

## TRUCKEE MEADOWS WATER AUTHORITY

### Recovery Level 2

The second level of recovery is marked by continued positive progress of the measurements indicated in Recovery Level 1. At Recovery Level 2 there is confidence that TMWA can increase activities in support of returning to normal operations while continuing to ensure adequate PPE, social distancing and safety measures are in place. The objectives at this level are to monitor return to work activities as more employees begin to access facilities, common areas and interact with the public and ensure activities follow directives of Federal, state and local officials.

- Adequate PPE equipment and cleaning supplies are available and in common use.
- Prepare facilities for returning workers by ensuring social distancing requirements can be maintained in common use areas (meeting rooms, breakrooms, and restrooms) and office spaces.
- Conduct a thorough cleaning/sanitizing of office and common use areas on a weekly basis thru a commercial cleaning service.
- Employees reporting outside of their home are required to complete a daily health screening to include a temperature check in accordance with the directive issued on this topic. If responding yes to any of the questions, they must contact their supervisor to discuss their circumstances before working. If at any time while working outside of their home, an employee experiences any of the symptoms listed in the health screening questionnaire, they should immediately self-isolate and contact their supervisor.
- If an employee begins to feel ill while at work, they should notify their supervisor and leave the workplace.
- Employees performing telework must report any influenza or COVID-19 like symptoms to their supervisor.
- Required telework and remote dispatch requirements will be relaxed to begin a slow reentry into facilities in a scheduled and controlled manner as directed by management.
- Social distancing measures in the workplace may be relaxed and will follow applicable Governmental guidelines.
- While in TMWA facilities (unless working alone in an office) or in TMWA vehicles with other employees (not individually assigned), face coverings should 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.
- Non-essential business travel and Non-essential in person meetings should continue to be avoided.
- Social distancing measures must be adhered to whenever in person meetings must occur.
- Common areas in TMWA facilities such as breakrooms and meeting rooms may be opened for single occupancy and pass through use. Employees passing through or using these areas should sanitize any common touch services before and after use.
- Personnel reporting to facilities will return to work as determined by departmental Directors and Managers with the following considerations:
  - Staggered days, shifts, and arrival times to ensure social distancing goals are achieved.
  - Employees with individual offices may be scheduled to return if able 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.

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- Field operations dispatching from home, will continue with their regular reporting or may continue to gradually increase reporting frequency as determined by departmental Directors and Managers.
- Customer Service lobby remains closed to the public for all business transactions.
- Shipment of essential items permitted but some vendors and suppliers may still not be allowed to access facilities.