



May 8, 2020

TMWA Employees:

We know you are concerned about the spread of COVID-19 and how it may impact us as we begin returning to normal operations. Ensuring our employees are in a safe and healthy environment is our first priority. Per guidance from the Office of the Governor of Nevada, the CDC and NV OSHA, we are continuing and/or implementing precautionary measures including the following:

1. **Restricting all visitors, customers and non-mission critical employees** from accessing our facilities. If you have not been authorized to access a facility and need access, please contact your supervisor or manager prior to entering.
2. **Actively screening** all employees for COVID-19 symptoms including requiring employees to participate in a health screening survey each day prior to accessing any TMWA facility or leaving home to perform work (if dispatching from home). Anyone with COVID-19-like symptoms will not be permitted to enter TMWA facilities or perform work outside of their home until such time that it can be determined the employee meets the necessary criteria to discontinue home isolation.

We need your help:

1. **Sick employees need to stay home.** If you have any symptoms identified below—that cannot be attributed another known health condition—stay home and notify your supervisor. The CDC guidance is that people with the following symptoms or combinations of symptoms may have COVID-19: cough, shortness of breath or difficulty breathing, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
2. **Notify us if you develop COVID-19 like symptoms while at work.** These include cough, shortness of breath or difficulty breathing, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
3. **Let us know** if you have tested positive or suspect you have COVID-19 or if you have had potential or actual exposure to someone with COVID-19. The CDC currently defines potential exposure for critical infrastructure employees as, a household contact or having close contact (within six feet) of an individual who is confirmed or suspected to have COVID-19. The timeframe for having contact with an individual includes 48 hours prior to the individual becoming symptomatic.

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4. **Practice proper hand hygiene.** All employees should wash their hands for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60% alcohol upon entering any TMWA office or treatment plant and after coughing, sneezing, touching commonly used or touched surfaces or interacting with others. Soap and water should be used preferentially if hands are visibly dirty.
 5. **Social Distancing is Required.** All employees must ensure they maintain six feet of personal separation from others (including during break or meal periods). When six feet of personal distance cannot be attained employees **MUST** wear face masks/coverings.
 6. **Wear face coverings.** While in TMWA offices or treatment plants (unless working alone in an office), or in TMWA vehicles (not individually assigned) face coverings shall be worn in accordance with governmental guidelines. TMWA will make faces masks available to employees and employees are welcome to use their own facial coverings.
 7. **Follow notices posted at common areas.** During initial phases of our return to normal operations, common areas such as meeting rooms and break rooms may be closed. Please ensure you are following the notices placed at each of these locations regarding entry. In addition, drinking fountains will be closed initially and we will instead provide bottled water.

We will stay up to date with the federal government's recommendations as they may continue to change. In addition, we are closely monitoring state and health department directives and are following their guidance.

Should you have any questions, please feel free to contact me via teams, email or call me at 775-834-8060.

For additional information, please visit the CDC's coronavirus disease information page or covid19washoe.com, or dhhs.nv.gov.

Thank you for your commitment and dedication in ensuring TMWA continues to be a safe place to work!

Sincerely,

Ian Dasmann
Emergency Management Administrator