



CALAVERAS PUBLIC UTILITY DISTRICT
506 W. St. Charles, Street San Andreas, CA 95249

BOARD OF DIRECTORS REGULAR MEETING: 1:00 PM
January 25, 2022

President J.W. Dell 'Orto
President of the Board

Director Richard Blood
Director Jack Tressler

Director Brady McCartney

Calaveras Public Utility District hereby provides notice that it will convene its regularly scheduled public meetings of the Board of Directors at the District Office. No attendance will be permitted by the public at the District office until further notice.

- **Join the Conference Call meeting**
- **Dial-in number (US): 1(669)900-9128**
- **Join the online ZOOM meeting:**
- <https://us02web.zoom.us/j/81935195814?pwd=Mml2eURqTkRjVEZFcWhLRU5FQjZmdz09>
Meeting ID: 819 3519 5814
- **Meeting Passcode code: 422022**

Please mute your call before joining. This will limit technical difficulties with audio. Only unmute your call if the President has requested public comment on an item. Upon completing your comments, please mute your call again. Do not put the call on hold, as hold music can ruin the call for all other participants. If that occurs, or in the event of disruptive conduct, staff reserves the right to disconnect that caller. Do not talk over the top of any other callers. Conversations must be one at a time.

AGENDA

1. CALL THE MEETING TO ORDER

2. ROLL CALL OF DIRECTORS

- President J.W. Dell 'Orto
- Director Richard Blood
- Director Brady McCartney
- Director Jack Tressler

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT (Limit: 3 min/person)

At this time, members of the public may address the Board on any matter within its jurisdiction which is not on the agenda. The public is encouraged to work with staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to 3 minutes per person.

ITEMS FOR BOARD DISCUSSION AND/OR ACTION

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

5. VEHICLE & EQUIPMENT PURCHASE

Action Requested: Roll Call Vote

- a. Review quotes for vehicle and equipment purchases.
- b. Approve Resolution 2022-3 Authorizing the General Manager to Purchase a Light Duty Dump Truck and Hydrovac Trailer.

6. COVID-19 RESPONSE PLAN

Action Requested: Roll Call Vote

- a. Review COVID-19 Response Plan.
- b. Approve Resolution 2022-4 Extended Public Health Emergency Paid Sick Leave (EPSL) Policy.

ADJOURNMENT

If there is no other Board business the President will adjourn to its next regular meeting scheduled for February 8, 2022, at 3:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office at (209) 754-9442. Notification in advance of the meeting will enable CPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CPUD for review by the public.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

JANUARY 25, 2022

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: VEHICLE and EQUIPMENT ACQUISITION

The CPUD Staff has solicited quotes for a 5500/F550 Light Duty Dump Truck and a HydroVac Trailer as approved within the Fiscal Year 2021/2022 Capital Outlay Budget and have received the following quotes:

Light Duty Dump Truck

1. Ron Dupratt Ford - \$88,689 (Includes Sales Tax, Tire Tax, Lic and Registration)
2. Lasher's Elk Grove Dodge Ram - \$93,033.50
3. Hoblit Chrysler Jeep Dodge Incl., - \$94,979.13

HydroVAC Trailer

1. Ditch Witch West - \$63,115.40 (Tax not Included)
2. RDO Equipment Co. - \$100,719.56 (Includes Tax)

Recommendation:

- Authorize the General Manager to purchase vehicle from Ron Dupratt Ford in the amount listed at \$88,689.
- Authorize the General Manager to purchase HydroVac Trailer from Ditch Witch West for \$63,115.40 plus tax. (Tax and Prep Estimate is \$5,050)

Fiscal Impact:

- District Budgeted \$90,000 for Vehicle Acquisition (\$1,311 Under)
- District Budgeted \$75,000 for HydroVac Trailer Acquisition (\$6,834.60 Under)

Respectfully Submitted,

Travis Small

General Manager

**CALAVERAS PUBLIC UTILITY DISTRICT
RESOLUTION NO. 2022-3**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO PURCHASE A
LIGHT DUTY DUMP TRUCK AND HYDROVAC TRAILER**

WHEREAS, the District has a need for a light duty dump truck and hydrovac trailer to replace existing equipment that has outlived its useful life and/or augment the District's vehicle equipment capabilities to address maintenance and repairs within the District service area; and

