Work

RPBCWD has implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. For additional information, please reach out to your manager or supervisor.

### Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

#### *Employee Screening Protocols*

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

RPBCWD employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

#### *COVID-19 Exposure and Confirmed Illness Protocol*

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table on the next page are met:

# RETURN TO WORK ACTION PLAN

Return to Work Considerations	
<b>Employee was symptomatic but was not tested for COVID-19.</b>	<b>Employee was tested for COVID-19.</b>
The employee may return to work if: <ul style="list-style-type: none"><li>• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.</li><li>• Coughs and other symptoms have improved.</li><li>• Seven days have passed since they first experienced symptoms.</li></ul>	The employee may return to work if: <ul style="list-style-type: none"><li>• They no longer have a fever.</li><li>• Coughs and other symptoms have improved.</li><li>• They have received two negative COVID-19 tests in a row.</li></ul>

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

### *Reporting Transparency Protocol*

Any RPBCWD employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, RPBCWD will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. RPBCWD may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

### *Social Distancing Protocol*

Employees should follow social distancing best practices while at RPBCWD's facilities, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.

# RETURN TO WORK ACTION PLAN

- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.
- Wear mask in the common area when 3 or more individuals are present.

RPBCWD may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

## Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

### *General Employee Health and Hygiene*

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, RPBCWD has hand sanitizer and disinfecting wipes or disinfecting sprays available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. First person in the morning will wipe down all common areas. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, and board room. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Any commonly used or high touch surfaces, including restrooms, wellness room, copier, exterior doors, security systems, lights/blinds, trash receptacles, public spaces, must be cleaned immediately after use with disinfectant spray or wipes provided by the District. The office cleaning crew is also on site Wednesdays and Saturdays.

In addition, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Employees will provide their own face coverings in accordance with CDC guidelines. It is recommended that employees wear face coverings

# RETURN TO WORK ACTION PLAN

when entering and exiting the building and when using common areas such as the board room, kitchen and lobby. RPBCWD will maintain a small inventory of disposable masks and gloves as a backup to employee-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify the Administrator.

## *Zero-Contact Site Visits*

Staff have developed a protocol to conduct site visits that will ensure the safety of both RPBCWD staff and contractors as well as the site visit requestee. The following language is sent to all site visit requestee whether this is for permitting questions, stewardship grant or other program requesting staff to go off site. This language will also be sent to all future requestees.

District Staff have developed a zero-contact protocol for conducting site visits that not only ensures your safety, but the safety of our staff and contractors as well. Below are protocols that staff will follow during zero-contact site visits.

1. Site visits will be scheduled with requestee.
2. On the day of scheduled site visit, District staff, clad in high visibility gear, will visit your property in a marked vehicle. **DO NOT exit your home.** The District staff or contractor will survey/inspect the property and then leave. You can request to have a live phone call with the staff or contractor during the scheduled visit. If at any time you exit your home and/or approach District staff, they have been instructed to leave the premises immediately. We take the health and safety of our staff and contractors very seriously.
3. District staff follow-up with requestee after site visit.

## *Permit Inspections*

District Staff will continue to conduct inspections. Inspections must be done with zero-contact unless absolutely necessary. If inspections requires contact with worker on permitting site, worker and staff need appropriate PPE, maintain proper social distancing >6ft and follow CDC guidelines.

## *Field Monitoring*

### *Field prep and equipment calibration/maintenance*

- When handling equipment, in the field and at the office, assign each staff member to specific daily tasks and avoid touching equipment that falls under use in other employees' daily task schedule (ex: if you are taking lake profiles for the day, you should be the only person calibrating and handling the EXO sonde). When loading/unloading field trucks, put equipment for your daily tasks into the truck you will be driving to the sites.

# RETURN TO WORK ACTION PLAN

- If/when using District field workwear (jackets, pants, waders, etc.) keep track of specific clothing items you wore and re-use these items when they are required for sampling. Avoid using items others have used unless they have been properly disinfected/cleaned.

## *Travel to/from sites*

For safety reasons, the District's policy is for monitoring staff to be in the field in teams of two or more people. This will not change during pandemic situations. Follow these practices to adhere to social distancing guidelines:

- When traveling to a sampling/monitoring site, drive to the site in separate vehicles from the other staff member(s) you are monitoring with. There should be only one person in a vehicle at any given time.
- If District vehicle need is high and you end up having to use your own vehicle for travel in the field, attach a District vehicle magnet label to each side of your vehicle so that the district logo is readily visible.
- Drive directly to the monitoring site and office. Do not make any unnecessary stops.
- If stops between sites are absolutely necessary (ex: filling vehicle with gas) avoid contact with people and avoid going into any public areas/buildings if possible. If you come into contact with potentially contaminated surfaces (gas pumps, credit card readers) be sure to wash and/or disinfect your hands and surfaces you touch in/on the vehicle (door handles, steering wheel, etc.) using virus-killing disinfectant wipes (provided in District vehicles).

## *Monitoring*

When sampling/monitoring, adhere to previously stated guidelines on handling equipment. If you are handling a piece of equipment, you should be the only person handling that item(s) until it can be cleaned. If approached by citizens while in the field, politely keep your distance, and if need be, inform them of the District's social distancing policies. Keep yourself and your coworkers safe.

