

# Staff Report

for the Administrative Practices Committee on January 5, 2021

**TO:** Administrative Practices Committee Members

**FROM:** Greg Jones, Interim General Manager *GJ*

**DATE:** 12/29/2020

**SUBJECT:** District Policy 7050 – COVID-19 Prevention Plan

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## ***ADMINISTRATION***

### **RECOMMENDED ACTION:**

Review and discuss the establishment of proposed District Policy 7050 - COVID-19 Prevention Plan, and advance a recommendation to the Board of Directors as appropriate.

### **BACKGROUND:**

The District intends to provide a safe and healthy work environment for all its employees and the community. However, the District recognizes that the worldwide pandemic caused by the 2019 Novel Coronavirus 19 (COVID-19) poses a threat to the workplace. The COVID-19 Prevention Plan (CPP) is designed to control exposures to the COVID-19 virus that may occur in our workplace.

Since March 2020, NID has continued to update staff with ongoing changes to operational activities of the District as it relates to COVID-19. Precautionary measures and best practices that have been in place are now memorialized within the COVID-19 Prevention Plan (CPP).

The CPP is contained within the District's Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP). The District's goal through a COVID-19 Prevention Plan is to inform all employees of the exposure hazards to which they may be exposed.

### **BUDGETARY IMPACT:**

None

### **ATTACHMENT:**

- Draft Resolution 2021-XX – Establishing District Policy 7050
- Proposed District Policy 7050 – Covid-19 Prevention Plan
- COVID-19 Prevention Plan



**RESOLUTION NO. 2021-XX**  
OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**Establish District Policy 7050 –  
Covid-19 Prevention Plan**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District (through its Board of Directors, Management, and all employees) intends to provide a safe and healthful work environment for all of its employees; and

**WHEREAS**, the District recognizes that the worldwide pandemic caused by the 2019 novel coronavirus 19 (COVID-19) poses a threat to the workplace; and

**WHEREAS**, the COVID-19 Prevention Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace; and

**WHEREAS**, the COVID-19 Prevention Plan is contained within the District’s Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP); and

**WHEREAS**, the District’s goal through a COVID-19 Prevention Plan is to inform all employees of the exposure hazards to which they may be exposed; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

#7050 – Covid-19 Prevention Plan

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

\* \* \* \* \*

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the \_\_\_\_ day of January 2021 by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

\_\_\_\_\_  
President of the Board of Directors

**Attest:**

\_\_\_\_\_  
Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** COVID-19 Prevention Plan

**POLICY NUMBER:** 7050

**7050.1** Purpose and Goal.

The District (through its Board of Directors, Management, and all employees) intends to provide a safe and healthful work environment for all of its employees. However, the District recognizes that the worldwide pandemic caused by the 2019 novel coronavirus 19 (COVID-19) poses a threat to the workplace. The COVID-19 Prevention Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The COVID-19 Prevention Plan is contained within the District's Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP). Therefore, the District's goal through a COVID-19 Prevention Plan is to inform all employees of the exposure hazards to which they may be exposed.

**7050.2** Program Format.

The District recognized that an effective COVID-19 Prevention Plan should be in the form of written documentation that is readily available and easily understandable by all employees. In addition, the COVID-19 Prevention Plan represents a policy of the District. Therefore, the General Manager, or their representative, is authorized to establish, re-establish, modify, or amend the COVID-19 Prevention Plan to contain updated, specific information and training in exposure hazards to which employees may be exposed, and the COVID-19 Prevention Plan should be included in the District's Injury and Illness Prevention Program (Policy #7015).

**7050.2.1** The COVID-19 Prevention Plan shall be amended from time to time, as appropriate to reflect changes in working conditions, Federal, State, and local regulations, and industry standards, and the latest version shall be incorporated in the District's policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7050.2.2** A copy of the COVID-19 Prevention Plan shall be available to all employees at all times at the following locations: Safety Analyst's Office, Human Resources Manager's Office, Maintenance Department (Grass Valley and Placer Yards), North Auburn Operations, Recreation Office, Hydroelectric Department Office, Central Files, the training software application safety programs library and on the District's internal website.

Adopted: January XX, 2021 via Resolution No. 2020-XX



## **COVID-19 PREVENTION PLAN**

**NEVADA IRRIGATION DISTRICT  
1036 WEST MAIN STREET  
GRASS VALLEY, CA 95045  
[WWW.NIDWATER.COM](http://WWW.NIDWATER.COM)**

December 11, 2020

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# COVID-19 Prevention Program (CPP) for Nevada Irrigation District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This CPP lives within the Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP).

**Date: December 7, 2020**

## Authority and Responsibility

**The General Manager or appointee** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

NID will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor, Department Manager, the Human Resources Manager or the Safety Analyst.

### Employee screening

Employees will self-screen according to CDPH guidelines which includes direction to: monitor any symptoms that may be indicative of COVID-19 or other infectious condition; report to their supervisor if they develop symptoms while at work; stay home and do not come to work if they are ill; was exposed to a known COVID-19 positive individual based on CDPH / CDC guidelines.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, reviewed by District Safety staff, and corrected (as necessary) in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.



- Follow-up measures are taken to ensure timely correction.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Encouraging all meetings be held by video or teleconference whenever possible.
- Staggered arrival, departure, work, and break times of work teams and continued use of alternative workweek schedules
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Posted reminders in workplace areas about physical distancing
- Allowing telework or other remote work arrangements if position and tasks are eligible as per the District's Telework Guidelines and Agreement, documented in **Appendix F**.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Single use face mask supplies are provided to each department and facility. Additionally, reusable masks and face coverings with the District logo may be requested. Staff may wear their own CDPH compliant face covering. Staff are responsible for maintaining and cleaning any reusable mask they use.

If staff encounter others in their workplace that are not wearing face coverings, please ask that they wear a covering or report to the supervisor or HR Manager. If the person is exempt from wearing a facial covering due to a condition, this condition is confidential and may only be disclosed directly to HR.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis at the direction of the HR Manager and General Manager.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: indoor staff workplaces without wall enclosures or that have significant potential of traffic will have glass, Plexiglas, or other appropriate shield partitions installed such as cubicle walls. A separate office alternative may be sought if space is available.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- HVAC filtration systems are changed and maintained according to manufacturer's specifications regularly by Maintenance staff or contractors
- Windows which open shall be opened when outside temperatures permit
- Filtration efficiency will be periodically tested to the highest level compatible with the existing ventilation system.
- When the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, filtration systems will be checked.

### **Cleaning and disinfecting**

We implement the following daily cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Cleaning and disinfection will be done by the District's outside cleaning vendor of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees in their own workspaces with the provided proper materials and training to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. When a vehicle must have more than one employee, masks are required at all times inside the vehicle.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate current handwashing facilities to ensure they are adequate on a weekly basis by ensuring they are adequate and posting the date last checked by the facility or station, see Appendix I.
- Provide additional facilities if required.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.
- Post reminder signs near handwashing facilities of effective handwashing methods, see Appendix I.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Employees may work in areas and facilities of the District that are unique and hazard control may vary. Each department and/or facility will be outlined in **Appendix G**.

# COVID-19 Prevention in Employer-Provided Transportation to and from Work

## Assignment of transportation

- A maximum of two employees working in the same crew or worksite (1 driver and 1 passenger) are allowed to be same vehicle during working hours.

## Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passenger are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passenger are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

## Screening

The procedures for self-screening in this document apply and shall exclude drivers and riders with COVID-19 symptoms from entering a District vehicle.

## Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- If determined to be at high risk, required to quarantine for the acceptable amount of time as per the CDPH guidelines
- If required to quarantine because of a high risk exposure at work, be paid administrative leave for their time away from work, and will not be required to use any of their accrued leave balances.
- If determined to be at low risk, but concerned about their exposure, be offered COVID-19 testing at no cost during their working hours.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their supervisor, department manager, the HR Manager or Safety Analyst.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may request an accommodation by contacting the HR Manager directly.
- Employees should seek COVID-19 testing if they are showing symptoms or if believe they may have been exposed outside of the workplace. They should communicate directly to the HR Manager in these cases.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- The District will disseminate information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to by electronic communications and will detail what is being done to control those hazards
- Our COVID-19 policies and procedures will be provided to all staff and easily accessed on a common network drive, website or as a physical document supplied by the Safety Center or Human Resources.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using

hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- In accordance with CDC guidelines and CDPH regulations, COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed with no fever without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective. A medical provider's written recommendation may be substituted if an order from the county public health authority is not available.
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## COVID-19 Multiple COVID-19 Infections and COVID-19 Outbreaks and Major COVID-19 Outbreaks

If our workplace experiences multiple infections or an outbreak, or a major outbreak as defined by a local public health authority, the plan outlined in Appendix E will be followed and the District's Continuity of Operations Plan (COOP) in Appendix H will be in force.