WHEREAS, the Board of Directors has approved a budget line item in the Fiscal Year 2021/2022 budget for vehicle and equipment purchases; and

WHEREAS, the District solicited quotes for the purchase of a light duty dump truck and a hydrovac trailer by competitive quotation bids; and

WHEREAS, the process utilized by the District to acquire the necessary equipment at the lowest cost satisfies the requirements of District Policy No. 2135 - Purchasing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Calaveras Public Utility District that the General Manager be and hereby is granted the authority to purchase the light duty dump truck from Ron Dupratt Ford in the amount of \$88,689.00 and the HydroVAC trailer from Ditch Witch West in the amount of \$63,115.40 plus tax.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 25th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____
J.W. Dell'Orto, President of the Board of Directors

Attest: _____
Carissa Bear, Secretary/Clerk of the Board



◆ **SALE Price: \$86,649**

[View Price Details](#)

+12.25 Tire
 85.00 Lic & Reg
 6287.25 Sales Tax
93,033.50 Total

2020 Ram 5500 Crew Cab DRW 4x4, Scelzi Dump Body (Stock #57363D)

[← Back To Search Results](#)



Photos may be stock images.

Window Sticker

Vehicle Notes

Price includes \$23,764 worth of dealer added accessories.

Hide Chassis Details



Stock Number 57363D

Stock Type New

Year	2020
Make	Ram
Model	Ram 5500
Class	5
Drive Train	4x4
Cab-to-Axle	84
Wheelbase	197.4
Cab Type	Crew
Vehicle Trim	Tradesman
Vehicle VIN	3C7WRNFL7LG175136
Interior Color	Diesel Gray/Black
Exterior Color Description	Bright White Clearcoat
Engine Cylinder Count	6
Engine	Intercooled Turbo Diesel I-6 6.7 L/408
Transmission Type	Automatic
Rear Wheels	Dual
Fuel Type	Diesel
Engine Make	Cummins
Engine Size (L)	6.7
Brake Type	Hydraulic
Cab Style	Conventional

Hide Vehicle Options



- 4.89 AXLE RATIO
- TRANSMISSION: 6-SPEED AUTO AISIN AS69RC HD
- GVWR: 19 500 LBS
- WHEELS: 19.5 X 6.0 STEEL (STD)

[View All](#)

Standard body is painted white but black also available.

Solid sides are standard (DBS) but fold-down sides (DBF) is an option on smaller dump bodies

10 gauge High-Tensile steel throughout body



SCELZI

TRUCK BODIES

Pricing Details

◆ **SALE Price:**

\$86,649

**Contact Elk Grove Dodge Chrysler Jeep for more info.
(916) 891-6601**

LASHER'S™

ELK GROVE **DODGE** • CHRYSLER • JEEP • RAM •



See Dealership's Other Listings

Vehicle available NOW in Elk Grove, CA

Disclaimer:

Net savings after Elk Grove Ram discount and all available FCA incentives. Not all customers may qualify for all incentives.

We attempt to update our website in a timely manner however neither Chrysler nor the dealer can guarantee that the inventory shown will be available at the dealership. We cannot be responsible for typographical and other errors, including data transmissions or software errors that may appear on the site. If the posted price, incentive, offer or other service is incorrect due to typographical or other error we will only be responsible for honoring the correct price, incentive or offer. We make every effort to provide you the most accurate, up-to-the-minute information however when you are ready to purchase products or services, it is your responsibility to verify with us that all details listed are accurate.

Mid-model-year manufacturing changes, as well as dealer-added accessories on the actual vehicle may differ from the options and features shown. MSRP is provided by the manufacturer for informational purposes only. Actual pricing and vehicle information must be verified by us at the

HOBLIT CHRYSLER JEEP DODGE, INC.
 333 MAIN ST
 WOODLAND, CA 956953204

Configuration Preview

Date Printed: 2022-01-21 12:42 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to: HOBLIT CHRYSLER JEEP DODGE, INC. (44816)
 333 MAIN ST
 WOODLAND, CA 956953204

Ship to: HOBLIT CHRYSLER JEEP DODGE, INC. (44816)
 333 MAIN ST
 WOODLAND, CA 956953204

Vehicle: 2022 5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in) (DP0L63)