## *Streams*

- Stream monitoring SOP's allow for easy practice of social distancing without changing too many procedures. See the District's Stream Monitoring SOP's for more information on this.
- Split monitoring duties into two categories: Flow measurements, and sampling/chemistry/water clarity/atmosphere monitoring. Flow measurement staff member will take flow measurements with the FLOWTRACKER, creating stream profiles at each site. The other staff member will take water samples, sonde measurements, atmospheric measurements, and stage measurements.
- If staff find that person taking flow measurements is able to consistently finish measurements before sampling staff member finishes sampling/measurements, then adjust duties next sampling event so that the flow measurement staff member is taking over some of the lighter duties of the sampling staff member (ex: they could take over taking atmospheric measurements or stage measurements).

## *Lakes*

See the District's Lake Monitoring SOP's for more information on lake monitoring practices and procedures.

- When unloading/loading boats/canoes/kayaks, continue to allow for a six-foot personal distancing radius between yourself and other staff.

# RETURN TO WORK ACTION PLAN

- Determine which staff member will be driving the boat/in stern of canoe for the day and adhere to that seating arrangement throughout the day. When unloading small boats, staff should grab and carry the boat by the same end each time.
- When in the boat, stay at your side of the boat and keep equipment you are using close to whichever side of the boat you are in. Stay on that side of the boat throughout the day.
- Split monitoring duties into two categories: Water sampling, and lake profile/secchi/atmospheric measurements.
- If staff find that the person taking samples is finishing sampling duties before the other staff member finishes their duties, then adjust duties during the next sampling day. Sampling staff can take over one or more of the lighter duties of the other monitoring staff (ex: taking photos, taking atmospheric measurements, secchi disc readings).
- If it is a special monitoring event (zoo/phytoplankton sampling event, special samples) is added to regular monitoring, choose one person to take these samples that day, and adhere to that for each lake.
- When conducting AIS shoreline checks, maintain your six-foot personal distancing radius.

## Ponds

- Many of the procedures for pond monitoring are the same for lake monitoring. Please read above Lake monitoring procedures for more information.
- Assign each staff member a kayak to use for the day. They will only use that kayak that day.
- Split monitoring duties into two categories (see above, # iv of b. Lakes). In addition to the dividing of duties, determine who will be connecting to the monitoring stations' Mayfly board and checking the sensors.
- Arrange the kayaks around the monitoring station in a way that allows for a six-foot distance buffer between staff.

## Carp Management

Spring Removals: Maintain 6 ft buffer between individuals while backpack electrofishing. This will be difficult for the electrofishing backpack operator and the netters. Therefore the netters and operator should be wearing masks to reduce the possibility of transmission of the virus. To further reduce contact, only one netter will be following the backpack operator at a time. The other netter will be hanging back at least 6ft, waiting to switch with the active netter when they go to dump their fish.

## Regular monitoring

- Electrofishing - regular monitoring includes two netters for electrofishing boat monitoring. This puts staff at less than 6ft apart. To adhere to social distancing, electrofishing duties will be separated into 3 positions: netter, measurer/side netter, and boat operator. The netter will be on the front of the boat following normal electrofishing protocols. The side netter will be halfway between the operator and front netter allowing for 6 ft of separation and will process all the fish. The boat operator will record all data and operate the boat. Staff will make note of the number of carp escaped that could have been netted to account for the loss of a second regular netter.
- Fyke Netting - maintain 6ft of separation between persons at all times. Like normal operation, one person will work up fish/set nets and the second will record/operate the boat. Please read the section above on Lake monitoring to review seating guidelines when utilizing the jon boat.

# RETURN TO WORK ACTION PLAN

- Sample handling/processing: One person completes all coc and cooler preparation for sending out samples. To be safe, the person who collected samples during that day’s monitoring should be the one to process/prep the cooler. The other person will break down, clean, and decontaminate equipment. Additionally, the sonde operator for the day can download data and add the onedrive under exo data.
- Post sampling/warehouse guideline: Same as above.
- Utilize same equipment and maintain same duties if multiple sampling days are required (ensure items are ais decontaminated).

## *District Vehicle Usage*

Only one person may use a District vehicle at a time. Passengers are not allowed. Vehicle use will be assigned as follows:

Ford F-150	Josh Maxwell – Data Collection
Dodge Ram	Tim Toavs– Data Collection
Rav 4	Zach Dickhausen– Wetland Program

Each vehicle must be sanitized between different drivers if necessary. Employees using their personal vehicle will need to place District car magnet on their vehicle when using vehicle for work.

## *Employee Mental Health Considerations*

RPBCWD understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees’ mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. The Administrator aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from the Administrator

## *Cleaning and Disinfecting Protocol*

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others’ workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by RPBCWD. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

RPBCWD has requested that building management facilitates cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

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## *Office Procedures*

In addition to the guidance outlined above, RPBCWD has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**—RPBCWD will set up contactless drop zone for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves. Employees ordering food delivery service will need to instruct drivers to utilize drop off zone for contactless delivery. The drop zone in our office is the front atrium.
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), RPBCWD will take steps to safeguard employees and visitors by:
  - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
  - Requiring visitors to practice social distancing and good hygiene while on-site.

RPBCWD may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they're up to date on all health and safety communications.

# RETURN TO WORK ACTION PLAN

## Conclusion

RPBCWD looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).