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**SIGNED:**

**Greg Jones, Interim General Manager**

**DATE:**

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## Appendix A: Identification of COVID-19 Hazards

**All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious.** Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, stairways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers, vendors, delivery persons, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) of employee and authorized employee representative that participated:

\_\_\_\_\_  
\_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>



## Appendix B: COVID-19 Inspections

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Name of person conducting the investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<p align="center"><b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b></p>	
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Potential Close Contact Name	Type/Duration of Contact	Last Contact Date

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>		
<p align="center"><b>All employees who may have had COVID-19 exposure and their authorized representatives.</b></p>	<p align="center"><b>Date:</b></p>	
	<p align="center"><b>Names of employees that were notified:</b></p>	
<p align="center"><b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b></p>	<p align="center"><b>Date:</b></p>	
	<p align="center"><b>Names of individuals that were notified:</b></p>	

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: \_\_\_\_\_

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature

## Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks

If our workplace is identified by a local health department as the location of a COVID-19 outbreak, these procedures will be followed.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

### **Major COVID-19 Outbreaks**

If our workplace experiences 20 or more COVID-19 cases within a 30-day period, these procedures will be followed.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards

have been corrected

- Implement any other control measures deemed necessary by Cal/OSHA.

**Notifications to the local health department**

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.



## **Appendix F: Telework Guidelines and Agreement**

See attached document.

# Nevada Irrigation District

## Employee Telework Guidelines and Agreement

### Guidelines

In response to the COVID-19 outbreak, the District is implementing a voluntary telework policy for employees whose job duties are conducive to working from home on a temporary basis, but who do not regularly telecommute. Telework is defined as a temporary arrangement due to a pandemic or other emergency situation in which the District allows an employee to work from a remote site other than their primary work location, such as from their home. The option to telecommute is effective immediately. Should you wish to telework, you should submit a request to your Department Manager in writing.

Telework is at the sole discretion of the General Manager or designee and is not an employee right. There are some positions at the District that require employees to be physically present in the workplace. These employees are defined as Essential On-Site Personnel. If you are deemed an Essential On-Site Personnel, you will not be allowed to telecommute under this policy. Essential On-Site Personnel are expected to report to work as scheduled unless otherwise notified. Regular time off policies and procedures should be followed for Essential On-Site Personnel who are unable to report to work. If you have any questions regarding whether your position is deemed an Essential On-Site Personnel, you should contact your Department Manager or Human Resources.

To be considered for a telework arrangement, an employee must self-disclose proof of a safe work area at home or other location by a completed Telework Agreement. An employee must also agree to comply with the conditions described below. The District reserves the right to discontinue this policy at any time, without any particular amount of advance notice.

### Authorization to Telework

A Department Manager must approve an employee for temporary telework, with final authorization from the General Manager for temporary telework.

### Conditions

1. Employee may commence telework only after a completed and signed Telework Agreement is received by the Human Resources Manager.
2. Employee recognizes that when approved to telework, their classification and rate of pay remains the same unless a change is authorized under normal circumstances (such as a step increase) as authorized by the District.
3. Employee agrees they will accurately log their work hours when conducting District business and teleworking. Established or authorized work hours are set by the District. Employee understands that falsifying time records may result in disciplinary action, up to and including termination of employment.
4. Employees classified as Non-Exempt for purposes of overtime must have the District's prior approval to work overtime when teleworking.
5. The District will determine, with information supplied by the Employee and the Employee's supervisors, as applicable, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telecommuting arrangement on a case-by-case basis. The Information Technology Department will assist with securing resources in this matter. Equipment supplied by the District will be maintained by the District. Should an Employee prefer and choose to use equipment supplied by the Employee, and if deemed appropriate by the District, such equipment will be maintained by the Employee. The District accepts no responsibility for damage or repairs to Employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, or at the conclusion of the telework arrangement, all District property will be returned to the District, unless other arrangements have been made between the Employee and the Manager or designee.
6. Employee agrees to safeguard any District equipment and to use the equipment only for official District business when teleworking. Employee understands that any equipment provided by the District, including connections into its networks, are the property of the District.
7. Employees, upon the approval to Telework, agree to provide a work area adequate for performance of official duties.

8. Employee agrees to safeguard the District records from disclosure or access by unauthorized individuals and will comply with all confidentiality and privacy laws, rules, regulations, and policies applicable to their position and the handling, security and storage of the records and information related thereto.
9. Employee agrees they shall not bring other employees, customers, vendors or other persons into their home to conduct District business without prior Department Manager approval.
10. Employee agrees that they are not entitled to Telework at will. Employee will return to their normal assignment location upon completion of the approved telework assignment, or upon request of the Department Manager.
11. Eligibility for telework lies solely at the discretion of Employee's Department Manager and authorization of the District's General Manager.
12. While teleworking, Employee still will be expected to complete their work assignments. Employee must be available and accessible by phone and email during their agreed upon telework schedule, except for scheduled break times.
13. Employee must adhere to all District and departmental rules and policies.
14. Prior to and continuously throughout a telework assignment, Employee must maintain a safe workspace environment. Workers' compensation benefits are the sole remedy for job-related injuries to employees that occur in the employee's remote workspace during working hours. All job-related accidents must be reported immediately for investigation. Employees who work remotely should do so from a workspace that reasonably does not endanger the employee or others.

This agreement is not in conflict with, nor does it supersede, the terms and conditions of employment in force under the Employee's applicable District Memorandum of Understanding, Benefits and Compensation Plan, or any other Employment Agreement while Employee is teleworking.

\*\*\*\*\*

### Nevada Irrigation District Employee Telework Agreement

1. This Telework Agreement is between the Nevada Irrigation District ("District") and \_\_\_\_\_ ("Employee").
  
2. Employee is authorized to engage in telework during the period of \_\_\_\_\_ through \_\_\_\_\_.
  
3. Employee has identified the following location for purposes of telework under this Agreement:  
 Location: \_\_\_\_\_  
 Contact information for Location: \_\_\_\_\_
  
4. Telework schedule: Employee will perform telework and be available during the hours listed in this Agreement unless Employee receives advance approval to take leave during scheduled hours. Use of sick leave or any other accrued leave on a scheduled telework day must follow the Department's call in and/or time off request procedures.  
 General Work Hours: \_\_\_\_\_
  
5. District Equipment: in addition to expendable office supplies provided by the District, the following District equipment shall be provided to the employee for use in telework:

Equipment	Brand	Serial Number	Asset Number

Employee agrees to use reasonable care while operating District equipment, protect the equipment and return equipment to the supervisor or Department Manager when Employee discontinues telework assignment or when requested. District equipment may only be used for District purposes, and shall not be used by, or accessible to, any other individuals. Negligent or willful damage or failure to return District property may lead to disciplinary action and recovery for the value of the equipment.

6. Expenses and reimbursements: No teleworking related expenses or reimbursements, shall be made to employees unless authorized by the General Manager. If the District purchases equipment for in-home telework, that equipment or material is the sole property of the District.
7. Employee will comply with the District Board policies, including but not limited to the Internet and Email Acceptable Use Policy and the Mobile Electronic Communication Devices and Use Policy. Employee shall have no expectation of privacy when using District equipment, systems, networks and technologies.

**CERTIFICATION**

I understand that telework is a temporary arrangement and is not an entitlement or employee benefit of the District. I understand the District may modify this Agreement at any time to fulfill its operational needs. I certify that I have read and understand the above Telework Guidelines. I certify that I voluntarily accept and will abide by these terms.

**EMPLOYEE ACKNOWLEDGEMENT**

Name	
Job Title	
Signature	
Date	

**DEPARTMENT MANAGER APPROVAL**

Name	
Job Title	
Signature	
Date	

**GENERAL MANAGER AUTHORIZATION**

Name	
Signature	
Date	

## **Appendix G: Additional Facilities Hazard Control**

Separate Hazard Control Documents will be attached and updated as necessary if additional controls are required.