	Sales Code	Description	MSRP(USD)
Model:	DP0L63	5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)	48,170
Package:	2YA	Customer Preferred Package 2YA	0
	ETN	6.7L I6 Cummins Turbo Diesel Engine	8,995
	DF2	6-Spd Auto Aisin AS69RC HD Trans	1,000
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	A61	Tradesman Level 1 Equipment Group	1,345
	XNR	Manual DPF Regeneration	345
	AHQ	Max Tow Package	795
	AZB	Heavy Duty Front Suspension Group	260
	BAJ	220 Amp Alternator	245
	CLY	Mopar Front Rubber Floor Mats	100
	JKV	115V Auxiliary Power Outlet	195
	XEF	Transfer Case Skid Plate Shield	145
	MRT	Chrome Tubular Side Steps	495
	XHC	Trailer Brake Control	465
	XAC	ParkView Rear Back-up Camera	495
	AMP	Chrome Appearance Group	1,070
	5N6	Easy Order	0
	171	Zone 71-Los Angeles	0
	4EA	Sold Vehicle	0
Destination Fees:			1,695

= Restriction

Total Price: 65,815.

Order Type: Retail
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:

PSP Month/Week:
 Build Priority: 99

Handwritten notes in a circle:
 -122648
 \$88,463
 + TAX/LIC

Instructions:

Handwritten notes:
 Tax 6418.88
 Lic 85.00
 Tire 12.25

Handwritten total: 94,979.13

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

DITCH WITCH WEST (WEST SACRAMENTO, CA)

929 STILLWATER ROAD
WEST SACRAMENTO, CA 95605-1615
Phone 916-371-6000
Fax 916-371-6185

CALAVERAS PUBLIC UTILITY DISTRICT
506 W St Charles St
San Andreas, CA 95249
GENERAL MENAGER
TRAVIS SMALL
916-716-3287

Quote: 50310546
Ext. Ref.: .
Description: .
Date: 01/19/2022
Salesperson: Joe Bethel
Mobile: 916-834-8616
E-Mail: jbethel@ditchwitchwest.com

Price Quote

Quote valid for: 30 days, until 02/18/2022

** VAC **

The Ditch Witch® HX30 Vacuum Excavation System is both a portable vacuum unit for a variety of utility clean up applications and a powerful "soft" excavating machine used to expose buried utilities. The Ditch Witch® HX30 basic unit includes the following: Kubota D1105-E3B liquid-cooled diesel engine (24.8 hp gross) EPA Tier 4 compliant, insulated engine enclosure, cylinder assist dumping system, hydraulic door, wash wand kit and antifreeze kit.

Item	Qty	Part Number	Description
10	1	HX30	HX30
20	1	190-2507	PROSPECTOR ASSEMBLY, W/48" LANCE,#3 NOZZ
30	2	SETUP-CHARGE	Setup Charge
40	1	190-2385	TRAILER TONGUE TOOLBOX
50	1	350-3060	REAR WORK LIGHTS
60	1	025-1037	VT9 500 GAL TRAILER

Subtotal before Tax \$ 63,115.40

US Dollars

DITCH WITCH WEST (WEST SACRAMENTO, CA)

929 STILLWATER ROAD
WEST SACRAMENTO, CA 95605-1615
Phone 916-371-6000
Fax 916-371-6185

CALAVERAS PUBLIC UTILITY DISTRICT
506 W St Charles St
San Andreas, CA 95249
GENERAL MENAGER
TRAVIS SMALL
916-716-3287

Quote: 50310546
Ext. Ref.: .
Description: .
Date: 01/19/2022
Salesperson: Joe Bethel
Mobile: 916-834-8616
E-Mail: jbethel@ditchwitchwest.com

Price Quote

Quote valid for: 30 days, until 02/18/2022

<u>Item</u>	<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
10	1	HX30	HX30
With the following configuration:			
Spoils Tank			500 Gallon
Water Tank			80 Gallons
Reverse Flow	No		
Hose and Tooling			4 Inch
Accessories			None
Accessories			Prospector Digging Lance
Accessories			Rear Work Lights
Vac Boom			None
Filter			Standard T Filter
Controls			Right Hand Traffic
Water Heater			No
Trailer Model			VT9
Trailer Jack			Hydraulic
Hydraulic Oil			Standard
Color			Standard
Decals			English
Weight Display			500G
Doors			Front Hinged Doors

9,999
GVWR
on
Trailer



Investment Proposal (Quote)

