



RECOVERY LEVEL 1

Overview

The return to normal operations for TMWA will be conducted using a leveled approach like the one we followed when responding to the Pandemic—but in reverse. TMWA’s Pandemic Recovery Plan identifies three (3) levels each of which can be applied to an area of the company, or to an individual building/facility, depending on the extent of effects or operational needs in the area.

TMWA will work closely with the Washoe County Health District (WCHD), local, state and federal government officials, and the Centers for Disease Control (CDC) to ensure a safe and smooth transition back to normal operations. We will follow the directions provided for us by the Governor of the State of Nevada.

Guidelines

During TMWA’s recovery back to normal operations, TMWA employees should adhere to the following:

- If you are sick, do not come to work! If you come to work and are observed with any influenza-like symptoms, you may be sent home by your Supervisor.
- Practice social distancing in accordance within Governmental guidelines.
- Wash your hands frequently, don’t touch your face, and cover your coughs and sneezes.
- Clean and disinfect common-touch surfaces such as bathroom stall handles, copy machines, and conference room door handles, phones, chairs, keyboards, and remote controls before and after use.
- Clean (at least daily if not more frequent) your workstation, e.g. phone, keyboard, door and drawer handles, desk surfaces.
- No official business travel outside the local area.
- Discuss any personal travel plans (via plane or outside the state) in advance of the travel with your immediate Supervisor to determine if you will need to self-isolate prior to returning to work.

Recovery Level 1

This initial recovery level is generally marked by a consistent and sustained downward trajectory in the spread or severity of the disease, or a downward trend of hospitalizations, and/or mortality rates, and/or availability of vaccinations and or treatment options. The objectives at this recovery level are to ready employees and facilities and begin a restrictive, safe and controlled return to normal operations while adhering to governmental directives.

- Evaluate PPE equipment and supplies and ensure adequate quantities are available.
- Prepare facilities for returning workers; conduct a thorough cleaning/sanitizing of work areas prior to reintegrating employees back into facilities.

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- Employees reporting to work outside their home (remote dispatch) or accessing any TMWA facility may be required to participate in a health screening. If required, specific screening protocols will be set forward in a separate directive.
 - Employees requesting access to a TMWA facility will be required to coordinate entry with their Supervisor and the Safety & Risk Coordinator and will be required to participate in the requisite health screening prior to accessing the facility.
 - Employees performing telework must report any influenza-like symptoms to their supervisor.
 - Telework and remote dispatch practices should continue for as many employees as possible.
 - Social distancing measures will be required at work in accordance within Governmental guidelines.
 - While in TMWA facilities (unless working alone in an office) or in TMWA vehicles (not individually assigned), face coverings shall be worn in accordance with Governmental guidelines.
 - Facilities will continue to be separated by work areas and employees should stay within their designated area of the building, use their designated entrance and exit and designated restroom.
 - No non-essential business travel and no non-essential, in-person meetings.
 - Common areas in TMWA facilities such as breakrooms and meeting rooms will be closed. Employees working on site should plan accordingly.
 - Employees may be directed to begin returning to facilities in a gradual and controlled manner as determined by departmental Directors and Managers with the following considerations:
 - Mission critical staffing only.
 - Staggered days, shifts, and arrival times.
 - Social distancing protocols must be adhered to.
 - Employees to maintain social distancing within their departmental area.
 - Individuals working on crews/teams should be assigned to work on the same crew/team for a minimum of one week increments when possible.
 - Field operations dispatching from home, will continue with their regular reporting or may gradually increase reporting frequency as determined by departmental Directors and Managers considering the following:
 - Mission critical staffing.
 - Maintenance activities and staffing.
 - Customer Service lobby to remain closed to the public for all business transactions.
 - Shipment of essential items permitted but vendors and suppliers will not be allowed to access facilities.