## **Appendix H: Continuity of Operations Plan**

See attached document.



# Nevada Irrigation District

## Continuity of Operations Plan for Pandemic Influenza

Version 1.2

Release: April 2, 2020

### **Nevada Irrigation District**

1036 W. Main Street, Grass Valley, CA 95945-5424  
(530) 273-6185 • [www.nidwater.com](http://www.nidwater.com)

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## Appendices

Appendix 1 – World Health Organization Phases

Appendix 2 – Incident Command Structure Manual

Appendix 3 – Incident Specific Action Plan Template



# I. INTRODUCTION

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Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, the Nevada Irrigation District (NID/District) will have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to NID's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular the Nevada Irrigation District, to have a Continuity of Operations Plan for Pandemic Influenza (Plan) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Plan will assist NID in its efforts to remain operational, as well as strengthen the ability to resume operations.

## II. PURPOSE

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This Plan provides guidance to NID and will ensure essential functions and services are maintained during an influenza pandemic. This Plan neither replaces nor supersedes any current, approved continuity plan; rather it supplements it, bridging the gap between traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This Plan stresses that essential functions will be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

## III. CONCEPT OF OPERATIONS

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The District will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Plan will be implemented as needed to support the continued performance of essential functions.

## IV. CONTINUITY PLANNING

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All employees are to be informed regarding protective actions and/or modifications related to this Plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the Incident Command (IC) staff. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework polices are provided by the IC to assist in limiting the spread of influenza at the District headquarters, field offices, and staffed facilities.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., substituting teleconferences for face-to-face meetings, posting infection control guidelines); establishing flexible work hours or worksites, (e.g., telecommuting as appropriate); promoting social distancing between employees and customers to maintain spatial

separation between individuals; shifting to phone and/or e-mail correspondence only for customers and public; and implementing strategies that requires and enable employees with influenza to stay home at the first sign of symptoms.

Frequent, daily contact is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to function as usual. Messages from Department or Section leaders will follow the General Manager's and Incident Commander's messages and will echo those message themes and tone.

Planners and pandemic response teams must include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies into their specific action plans, including:

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness
- Monitor and periodically test protection methods
- Track and implement changes in approved or recommended protection measures
- Pre-position material and equipment onsite
- Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support the District's needs as planned
- Coordinate with local public health and emergency response points of contact to ensure open, adequate communications

Component-specific risk assessments for all District service sectors will be conducted by the service sector (Department) point of contact (POC). These assessments are kept as part of each Department Specific Action Plan (DSAP) documentation.

## **V. PANDEMIC PLANNING ASSUMPTIONS**

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The assumptions outlined in this section were used to develop the Plan.

### **A. National Strategy for Influenza Assumptions**

- Susceptibility to the pandemic influenza virus will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty, but specific risk groups will likely include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.

- A typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days.
- Persons who become ill may shed virus and can transmit infection before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness.
- On average, infected persons will transmit infection to approximately two other people.
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
- Multiple waves of illness could occur with each wave lasting two to three months. Historically, the largest waves have occurred in fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

## **B. Organizational Assumptions**

- NID will be provided with guidance and/or direction by Federal, State, and/or local governments regarding current influenza pandemic status in its service area.
- NID will have an actionable plan and procedures to assist in the ability to remain operational during a pandemic. Specific Action Plans and procedures shall include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- NID has a viable District-wide COOP and each service sector has also developed a COOP implementation plan.
- NID-controlled buildings will be accessible, but right of public entry may be limited (or suspended).
- Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- Travel restrictions implemented at the Federal, State, and local levels may affect the ability of some staff to report to work.
- Additional funding will be available for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

## **VI. PANDEMIC RESPONSE**

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In the event a Phase 4 Pandemic Influenza has been declared in the United States or a Phase 5 Pandemic has been declared by the World Health Organization (WHO), the District will activate the initial phase of its Incident Command Structure (ICS) including identification of an Incident Commander (IC). Guidance on the various phases of a pandemic are included in Appendix 1 of the District's Pandemic Influenza Contingency of Operations Plan. Guidance on the ICS structure and roles can be found in Appendix 2.

The IC will activate specific roles and groups identified in the District's Incident Command Structure as necessary to prepare for a full-scale event in the region. Notifications and updates from the IC will be delivered to the District workforce via District e-mail, bulletin board posting, and/or phone message.

### **A. Pandemic Coordinators and Pandemic Response Teams**

The NID IC will act as the Pandemic Influenza Coordinator and will oversee the District's Response. Activation of the ICS will commission two main phases of the pandemic response as follows:

- Planning Phase

- Implementation Phase

### 1) Planning Phase

The Planning Phase is designed to be a quick-implementation and short in duration (less than a week).

The IC will commission and oversee a Pandemic Response Planning Team (PRPT) to anticipate the impacts of a pandemic on NID and to assist with developing strategies to manage the effects of an outbreak. The IC will identify individuals with specific skill-sets and/or contacts to initiate planning and preparation activities prior to declaration of a local event/emergency.

Population of individual names into the Incident Command Structure Organizational Chart will also be performed during the Planning Phase of a pandemic response.

The products (deliverables) of this Phase will be an Incident Specific Action Plan (ISAP) and Department Specific Action Plans (DSAPs) for use during the Implementation Phase. A template ISAP is included as Appendix 3 of this document.

### 2) Implementation Phase

As soon as necessary, after the Planning Phase, the IC will activate the Implementation Phase of the Pandemic Coordination and Response. During this phase, the District will implement the ICS as outlined in the National Incident Management System (NIMS). In this phase, the IC will commission specific roles in the ICS to begin mitigation/response activities. This includes purchasing supplies, securing contracts, messaging to workforce, identifying alternate work space/schedule preparations and testing, and defining the inter-agency communication structure. The ISAP prepared by the PRPT during the Planning Phase will be a tool used by the ICS team during the Implementation Phase.

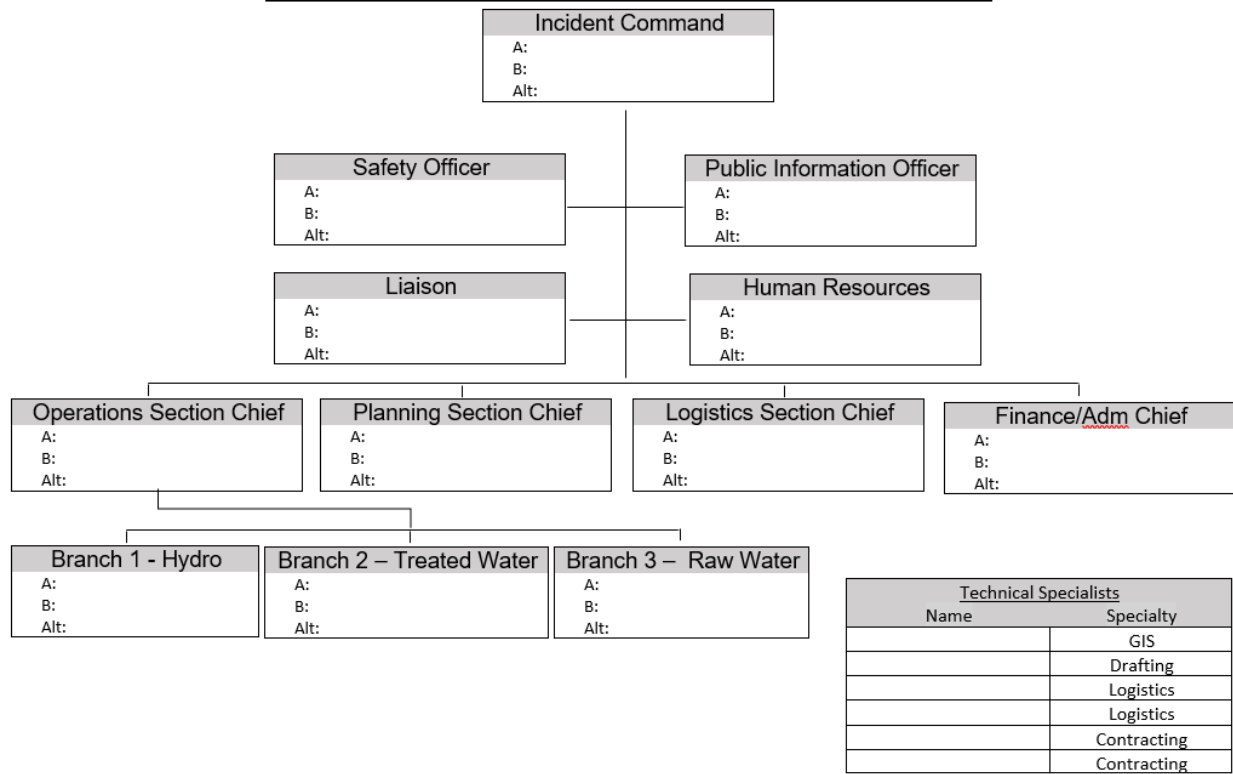
As the pandemic event increases in effect, the IC will commission additional roles and Sections in the ICS as necessary to meet the needs of the District's mission. The Implementation Phase will remain active for the duration of the pandemic event. Throughout the response, updates to the ISAP will be performed as necessary.