RDO Equipment Co.
 3980 Research Drive
 Sacramento CA, 95838
 Phone: (916) 643-0999 - Fax: (916) 643-0998



Proposal for:
 CALAVERAS PUBLIC UTILITY DISTRICT
 506 W ST CHARLES ST
 SAN ANDREAS, CA, 95249

Investment Proposal Date: 1/14/2022
Pricing Valid Until: 1/28/2022
Deal Number: 1520142
Customer Account#: 3287051
Account Manager: Christopher Hugen
Phone: (916) 643-0999
Fax: (866) 306-5036
Email: CHugen@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	WG113953/300852 X384364	0	New 2021 VACTRON LP573SDT	\$93,856.00
Equipment Subtotal:				\$93,856.00

Purchase Order Totals

Balance:	\$93,856.00
CA STATE TAX:	\$5,631.36
CA COUNTY TAX:	\$234.64
CA SPECIAL TAX:	\$938.56
Sales Tax Total:	\$6,804.56
PrePaid Tax License:	\$52.00
CA Tire Fee:	\$7.00
Sub Total:	\$100,719.56
Cash with Order:	\$0.00
Balance Due:	\$100,719.56

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	WG113953/300852	2021 VACTRON LP573SDT	None

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

JANUARY 25, 2022

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: Public Health Emergency Paid Sick Leave

The District staff has updated the Coronavirus Response Plan to be compliant with State Public Health Orders and with CAL-OSHA requirements. The missing component is adopting an Emergency Paid Sick Leave that enables the District to stay in compliance with CAL-OSHA wage and benefit requirements.

Recommendation:

- Review the new Coronavirus Response Plan
- Adopt the Public Health Emergency Paid Sick Leave

Fiscal Impact:

- Adopting the Emergency Paid Sick Leave is budget Neutral as it moves budgeted regular wages to EPSL
- Potential COVID relief funding from the State of California

Respectfully Submitted,

Travis Small

General Manager

**CALAVERAS PUBLIC UTILITY DISTRICT
RESOLUTION NO. 2022-4**

**RESOLUTION ADOPTING EXTENDED PUBLIC HEALTH EMERGENCY PAID SICK
LEAVE (EPSL) POLICY**

WHEREAS, the state of emergency proclaimed by the Governor on March 4, 2020 due to the Covid-19 pandemic remains in effect; and

WHEREAS, recent workplace regulations imposed by the Cal-OSHA require employers to take certain measures related to workplace safety related to the pandemic for the protection of the health and welfare of employees; and

WHEREAS, the Public Health Emergency Paid Sick Leave implemented by the District of the Families First Coronavirus Response Act (FFCRA), expired on September 30, 2021; and

WHEREAS, in light of the continued state of emergency and legal requirements that employees exposed to Covid-19, who test positive or need to quarantine and miss work due to Covid-19, the District desires to extend the Public Health Emergency Paid Sick Leave until December 31, 2022; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant during the Covid-19 pandemic has caused, and will continue to cause, conditions dangerous to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Calaveras Public Utility District as follows:

1. That the attached Extended Public Health Emergency Paid Sick Leave (EPSL) Policy be and hereby is adopted by the Board of Directors; and
2. That the aforesaid EPSL Policy hereby amends, restates and supersedes any and all prior policies of this District pertaining to the subject matter set forth therein; and
3. That the General Manager is authorized to implement the attached EPSL policy in accordance with its terms and to develop procedures necessary in his determination in the furtherance thereof.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 25th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____
J.W. Dell’Orto, President of the Board of Directors

Attest: _____
Carissa Bear, Secretary/Clerk of the Board

DRAFT

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	Extended Public Health Emergency Paid Sick Leave (EPSL) Policy		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution 2022-4	Revised:	

