

COVID-19 - PLAN FIVE

November 2020

Goals of Plan Five

1. Maximize social distancing and wearing of masks.
2. Utilize updated CDC self-monitoring and documentation forms for employees prior to entry into RVRSA buildings.
3. Reduce staffing to 12 people or less per building.
4. Reduce office occupancy to one person per office.
5. Hold meetings through zoom and teleconferencing.
6. Hold Board and Committee meetings via zoom with exception that Commissioners may attend in person in Board room. Maximum amount of people in Board room not to exceed 10 and all must be social distant and wearing mask at all times.
7. Assess current indoor air quality practices and update for COVID control. For example: HVAC filters MERV 13 or greater, increase fresh air intake, use humidifiers in offices and other staff workspaces to maintain CDC recommended humidity level of 40-60%.
8. Maintain 8-hour work schedule for IBT Union.
9. Conduct **weekly** safety committee meetings via zoom.
10. Utilize rotating schedule and procedure for telecommuters to make office visits to process mail, deposit checks, review legal documents, process invoices and other work product needed for work at home.
11. Existing protocols of taking temperature daily and reporting illness to supervisor and HR remain in effect, in accordance with current RVRSA Contagious or Life-Threatening Illness Policy.
12. Use of face masks must be minimum of 3-ply per CDC recommendation.
13. All employees working in close proximity of raw wastewater or sludge must wear N-95 mask.
14. N-95 masks are to be replaced daily after use.

A. Operations Department

1. Operation Managers to continue to work normal schedule.
2. Where Operation/Trunkline Mangers share an office, managers are to utilize other available empty office space so that only one manager occupies that office space at a time. Scott A, Scott T, Eric R and Herb A to rotate in and out of office on schedule they create. Use available unoccupied office space: Clerk office, ED office, Bd Asst. Sec office and Board room.
3. Rank and File to continue to work normal schedule.
4. Maximize social distancing in lunchroom in both MOB and Maintenance Building. Rotate lunch time, if necessary.

5. Only one person to RVRSA vehicle at all times. If two or more staff members are needed at one place, must use multiple vehicles.
6. Lab personnel will handle daily routine lab tests in MOB lab. Operation staff to leave samples outside lab door and notify lab personnel that samples need to be tested. Alternatively, lab personnel can leave lab while Operation staff perform tests in lab. Only one person permitted in lab at any time.
7. Work shoes and work clothes are to be left on site.
8. All personnel to wear N-95 mask while working with raw wastewater and sludge inside and outside of buildings.
9. N-95 masks are to be replaced at least daily. If N-95 mask is broken or soiled, then must be replaced immediately.
10. Operators to use N-95 mask **and** face shields when checking RDT drum.
11. Operators to use N-95 mask **and** face shields when collecting influent and sludge samples.
12. Operators to move moisture balance to main control building lab. All percent solid testing to be performed in the main control building lab under the exhaust hood.
13. Enhanced disinfection of all RVRSA floors and high touch surfaces to be performed.
14. Humidifiers are to be used in all office and common area spaces to provide humidity level between 40% and 60%. Use distilled water from lab. See Lab Manager for distilled water storage area for use for this purpose.
15. Operation Managers to coordinate with DeBlock Operators and RVRSA Operators to maintain maximum social distancing at bypass pumping sites.

B. Engineering Department

1. Engineering staff, Robert B, Scott A and Herb A to continue normal schedule.
2. Assistant Engineer, (Brian C.), is to work from home and make scheduled visits to Plant as needed. Outside field inspections are permitted using N-95 mask when in contact with public. N-95 mask is to be replaced daily, when used.
3. IPP Coordinator to work from home and make scheduled visits to Plant as needed. Outside inspections are permitted using N-95 mask when in contact with permittees/public. N-95 mask to be replaced at daily, when used.
4. Telecommuting Engineering personnel will communicate with Supervisor and each other as needed by phone, zoom meeting and/or e-mail throughout the day.
5. Telecommuting Engineering personnel will “check in” with the Engineering Manager at least daily to report their progress.
6. Engineering Manager will review and send weekly time sheet reports to the CFO and Payroll weekly.

C. Laboratory

Employees affected by change in schedule:

Margaret W., Ginette S. and Jahnvi.

Purpose: To reduce employee exposure from 3 employees in lab to 1 employee in lab at anytime

1. One laboratory employee in lab or laboratory office space at any time.
2. Laboratory personnel to be rotated on a daily basis and limited to one person per day.
3. N-95 masks are to be replaced daily.
4. Lab Manager will create schedule to ensure all NJPDES and process control testing is completed.
5. Lab coats, gloves, safety glasses and N-95 mask to be worn all times while in the laboratory.
6. Face shield must be worn when possibility of sample splashing.
7. Have change of clothes on hand.
8. Change shoes to work boots when working in the Plant and leave at work.
9. Potentially soiled clothes to be stored in plastic bag until laundered.
10. Change clothes and shoes when going home.
11. Operators to leave samples outside laboratory for technician.
12. Clean bottles to be left in control room for next sample collection.
13. Samples and chain of custody for testing outside laboratory will be left at the entrance door inside the main building.

D. FINANCE

Employees affected by change in schedule:

Sandy Thai and Cathy Belli

Purpose: To reduce employee exposure from 2 employees to 0 employees in office.

1. CFO and Finance assistant/payroll clerk to continue performing all Finance Department functions while working from home. Will continue to assist managers with payroll via email and teleconferencing.
2. Establish procedures for non-exempt employees to not work over 40-hours in a week without authorization.
3. Setup Payroll Processing SOP in Finance Server (W drive)
4. CFO and Finance assistant/payroll clerk will alternate to go into the office once or twice a week to deposit checks which received from mail.
5. Setup Excel Spreadsheet for employees' designated Status and update daily.
6. Setup Excel Spreadsheet for hours of work for "Work at Home" employees. Establish email for reporting and payroll clerk will update daily.

7. Communication with Finance assistant as needed every day, through Email, Zoom and teleconferencing.
8. Transfer the net Payroll and Agency payroll deduction amounts, in addition, wire transfer for Federal and State gross income taxes, Pension & Health Benefit Premiums.
9. Continue monitoring RVRSA bank accounts, do bank reconciliation and wire transfer if needed.
10. Reduce the employee's exposure of punch in/out on Time-Trak system by using disinfectant before and after finger scan in machine, followed by use of hand sanitizer after use.
11. Send disbursement requisitions to H2Loan at DEP website for EIT project expenditures.

E. ADMINISTRATION

Employees affected by change in schedule:

JoAnn M., Janice F., Corinne M., Colleen H.

Purpose: To reduce employee exposure from 4 employees to 0 employees in office. E.D. and Asst. Board Sec. will attend Board and other meetings at Plant as needed.

1. All administrative employees to work from home using RVRSA laptops.
2. Administrative staff to make Plant visits when needed for meetings and work product pickup and drop off. Visits to be scheduled to maintain maximum social distancing.
3. Staff will send hours of work each day to HR and CFO for time accounting purposes.
4. Staff will continue to use honor system of temperature testing and report any fever or other respiratory symptoms to HR and Exec. Director. In accordance with RVRSA Policy concerning Infectious Diseases.
5. Administrative staff to hold zoom meeting at least twice each week to review workflow.
6. Administration will keep current with CDC guidelines for COVID-19 and advise Executive Committee on regular basis.
7. Admin. Asst. will continue to advertise call-in number for public attendance at Board meetings. No public will be allowed into RVRSA Building or Board room.