The NID ICS is comprised of several key sections and roles necessary for the effective operation of the District's mission and goals. A template ICS Organizational Chart is presented below for reference.



INCIDENT NAME:	
FATR:	
VERSION / DATE / TIME:	
OPS PERIOD:	

**INCIDENT COMMAND STRUCTURE ORGANIZATIONAL CHART**



As outlined in the ISAP the ICS Organizational Chart is accompanied by a Contact Sheet (with the same version number and date stamp) listing current contact information for each individual identified on the chart. The ICS Organizational Chart (and Contact Sheet) shall be updated as necessary during the course of the pandemic response to identify changes in personnel assignments and which roles/groups are activated during the specified operational period.

**B. Risk Communications**

NID will develop influenza pandemic risk communication procedures for communicating with all internal and external stakeholders. This includes the use of existing notification rosters, website news updates, mutual aid and emergency response agency rosters. Rosters and communication level/frequency shall be included in the ISAP and maintained by the ICS during event response.

## **VII. ELEMENTS OF A VIABLE PANDEMIC INFLUENZA CONTINUITY CAPABILITY**

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This section address the elements of operational continuity within the context of a pandemic influenza outbreak. In general information outlined in this section will be identified in the ISAP as conditions dictate.

### **A. Essential Functions**

Given the expected duration and potential multiple waves of pandemic outbreaks, The District has reviewed the processes involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The Nevada Irrigation District has identified essential functions and services needed to sustain its mission and operations during a pandemic.

### **B. Orders of Succession**

Since influenza pandemic may affect regions of the United States differently in terms of timing, severity, and duration, Nevada Irrigation District has identified orders of succession in its ICS and each DSAP that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. The purpose of these measures is to maintain a continuity of availability for identified staff – in the event that one of the individuals (or locations) experiences an influenza exposure.

### **C. Delegations of Authority**

At the height of a pandemic wave, absenteeism may be significant. As such, NID will established delegations of authority for each role that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended period.

### **D. Continuity Facilities**

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. NID has identified preventative practices for implementation, such as:

- Cancellation of public meetings
- Social distancing procedures
- Cancellation of non-essential travel (professional organizations/training)
- Postponement of internal group training events
- Heightened cleaning frequency and additional cleaning measures
- Direct reporting to duty locations for field staff (rather than to Headquarters or Field Office)
- Reduction in crew size to no-more than two individuals for close-proximity work
- Cancellation of non-essential meetings and/or work with contractors

## **E. Continuity Communications**

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. NID will identify communication system needs in order to implement remote, virtual connectivity of staff in order to perform essential functions.

## **F. Essential Records Management**

NID shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. NID shall (as part of the Planning Phase of pandemic response) identify systems, databases, and files that are needed to make certain essential functions remain operational. As such, the District shall track costs and establish an electronic file location for the event. The details and file locations shall be included in the ISAP.

## **G. Human Resources**

Although a pandemic influenza outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak.

NID has established structure and template language for a pandemic response plan, which includes mitigation measures for protection of the entire employee population and their families, with additional guidance for key personnel, leadership, line staff, and other essential personnel, in the event of a pandemic outbreak.

Mitigation measures for human resources specific to the pandemic event shall be included in the DSAP Sections of the ISAP document.

## **H. Testing Training and Exercises**

Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. NID shall conduct regular tests, training, and tabletop exercises of this COOP with the following goals:

- Make sure management and key staff remain familiar with the elements and sequence of preparing and implementing the ISAP and ICS
- Conduct continuity exercises to examine the potential impacts of pandemic influenza on performing essential functions
- Identify gaps or necessary updates to the plan documents

## **I. Devolution of Control and Direction**

Devolution is the process of transferring operational control of one or more essential functions to a pre-determined responsible party (or parties). Pandemic outbreaks have variable durations and severity, and it is possible that the impacts to the District may be so severe that maintaining critical/essential functions is not possible with District staff. In this instance, full or partial devolution of essential functions may be necessary to continue to provide essential functions and services to the District's service area.

NID has established plans and procedures for devolution, which identifies how it will transfer specific organizational administration and/or operational functions, if pandemic influenza renders leadership and/or essential staff unavailable. As such the District Board of Directors shall declare an emergency and give the General Manager increased authority to allow for rapid action to address the situation.

## **J. Reconstitution**

Reconstitution is the process whereby an organization has regained the capability and resources necessary to return to normal (pre-emergency) operations. The objective during reconstitution is to effectively manage, control, and expedite the safe return to normal operations. A reconstitution plan responsive to the specific pandemic event circumstances presented shall be developed during the Planning Phase of the pandemic response. The reconstitution plan must be updated during the Implementation Phase, as necessary, using updated information available during the pandemic event.

NID's reconstitution plan must consider the possibility that not all employees may be able to return to work at the time of reconstitution and it may be necessary to hire temporary staff or contractors in order to complete the reconstitution process.

A Reconstitution Plan will be developed as part of the ISAP.

## **VIII. CONCLUSION**

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Maintaining Nevada Irrigation District's essential functions and services in the event of pandemic influenza requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, an influenza pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional "continuity activation" may not be required during a pandemic influenza outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, NID's Plan addresses the threat of a pandemic influenza outbreak.

Protecting the health and safety of personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.



## APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

**Table 1: World Health Organization Pandemic Influenza Phases**

<b>Phase 1</b>	No animal influenza virus circulating among animals has been reported to cause infection in humans.
<b>Phase 2</b>	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.
<b>Phase 3</b>	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
<b>Phase 4</b>	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.
<b>Phase 5</b>	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.
<b>Phase 6</b>	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.
<b>Post-Peak Period</b>	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.
<b>Possible New Wave</b>	Level of pandemic influenza activity in most countries with adequate surveillance rising again.
<b>Post-Pandemic Period</b>	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.

The WHO phases of pandemic alert:



In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

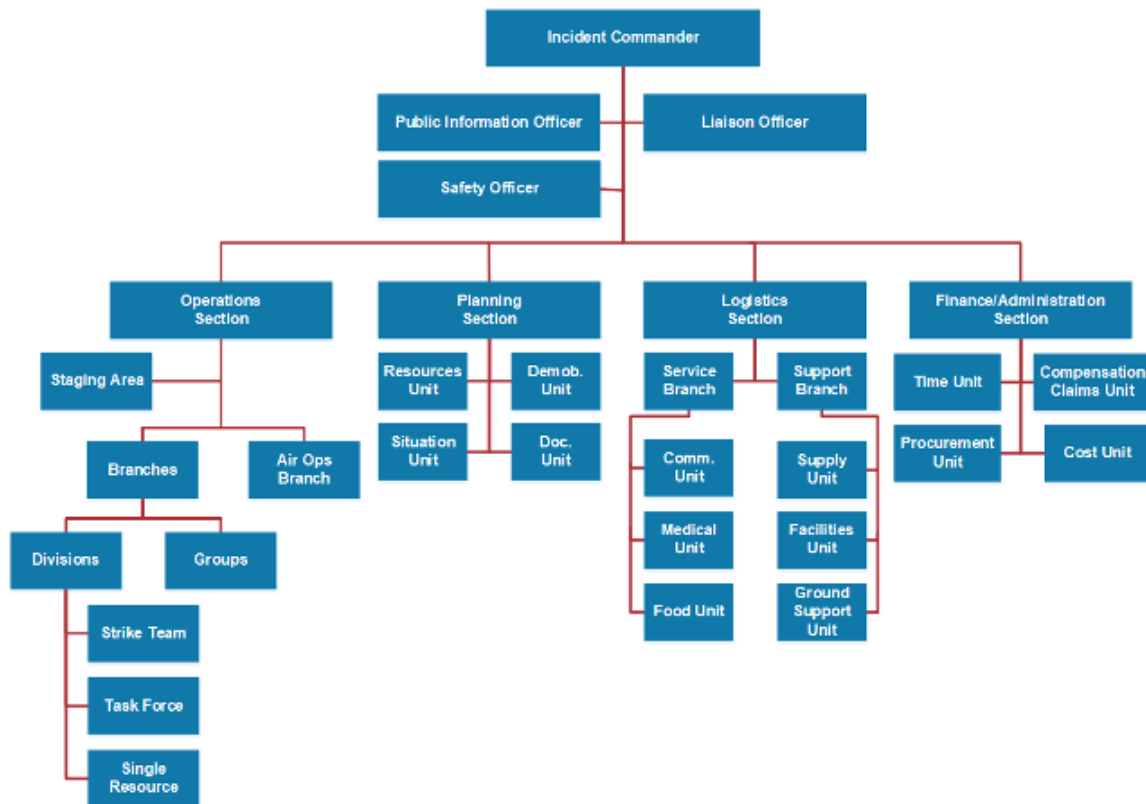
## APPENDIX 2: ICS for Utilities

# ICS for Utilities

### Why is ICS important for Utilities?

Many utilities in the U.S. understand the government construct under the National Response Framework (NRF); the National Incident Management System (NIMS) and tenets of the Incident Command System (ICS). Utilities also utilize the construct of mutual assistance allowing them to “loan” and “borrow” resources (human and material) between companies/agencies to promptly effect energy restoration activities using these or like frameworks. Taking an All Hazards approach to routine, daily business is the norm these days for utility companies and being more compatible with their first response partners when there is a “blue sky” emergency in the field on any given day has demonstrated the benefit of the Incident Command System for utilities. Utilities are now able to “scale” ICS from a “blue sky” day to a complex or long duration incident because the concepts are used more frequently. The majority of utilities in the U.S. are privately held corporations but also include municipal operations, special districts, and other government bodies. It is important that ICS for Utilities address all of these environments and configurations and that the tenets integrate between the public and private sectors.

### How might the ICS Command Structure Look in a Utilities Environment?



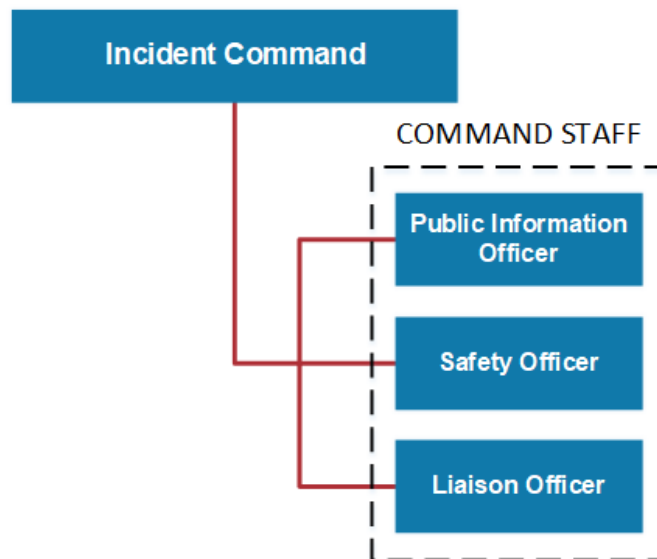
Each utility is taking the foundational concepts of ICS and tailoring the system for their operations. Some utilities are using ICS for weather only related incidents and others are using it across their

company/agency for incidents beyond weather such as: Generation Plant outages, Wildfires involving facilities or lines; Data Center outages; Call Center outages; etc. When properly designed ICS will provide an integration strategy that includes all business units of the company/agency whether in a single corporate/agency environment or across multiple companies/agencies and multiple states or disciplines. Utilities are unique in terms of configuration – Electric and Gas; Electric and Water; Gas Only; and also include other energy provides like Fuel.

The most important implementation component is to remain true to the basic ICS structure (see diagram above) and build out from there. That way the company/agency will remain aligned with other utilities who may provide support during mutual assistance activations.

The system allows the utility to expand and contract the structure to manage span of control; to ensure appropriate resources are available and properly allocated; and that the entire company/agency remains on the same “operational” page during the response and recovery.

## COMMAND STAFF



## Incident Commander

The Incident Commander for a utility is likely a person who is broadly familiar with corporate/agency operations – whether in the Emergency Operations Center or at the scene in the Field at an Incident Command Post. Many utilities (private sector) have elevated their Executives to a Policy Team level (rather than leading Operations as an Incident Commander) so that they are available for policy level decisions and to interact with Government leaders during a large scale emergency. Therefore, the Executives have delegated authority for Incident Command to a high level staff member who is capable of managing the emergency response and recovery operations.

The Incident Commander is responsible for establishing incident objectives and activating other components of the Incident Management Team (IMT).

Many utilities are requiring their Incident Commanders to take additional levels of ICS training (I100, 200, 700, 300/400 and the IC “L” course) to strengthen their capacity and capabilities for serving in this role. Additional information on these courses is located here <https://training.fema.gov/>.

## Public Information Officer (PIO)

Most, if not all utilities have a Public Relations department or business unit that is working daily on both internal and external communications with employees, customers, stakeholders and shareholders alike. Their transition into the Public Information Office (PIO) role is typically seamless during an emergency and in many instances they may be the first party contacted from the utility by the news media when something happens.

The most important task beyond their normal duties is to learn more about the Joint Information Center (JIC) and Joint Information System (JIS) environments to ensure the utility’s messaging is well aligned with those of its counterparts in other agencies/parts of the community. Additional information on PIO specific courses are located here <https://training.fema.gov/>.

## Safety Officer (SO)

Like the PIO, most utilities have daily operational Safety Officers that are working across the utility environment to ensure worker and operational safety (internally and externally). Utilities work in a routinely dangerous environment and it is important that the Safety Officer is familiar with “blue sky” as well as emergency hazards that may escalate during non-routine operations. Most utilities have Standard Operating Procedures (SOPs) that include their safety tailboards and rules of engagement. The most important thing a utility can do is gather their Safety Team and walk through and discuss/document how conditions change during specific emergencies – fire; flood; earthquake; tornado; pipeline rupture; dig-in; etc. This will allow the utility to expand their traditional safety SOPs for any situation they may face. Then through routine drills and exercises, the responders and Safety Officers can work together to ensure the refined, emergency SOPs will protect both employees and the public during a response/recovery effort.

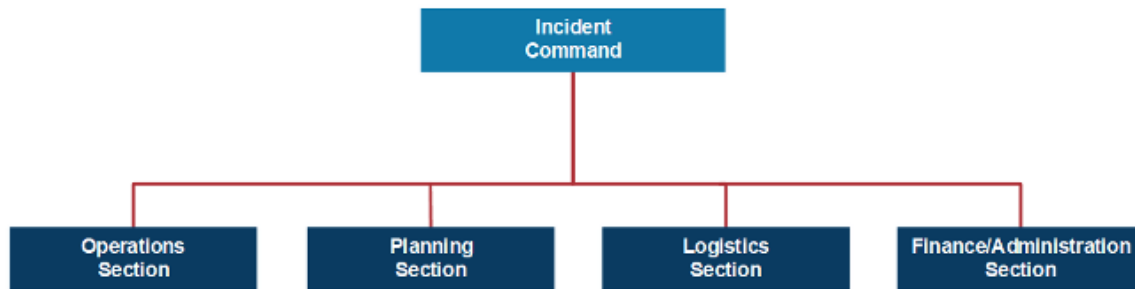
## Liaison Officer (LO)

The Liaison Officer also exists in a variety of formats in many utility environments – whether based in an emergency management/business continuity, facility, customer focused or in a government affairs role. These utility staffers are consistently interacting and supporting the utility’s mission and objectives on a daily basis with their counterparts in other organizations.