Extended Public Health Emergency Paid Sick Leave (EPSL) Policy

With additional requirements and mandates imposed on employers by the Centers for Disease Control (CDC), the State of California Department of Public Health and CAL-OSHA, the Calaveras Public Utility District adopts the following Extended Public Health Emergency Paid Sick Leave (“EPSL”) for eligible District employees. EPSL is separate from Vacation and Sick leave accruals set forth in the District’s Employee Handbook and Memorandum of Understanding with SEIU for covered employees in the bargaining unit, and follows the guidance and recommendations from Cal-OSHA on managing employees exposed to Coronavirus in the workplace, or to establish when and where an employee was exposed. In satisfying CAL-OSHA guidelines, the District may not charge leave due to COVID-19 against an employee’s pay, benefits, or adversely affect the current standing of an employee because of exposure to COVID-19 in the workplace. The District also has the burden to determine that any COVID-19 cases involving employees were not caused within the workplace. Such a determination on a case by case basis is problematic, if not impossible to establish. Therefore, in order to remain in compliance with CAL-OSHA requirements, the District will treat all COVID-19 cases on the same basis and will provide an Emergency Paid Sick Leave Account for each employee of no more than 80 hours. The Public Health Emergency Paid Sick Leave is a voluntary expansion by the District of the Families First Coronavirus Response Act (FFCRA), which expired on September 30, 2021. The qualifying reasons for leave with the Public Health EPSL will be the same as the FFCRA. This Public Health Emergency Paid Sick Leave will expire on December 31, 2022. EPSL hours not used will not accrue or carry over into subsequent years after the expiration date, and employees are not entitled to cash out unused EPSL under any circumstance.

The following events qualify a District employee for Public Health Emergency Paid Sick Leave, subject to verification and approval by the General Manager:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- The employee is subject to the advice of a health care provider to self-quarantine related to COVID-19;

- The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- The employee is caring for an individual subject to a quarantine or isolation order related to Covid-19 or in self-quarantine related to COVID-19;
- The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
- The employee is experiencing any other substantially similar condition identified by the Secretary of Health and Human Services.
- The employee is obtaining a COVID-19 vaccination;
- The employee is recovering from an injury, disability, illness or condition related to a COVID-19 vaccination; or
- The employee is seeking or awaiting the results of a COVID-19 test or diagnosis because either the employee has been exposed to COVID-19 or the employer requested the test or diagnosis.

The District will provide an Extended Emergency Paid Sick Leave Notice and Request Form which an employee will need to complete, sign and return to the General Manager to determine eligibility for EPSL. This Extended Public Health Emergency Paid Sick Leave will expire on December 31, 2022. EPSL hours not used will not accrue or carry over into subsequent years after the expiration date of this policy, and employees are not entitled to cash out unused EPSL under any circumstance.

CALAVERAS PUBLIC UTILITY DISTRICT COVID-19 RESPONSE PLAN

PURPOSE:

The Calaveras Public Utility District (CPUD) must provide a safe and healthy workplace, consistent with Coronavirus (COVID-19) public health guidance and legal requirements, to protect its employees and citizens.

APPLICABILITY:

This response plan applies to all employees.

GENERAL INFORMATION:

What is Coronavirus (COVID-19)?

COVID-19 is a virus that can cause respiratory symptoms similar to seasonal flu, such as fever, cough and shortness of breath. Disease severity can range from mild to critical depending on individual risk. According to the California Department of Public Health (CDPH), while COVID-19 has a high transmission rate, it has a low mortality rate. There are several types of coronavirus; COVID-19 is only one (recently identified) type. Most people who become ill from coronaviruses that circulate in the U.S. recover on their own. Some people, particularly those with underlying health problems, the elderly or those with severe symptoms require more intensive medical care for COVID-19.

What are the symptoms of Coronavirus (COVID-19)?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms may include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Preventing Transmission of the Virus in the Workplace

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if sick, except to get medical care or testing.
- Practice social distancing by keeping at least 6 feet away from fellow co-employees, customers, and visitors when possible.
- Wear cloth face and/or disposable face coverings.
- Employees should inform their supervisor if they or their colleagues develop [symptoms](#) at work. No one with COVID-19 [symptoms](#) should be present at the workplace.
- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, [coughing, or sneezing](#), or having been in a public place.
 - Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Where possible, avoid direct physical contact such as shaking hands with people. Avoid non-essential travel

Employees who are sick should NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.

All employees, partners, subcontractors, vendors and/or visitors will perform a personal COVID-19 Daily Health Check prior to entering offices or work sites.

Employees should practice social distancing while at work. A minimum of 6 feet should be kept between people unless necessary to provide instruction, perform a task, or render aid. The duration and frequency of employee interactions must be kept to a minimum. When employees must work in close contact for more than 10 minutes, additional work practice controls will be instituted.

