

COVID-19 Return to Work Plan (5/20/20)

To safeguard the health and safety of its employees, the Orange County Water District (OCWD; the District) has responded to the novel coronavirus pandemic by implementing measures to reduce the risk of workplace transmission and slow the spread of COVID-19. The District will continue to be responsive to all federal, state and county guidance and orders as it transitions to a return to work scenario.

Understanding that things are rapidly changing, the District plan will have transition phases in which it will adjust, modify or remove temporary restrictions and employment conditions based on guidance in line with the federal, state, and county agencies. Because the CDC anticipates a possible resurgence of the virus during the next flu season, the District's plan will remain fluid as we prepare to reinstate current response measures.

Current phase

The District will ensure compliance with state and local guidance which includes social distancing. Compliance measures include, but are not limited to:

- Continue operating under [OCWD's COVID-19 response plan](#)
- Continue adhering to [OCWD's COVID-19 safety plan](#)
- Employees are requested to wear face masks outside their personal workspace
- Employees are encouraged to take their temperature prior to coming to work and to remain home should they have a fever
- Office closed to the public
- No public events, in-person tours, in-person speakers bureau engagements, travel, or attendance of offsite meetings
- Virtual board and committee meetings
- Virtual staff meetings encouraged
- Daily cleaning and disinfecting measures remain in place
- Consideration to transition of employees back to the workplace will be given to those who are currently not working and/or being paid.
 - Under these circumstances, employees shall work directly with human resources to determine alternative ways of working that comply with social distancing.

Interim phase (Summer/Fall 2020)

OCWD will ensure compliance with state and local guidance. It's anticipated that public meetings and public gatherings/events will be reinstating, which is the trigger for this phase. OCWD will consider re-instating highest risk activities. Reinstatement activities include but are not limited to:

- A gradual introduction of employees into the workplace will occur where managers will work with human resources to identify the best course of action for their department/s to ensure social distancing while also ensuring maximum productivity
 - Managers may determine which employees can continue to work from home and/or implement staggered schedules and alternative workspaces
 - Consideration to transition employees back to the workplace will be given to those who are currently not working and/or being paid
 - Consideration given to at-risk groups to continue alternative work schedule in order to ensure continued social distancing
- District office reopens to the public
 - Members of the public entering office may be required to wear face masks pending state and local guidance
- Activities to resume will include in-person tours, in-person events, in-person speakers bureau, in-person meetings that cannot incorporate social distancing, and non-essential travel
- Consideration to reinstate intern program
- Comprehensive disinfection of common and personal office spaces to take place prior to full staffing return
- Daily cleaning and disinfection measures remain in place

Final phase

This occurs when there is a complete lifting of the Governor's Stay at Home Order which is anticipated when there is an approved vaccine. The following would occur:

- All employees return to the workplace
- Normal business operations resume
- OCWD shall continue to encourage proper employee hygiene, proper cleaning and disinfecting of workspace, and staying home when sick
- OCWD is working on the development of a modified long-term work from home policy for board consideration that may allow some telecommuting in the future

Note: This plan may change at any time based on new information and guidance. Furthermore, the District shall be prepared to reinstate full and/or partial COVID-19 response and safety plan measures should an anticipated peak be expected and/or another resurgence occur.