The most important component of the LO in a utility is broadening the reach and brokering additional relationships with their counterparts and ensuring there is unity from the utility to the outside world. There are multiple internal/external relationships for differing purposes and the utility should work to ensure alignment within the company/agency and who is communicating with who and for what purpose.

## GENERAL STAFF

The General Staff consists of up to four sections: Operations, Planning, Logistics and Finance/Administration. In an expanding incident the Incident Commander first establishes the Operations Section. The remaining sections are established as needed to support the operation.



### Operations Section Chief (OSC)

The Operation Section is responsible for directing ALL tactical operational aspects of the incident. The key within a utility is to ensure specific Operations Section Chiefs exist with subject matter expertise for the incident/situation at hand. Because the utility environment has a great deal of diversity, it is important that each OSC has the knowledge, training and capabilities to manage the resources, logistical needs and safety of the incident. This can differ greatly -- as an example - a weather related incident involving multiple power outages vs. a fire at a generation plant.

Many utilities are requiring their OSCs to take additional levels of ICS training (I100, 200, 700, 300/400 and the OSC "L" course) to strengthen their capacity and capabilities for serving in this role. Additional information on these courses is located here <https://training.fema.gov/>.

### Planning Section Chief (PSC)

The Planning Section is a pivotal role in many utilities as they are typically involved with dispatch in activating the emergency response system, the Incident Management Team (IMT) and/or opening the Emergency Operations/Coordination Center (EOC/ECC). The Planning Section Chief works with the Incident Commander in support of the Field operations to facilitate the Planning "P" cycle which includes - collects, evaluates and displays incident information, prepares and documents incident action plans, tracks resources assigned to the incident, maintains incident documentation and develops plans for demobilization.

The PSC collects and provides situational awareness which is tantamount to meeting incident objectives and maintaining safety.

### Logistics Section Chief (LSC)

The Logistics Section is responsible for ensuring that there are adequate resources including personnel, supplies and equipment and are typically employed in the Supply Chain business unity of the utility.

They are usually familiar with contractors, contracts, purchasing and shipping/delivery methodologies and in some cases involved in the request for mutual assistance assets.

One of the important elements for the LSC is to begin tracking resources with the PSC at incident onset. This will assist the Finance Section with costs and claims later or after the incident.

## Finance/Administration Section Chief (FSC)

The Finance/ Administration function manages paying for the incident or event response. This includes all aspects of financial and cost analysis: contract negotiation, tracking personnel and equipment time, documenting and processing claims for accidents and injuries occurring at the incident and keeping a running tally of costs associated with the incident. The Finance/ Administration Section works closely with Logistics to contract for and procure the resources needed to manage the incident.

There are differences between the public and private sector utility in that the public sector utility may be eligible for FEMA reimbursement following a declared emergency while a private sector utility will likely be dependent on insurance.

## Application of Incident Command in Utilities

As the saying goes, if you have met one utility – you have met one utility. Applying ICS would depend on the type of utility: Electric, Gas, Water, Fuel, etc.

ICS would apply to many of these areas:

- Corporate/Agency IMT
- ICS in the Field including Unified Command
- Transmission & Distribution (Electric, Gas, Water, Fuel)
- Generation (Plant, Pipeline, Petroleum Refinery)
- IT/Data Center
- Call Center

## Conclusion

For additional Information:

- FEMA ICS Resource Center, <https://training.fema.gov/emiweb/is/icsresource/>
- Additional ICS Training, <https://training.fema.gov/>



# Nevada Irrigation District

## Incident Specific Action Plan for [insert name of event]

**TEMPLATE** Version 4

Updated: April 2, 2020

### **Nevada Irrigation District**

1036 W. Main Street, Grass Valley, CA 95945-5424  
(530) 273-6185 • [www.nidwater.com](http://www.nidwater.com)



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## Appendices – Department Specific Action Plans (DSAP)

- Appendix A: Administration DSAP
- Appendix B: Engineering DSAP
- Appendix C: Finance DSAP
- Appendix D: Human Resources DSAP
- Appendix E: Hydroelectric DSAP
- Appendix F: Recreation DSAP
- Appendix G: Water Maintenance DSAP
- Appendix H: Water Operations DSAP

# I. Introduction

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## A. Purpose

The Incident Specific Action Plan (ISAP) provides planning and information necessary to maintain essential functions and services that may be adversely affected during the current [insert event name] pandemic influenza. The plan will allow Nevada Irrigation District (NID/District) Incident Commander, Command Staff, and Section Chiefs to maintain essential operations during the pandemic, and resume regular operations once the event has passed.

The planning horizon for the current pandemic is [standard is 120] days.

The ISAP builds on the District Wide Action Plan document included as an Appendix to the Continuity of Operations Plan for Pandemic Influenza which describes operational parameters and mitigations which will be implemented across all NID Departments and service sectors. Department specific operational parameters and mitigations will be captured in Department Specific Action Plans (DSAPs), which are incorporated in to this ISAP as attached Appendices.

## B. Description of Incident

This section includes a description of the current [insert event name] pandemic and a brief discussion of the background leading up to the event.

### 1. Background

This sections includes background information that may be useful to those responding to the incident.

Sample Text:

*Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease was first identified in 2019 in Wuhan, the capital of Hubei, China, and has since spread globally, resulting in the 2019–20 coronavirus pandemic. Common symptoms include fever, cough, and shortness of breath. Muscle pain, sputum production, diarrhea, and sore throat are less common.*

*The virus is typically spread during close contact and via respiratory droplets produced when people cough or sneeze. Respiratory droplets may be produced during breathing but it is not considered airborne. It may also spread when one touches a contaminated surface and then their face. It is most contagious when people are symptomatic, although spread may be possible before symptoms appear.*

### 2. Current Status

This section includes information on what is known about the incident and any key assumptions that are made at the time the ISAP is created.

Sample Text:

- *The COVID-19 pandemic has reached the United States and California*
- *As of March 25, 2020 there were 2,974 reported cases in California, including 63 related deaths*
- *Placer County is reporting 30 cases and 1 death as of March 25<sup>th</sup>*
- *Nevada County is reporting 3 cases as of March 23<sup>rd</sup>*

## C. Anticipated Impacts

This section includes information on any impacts that are currently expected as a result of the pandemic.

The District has prepared this ISAP in anticipation of impacts to its employees and operation. Potential impacts include:

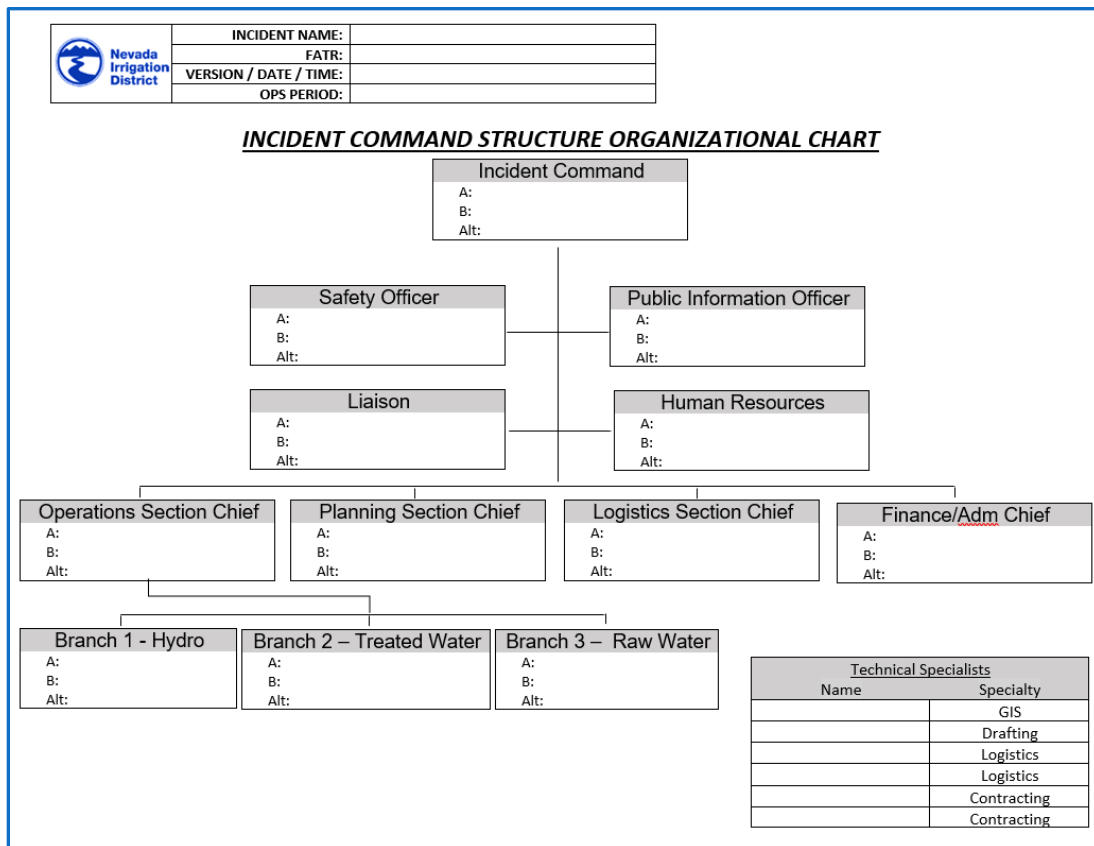
Sample Text:

- Absenteeism
- Global Supply Chain Disruption
- Regional and/or Statewide shortages of materials and supplies
- Logistic Delays
- Project Delays
- Workforce exposure
- Civil unrest
- Delay and/or loss of revenue due to ratepayer financial hardships

## II. Incident Command Structure Organization

### A. ICS Organizational Chart

The District's Incident Command Structure (ICS) Organizational Chart for the [insert event name] pandemic is included below for reference and use.



The ICS Organizational Chart and associated Contact Sheet shall be populated, date stamped, and version tagged during the Planning Phase of incident response. The ICS Organizational Chart and Contact Sheet shall be updated as necessary during the course of the event to identify changes in personnel assignments and which roles/groups are activated during the specified operational period.

### 1. Orders of Succession

NID has identified orders of succession in this ISAP and each DSAP that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. The purpose of these measures is to maintain a continuity of availability for identified staff – in the event that one of the individuals (or locations) experiences an influenza exposure.

### 2. Delegations of Authority

The NID Incident Commander shall delegate authority for all activities as depicted in the ISAP and each DSAP. NID has established delegations of authority to be at least three deep to account for necessary transitions between role/group leaders and potential absenteeism due to the nature of the incident. The redundancy and identification of alternate role/group leaders will help maintain continuity of operations over an extended period.

## B. ICS Contact Information

The ICS Contact Sheet accompanies the ICS Organizational Chart and includes contact information and techniques that can be used to ensure continuity of communications. The current Contact Sheet is included below for reference and use.

[insert contact sheet]

## C. Overall Operational Priorities

This section includes a prioritized list of District Operation Priorities. Listed items are ranked from most important/critical at the top to lower importance/impact at the bottom. The purpose of this ranking is to aid in decision making during event response – when it is necessary to select between activities/actions with limited resources.

Sample Text:

*The Nevada Irrigation District will maintain the following operational priorities:*

- *Safety of personnel*
- *Safety of infrastructure*
- *Delivery of treated water and raw water to treatment plants*
- *Hydroelectric power generation*
- *Delivery of raw water to facilities not associated with treated water*
- *Recreation*

Note that Department specific operational priorities are listed and ranked in each Department’s DSAP.

## D. Essential Functions

NID has identified essential functions and services needed to sustain its mission and operations during an emergency event. Overall District essential functions are listed below, in order of priority.

[insert a list of overall District-wide essential functions]

In addition, each service sector (Department) has identified essential functions for their operation in order to fulfill the District's mission and goals. The Department specific essential functions are listed in each DSAP, which are incorporated into this document by attachment.

## **E. Essential Records Management**

NID shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems necessary to support essential functions during the [insert event name] pandemic influenza response. As such, the District has opened a Financial Activity Tracking Request (FATR) number and electronic file location for this event.

The FATR number for the [insert event name] is: [list number]

The electronic file location for storing all information related to this event is located here: [link]

## **III. District Wide Action Plan Elements**

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This section provides guidance to be followed by all Departments in the event a Phase 4 Pandemic Influenza has been declared in the United States or a Phase 5 Pandemic has been declared by the World Health Organization (WHO). Guidance on the various phases of a pandemic are included in Appendix 1 of the District's Pandemic Influenza Contingency of Operations Plan.

### **A. Planning**

District Management and all Departments shall undertake the following activities and report their status to the Incident Commander in the event this plan is activated:

- Pandemic Response Planning Team (PRPT) will convene and prepare the ISAP
- Department managers will complete DSAP for each Department identified in the ISAP
- Cancel or hold public meetings remotely
- Evaluate currently scheduled projects and activities for the following:
  - priority
  - potential for social distancing
  - impacts of delay
  - potential to complete activities remotely
- Review internal procedures to ensure they are up to date
- Identify critical department activities and cross train staff to ensure functionality can continue
- Estimate the duration of the pandemic and identify supply needs and order supplies as early as possible to ensure they are available
- Incident Commander will activate the Implementation Phase of the Pandemic Coordination and Response

## **B. Mitigation Activities**

Sample Text:

*Mitigation measures based on the levels outlined below are detailed in the following table. When not in conflict, mitigation measures should be considered additive as additional criteria levels are reached. Levels shown in the following table are as follows:*

- *Level 1 - Phase 4 Pandemic Influenza has been declared in the United States or a Phase 5 Pandemic has been declared by the World Health Organization (WHO)*
- *Level 2 – First confirmed infection of a district employee or immediate family member of a district employee*
- *Level 3 – Twenty-five percent reduction in District workforce due to infection*
- *Level 4 – Fifty percent reduction in District workforce due to infection*
- *Level 5 – Seventy-five percent reduction in District workforce due to infection*

<b>Level</b>	<b>Mitigation Measures</b>
1	<ul style="list-style-type: none"> <li>• Practice mitigation measures as directed by Federal, State, and Local Agencies</li> <li>• Emphasize importance of good hygiene practices to department staff</li> <li>• Begin increased cleaning of common areas</li> <li>• All employees to begin self-screening               <ul style="list-style-type: none"> <li>○ Fever, chills, headaches, muscle aches, cough, or shortness of breath within the last 24 hours?</li> <li>○ Close contact with another person who is experiencing some of above symptoms within the last 8 days?</li> <li>○ Other symptoms associated with the specific disease</li> </ul> </li> <li>• Mail and package delivery shall not be allowed inside the building anymore.</li> <li>• Incoming mail and packages shall be quarantined for a minimum of 24 hours prior to handling.</li> <li>• Gloves, a mask, and other Personal Protective Equipment (PPE) shall be worn when handling mail. Hands shall be washed immediately after removing gloves.</li> <li>• Eliminate paper handling whenever and wherever possible</li> <li>• Consider canceling or using an alternate method to conduct all onsite/offsite consultant/contractor visits and meetings</li> <li>• Staff shall be sent home if showing symptoms</li> <li>• The Information Technology Department shall ensure all laptops are updated and ready for remote use</li> <li>• All out of District travel/training shall be canceled</li> <li>• Implement vehicle and equipment daily disinfecting protocol</li> </ul>
2	<ul style="list-style-type: none"> <li>• Initiate Incident Command Structure</li> <li>• Cancel all consultant/contractor visits and staff meetings.</li> <li>• Require staff assigned laptops shall take them home every night.</li> <li>• Consider telecommuting for applicable staff</li> <li>• Increase cleaning frequency of common areas.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Cancel all non-essential gatherings of staff members</li> <li>• Consider alternate schedules to accommodate staff social distancing</li> <li>• Cancel all vacations</li> </ul>
4	<ul style="list-style-type: none"> <li>• Redistribute essential functions to remaining workforce</li> </ul>
5	<ul style="list-style-type: none"> <li>• Shutdown and secure any facilities</li> </ul>

**C. Continuity Facilities**

In addition to heightened safe work practices (social distancing, cancellation of non-essential activities, etc.), plans have been established to commission alternate work facilities for key staff. Separating ICS staff and operational teams into separate facilities, the District intends to reduce the effects of staff impacts due to a virus exposure event at a single location.