- All meetings, including Board of Directors meetings, will be remote meeting via online (ZOOM or Free Conference Call) platform until further notice.
- The District strongly recommends that employees wear cloth face coverings or masks on projects or public settings where it is difficult to maintain social distancing measures, especially in areas of significant community-based transmission.
- Effective January 14, 2022, until February 15, 2022: all employees must wear face coverings or masks while indoors, interacting with vendors or members of the public, and must follow state or local mandates when conducting district business. The face coverings and masks must meet or exceed the FDA guidelines. The district will provide masks for employees, board of directors, consultants, and vendors if needed to conduct district business.

The expectation is that management and employees will speak up and/or listen to proactively address employees who are not following these guidelines or practicing good hygiene.

Inform employees that they may voluntarily contact the General Manager to inquire about a temporary alternative work accommodation if they believe they are at-risk, but also inform employees that they are not obligated to share any private health information.

Set expectations with customers, partners, subcontractors, and suppliers to notify their CPUD contact in the event an employee is suspected or confirmed to have coronavirus.

Hang up Stay Safe and Healthy jobsite banners and office posters near entrances to worksites and facilities. Post COVID-19 poster near entrances to offices and facilities.

Make cleaning supplies available to employees so that they may clean their work surfaces in their workspaces daily. Provide reminders to the employees to clean their workspaces.

DAILY SELF HEALTH CHECK:

- Do you have a fever?
- Do you have a cough?
- Do you have shortness of breath?
- Have you been in close contact with someone known to have COVID-19?

If the answer is yes on the daily health check please contact your supervisor and do not enter the worksite until medically cleared.

TRAVEL:

Discontinue all non-essential business travel until further notice.

Essential travel is defined as:

- Mandatory in Person Attendance
- Pre-Bid Meetings
- Bid Submittals
- Final Walk Throughs
- Serious Injury
- Crisis Event
- Regulatory Investigation

PREVENTING THE SPREAD OF CORONAVIRUS

MANAGING SICK EMPLOYEES

Actively encourage sick employees to stay home and to seek guidance from their medical provider.

EMPLOYEE IS SICK or HAS BEEN IN CLOSE CONTACT

The district must investigate and respond to a COVID-19 case or close contact in the workplace by doing the following:

- Determine when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms.
- Determine which employees may have been in close contact to the COVID-19 case (within six feet for cumulative total of 15 minutes or greater within a 24-hour period within the high-risk exposure period).
- Notify employees within one business day (and notify any other employer who has potentially exposed employees in the workplace) of the time the employer knew of a COVID-19 case.
- Employers must offer COVID-19 testing at no cost to employees during paid time to all employees who had close contact in the workplace, except for :
 - Employees who were fully vaccinated before the close contact
 - COVID-19 cases who were allowed to return to work and have remained symptom free.

Testing must also be provided for employees in an exposed group:

- Unvaccinated employees in an outbreak.
- All employees in a major outbreak.
- Investigate the exposure and determine whether workplace conditions could have contributed to the risk of exposure, and what hazard corrections would reduce exposure.
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.
- Exclude from the workplace COVID-19 cases and employees who had a close contact until they are allowed to return to work, Employees who are fully vaccinated prior to the close contact and do not develop symptoms do not need to be excluded.
- Follow the requirements for preserving their pay and benefits.
- Follow the return-to-work criteria for returning excluded employees to work.

Recording and Reporting

Employers must record work-related COVID-19 cases in their injury and illnesses logs. You must report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law. You must also notify Cal/OSHA right away when there is a serious illnesses or fatality related to COVID-19. Read

Cal/OSHA's [FAQs on recording and reporting COVID-19 cases](#).

Employers must record the vaccination status for any employee not wearing a face covering indoors and this record must be kept confidential. Cal/OSHA's regulations do not specify exactly how the vaccination status must be recorded. Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

EMPLOYEE MEETS DEFINITION OF CLOSE CONTACT:

- If an employee meets the definition of “close contact” direct them to self-isolate immediately and call their personal physician or local health department and describe their potential exposure and any symptoms they may be having. The employee should take a COVID-19 test as advised by his/her physician. The district can also send the employee to the comp physician to be screened for COVID-19
- Contain and clean affected facilities, vehicles and/or equipment according to CDC guidelines in Containing, Cleaning and Disinfecting Section (www.cdc.gov > community > disinfect) on CDC, COVID-19 website.
- Employees must accurately report the directions of their personal physician to General Manager/Superintendent.
- Notify other contractors, vendors or other third parties of potential exposure. All external notifications should be coordinated with legal counsel.
- Employee must be released to work by physician.