Additional duty locations commissioned as continuity facilities for the [insert event name] pandemic are as follows:

[list locations for alternate duty reporting and expected parameters here]

## **D. Continuity of Communications**

The following resources will be available to ensure continuity of communications.

- *List communication methods here.*

## **E. Reconstitution and Recovery Plan**

When community all clear is received;

- Staff begin reporting to the office
- Lobby opens to the public
- Ramp up projects previously postponed
- Initiated after-action review to identify opportunities for improved preparedness
- Establish training program that facilitates future need for cross-departmental functionality

Infected staff will only be allowed to return following a fit for duty authorization from a doctor (or they can be isolated).



# APPENDICES

## Department Specific Action Plans (DSAP)

Included in this Section of this ISAP are Department Specific Action Plans (DSAPs) for the following NID organizational Departments:

- Administration
- Engineering
- Finance
- Human Resources
- Hydroelectric
- Recreation
- Water Maintenance
- Water Operations

A template for the DSAP follows.

## Appendix A: Administration – DSAP

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## Appendix B: Engineering – DSAP

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# Appendix C: Finance – DSAP

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## Appendix D: Human Resources – DSAP

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## Appendix E: Hydroelectric – DSAP

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## Appendix F: Maintenance – DSAP

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## Appendix G: Recreation – DSAP

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## Appendix H: Water Operations – DSAP

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## [Department] DSAP for [insert event name]

This Department Specific Action Plan (DSAP) is prepared as a supporting document to the Incident Specific Action Plan (ISAP) for the [insert event name] pandemic influenza event. This document and its subsequent revisions are incorporated into the NID [insert event name] ISAP document as an appendix (by attachment).

### 1 Planning

Content Instructions:

Identify forward planning activities necessary for operation of the Department's specific business objectives. Forward planning activities in a DSAP include specific purchasing, contracting, supply chain research, material staging, testing, or similar topics. Overall planning activities applicable to the entire District are included in the ISAP document and will not be repeated in the DSAP.

*Sample Text:*

*The follow items need will need a procurement schedule to last throughout the emergency. The items of critical need include:*

- *Water Treatment Chemicals – Need to coordinate and schedule 2 months of advanced supplies*
- *Fuel for Trucks – Ensure supply at headquarters, or supply credit cards*
- *Laptops with VPN to office set up for 3 additional employees*
- *Disinfectants – wipes, Lysol, etc. If not available, utilize bleach from plants; dilute it down and put in spray bottles.*
- *Laptops*
- *Cellular Communications*

*Each employee working space should have a disinfection kit that includes, disinfectant wipes, Lysol (or other substitute), soap. Locations include:*

- *Customer Service – Cashiering*
- *Management Assistant (for General Office)*
- *Field Staff Trucks*
- *Plants and Pump Stations*
- *Electric Tech Office*

*Establish, Communicate and Reinforce Disinfectant Protocols  
Test connectivity and communication of alternate work scenarios*

### 2 Operational Priorities

Content Instructions:

Identify operational priorities specific to the Department, in a priority ranking for reference and use. The operational priority rankings shall be in-line with and complimentary to the overall District Operational Priorities ranked in the ISAP.

*Sample Text:*

*The following list of infrastructure/business priorities should be considered when staffing levels do not allow for full operations. The list below represents the minimum coverage for public health and safety.*

1. *Water Supply*
  - a. *Canals that supply a domestic facilities*
    - i. *Cascade*
    - ii. *D.S.*
    - iii. *Newtown*
    - iv. *Combie Phase I*
    - v. *Mag 3*
    - vi. *China System*
    - vii. *Combie Ophir I / II*
  - b. *Critical Raw Water Reservoirs*
    - i. *Deer Creek Diversion*
    - ii. *Loma Rica Reservoir*
    - iii. *Combie*
2. *Water Treatment*
  - a. *E.George*
  - b. *Lake Wildwood*
  - c. *Loma Rica*
  - d. *Lake of the Pines*
  - e. *North Auburn*
  - f. *Smartsville*
3. *Constructive Conveyance Canals*
  - a. *???*
4. *Regulatory Sites*
  - a. *Treated Water Quality Sampling*
  - b. *Dam Safety Checks*
  - c. *Instream flow locations*
  - d. *SB 88 gaging stations*

### **3 Mitigation Activities**

Mitigation measures specific to the **[insert Department name]** Department, based on the levels as defined in the Continuity of Operation Plan are detailed in the following table. These mitigation measures are considered additive as additional criteria levels are reached, and are in addition to the District Wide Action Plan mitigation measures listed in the ISAP.

Content Instructions:

Identify mitigation activities and associated thresholds specific to the Department. Mitigation activities that are applicable to the entire District are included in the ISAP document and will not be repeated in the DSAP.

*Sample Table:*

<b>Event Threshold</b>	<b>Department Specific Mitigation Measures</b>
Level 1	<ul style="list-style-type: none"> <li>• Only supervisory staff to meet during morning meetings. Remaining staff to report directly to field locations to receive assignment.</li> <li>• Work plan for all field staff to be developed day before and posted to common location</li> <li>• Shut down cashiering</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Non critical routine outages and maintenance that require high volumes of staff will be postponed</li> <li>• WDO's &amp; WTP Operators to isolate in field and plants.</li> <li>• Train others to assist in customer service to handle additional calls if demands necessitates</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Staff to begin daily availability updates calls regardless of schedule</li> <li>• Consolidate treated water production to E. George and shut down connected facilities if demands allow</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• Maintenance employees to begin taking District vehicles home and begin assisting with critical canals</li> <li>• Only staff responsible for daily command to report to Headquarters Office.</li> <li>• Critical office staff that has ability to work from home to begin</li> <li>• Consider initiating mutual aid agreements</li> <li>• Water Treatment Operators allowed to operate facilities remotely via SCADA</li> <li>• Billing may have to be extended and flexible due dates allowed</li> <li>• Automated phone service with call stacking will be necessary</li> </ul>
Level 5	<ul style="list-style-type: none"> <li>• Shut down canal system based on order of priority. Shall be based upon domestic supply.</li> </ul>

## 4 Delegations of Authority and Orders of Succession

Activation of the Incident Command System (ICS) will activate the following command and succession structure for [insert Department name] Department functions. In the event that a primary lead is unavailable, the designated secondary will fill the role. The redundancy and identification of alternate role/group leaders will help maintain continuity of operations over an extended period.

Content Instructions:

Identify orders of succession in this DSAP that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. The purpose of these measures is to maintain a continuity of availability for identified staff – in the event that one of the individuals (or locations) experiences an influenza exposure.

**[INSERT DEPARTMENT NAME]**

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Sample Table:

<b>Position</b>	<b>Primary</b>	<b>Secondary</b>	<b>Tertiary</b>
<i>Department Administration</i>			
<i>Water Treatment Lead</i>			
<i>Water Distribution Lead</i>			
<i>Electrical Lead</i>			
<i>Customer Service Lead</i>			

24-hour contact information for the above individuals is in Department Contact List (attached).

## **Appendix I: Miscellaneous Forms**

1. Handwashing Facility Checklist
2. Handwashing Methods Poster

[Other forms and information will be added as necessary]










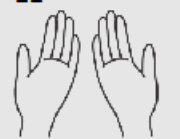


# CPP Form: Handwashing Methods Poster

Coronavirus Disease 2019 (COVID-19)

## How to wash your hands



<p><b>1</b></p>  <p>Wet hands with warm water.</p>	<p><b>2</b></p>  <p>Apply soap.</p>	<p><b>3</b></p>  <p>Lather soap and rub hands palm to palm.</p>	<p><b>4</b></p>  <p>Rub in between and around fingers.</p>
<p><b>5</b></p>  <p>Rub back of each hand with palm of other hand.</p>	<p><b>6</b></p>  <p>Rub fingertips of each hand in opposite palm.</p>	<p><b>7</b></p>  <p>Rub each thumb clasped in opposite hand.</p>	<p><b>8</b></p>  <p>Rinse thoroughly under running water.</p>
<p><b>9</b></p>  <p>Pat hands dry with paper towel.</p>	<p><b>10</b></p>  <p>Turn off water using paper towel.</p>	<p><b>11</b></p>  <p>Your hands are now clean.</p>	