EMPLOYEES WHO REPORT OR EXHIBIT OTHER SYMPTOMS OF ILLNESS:

All other reports of sickness should be handled normally. Common symptoms of the flu are abrupt onset of headache, fever, cough, body aches, fatigue, and loss of appetite.

Many of these symptoms overlap with COVID-19 and follow physician advice to clear employee.

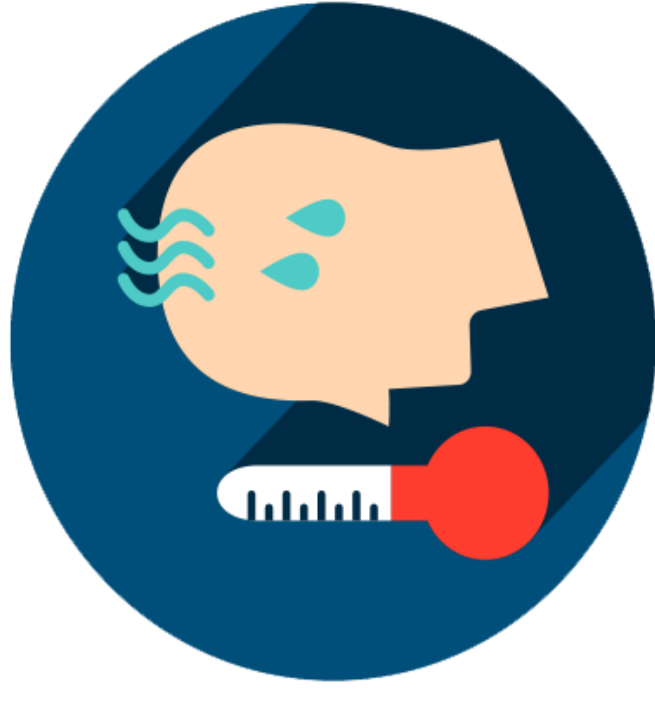
If an employee is diagnosed with the flu they should not return to work until their personal physician allows them to do so.

Runny nose and sneezing without other symptoms are considered symptoms of the common cold not COVID-19 or the flu.

RETURNING TO WORK

Only allow employees to return to work after receiving confirmation from employee that their personal physician or the local health department determines it is safe to do so and after notifying the General Manager and/or Superintendent.





Have you been within 6 feet of a COVID-positive person for at least 15 minutes over a 24-hour period?

Yes

You are a close contact.

No

You are not a close contact. Continue to follow precautions.

Do you have any symptoms**?

Yes

No

Are you **fully vaccinated** with COVID-19 vaccination?*

Test Negative

Get tested for COVID-19.

Test Positive

No

Yes

Are you **fully vaccinated** with COVID-19 vaccination?*

Yes

No

Stay home until you feel better, including for at least 24 hours after any fever ends. No need to quarantine. Wear a mask in public for 10 days after exposure.

Quarantine now and test on day 5. If negative, can be out but continue to wear a mask around others for 5 more days. If you test positive:

Isolate after positive test collected. Tell any close contacts from 2 days before your positive test that they were exposed. You can be out of isolation if test collected on day 5 or later is negative. If positive, must isolate until test is negative, or 10 days have passed. Wear a mask while in public until 10 days have passed.

Quarantine for 5 days and get tested on day 5. If negative, can leave home, continue to wear a mask around others for 5 more days. If you test positive:

No need to quarantine. Monitor for symptoms and wear a mask in public for 10 days after exposure. If any symptoms, isolate and get tested.

No need to quarantine. Monitor for symptoms and wear a mask in public for 10 days. Get tested for COVID 5 days after exposure.

Test Negative

Test Positive

Isolate after positive test collected. Tell any close contacts from 2 days before your positive test that they were exposed. You can be out of isolation if test collected on day 5 or later is negative. If positive, must isolate until test is negative, or 10 days have passed. Wear a mask while in public until 10 days have passed.

*Symptoms of COVID-19 include fever, chills, cough, shortness of breath, headache, sore throat, body/muscle aches, runny or stuffy nose, loss of taste or smell, nausea, vomiting, or diarrhea.

** Fully vaccinated means single Johnson & Johnson, Two shot series for Pfizer or Moderna. Or have recovered from COVID-19 within the last 90 days. (This may be updated to include booster shots)