

COVID-19 - PLAN ONE

MARCH 23 TO APRIL 6, 2020

RVRSA – EMPLOYEE REDUCTION – DISTANCING PLAN

Goal of Plan One

1. Reduce overall inhouse staffing to less than 10 people per shift.
2. Assess current engineering controls to determine if adequate for protection from exposure to COVID-19.
3. Institute new 12-hour work schedule for IBT Union.
4. Ensure telecommuters have all necessary equipment to work from home and systems in place for communication.

A. Operations Department

Employees affected by change in schedule:

R&F Operators, (Maintenance, Trunkline, Custodian, Building Mechanic) and Licensed Operator/Plant Manager and Asst. Plant Manager/Back-up Licensed Operator

Purpose: To reduce 1st shift employee exposure from 14 employees to 6 employees. Will allow for Plant Operations to continue for initial 2-week period.

1. Install additional engineering controls to prevent possible exposure to infectious agents in raw wastewater and sludge.
2. Create new SOP's where necessary to prevent possible exposure to infectious agents in wastewater and sludge. Provide training to employees as needed.
3. Work with Engineering department and Industrial Hygienist regarding ventilation, infectious agents and respirator program.
4. Assemble all available respirators in Plant for evaluation and possible use.
5. Switch to 12-hour shifts. (schedule attached)
6. Licensed Operator (MB and ER) on site, 1st and 2nd shifts Mon- Fri.
7. Work shoes are to be left on site.
8. Plastic barrier to be erected at oxidation ditches to minimize vapor transfer. **Engineering control.**
9. Prohibit use of rear entries at main control building. Front entry only.
10. Prohibit parking in front of control building.
11. Operators to use face shields when checking RDT drum. **Use of PPE.**
12. Operators to use face shields when collecting influent and sludge samples. **Use of PPE.**
13. 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. **Engineering control.**
14. Create SOP on changing rag bags at PT to prevent potential exposure to rags and raw wastewater.

15. Relocate sampling point for mixed liquor other than oxidation ditches. Engineering control.
16. Relocation of D.O. readings other than Oxidation ditches. Engineering control.
17. Close all floor openings around mechanical screens and sluice gates at PT building. Engineering control.

B. Engineering Department

Employees affected by change in schedule:

Robert Bocchino, Scott Allen, Herb Ang, Natalie P. & Brian C.

Purpose: To reduce employee exposure from 5 employees to 2 employees.

1. Provide necessary information to Industrial Hygienist to evaluate need for additional engineering controls to prevent exposure to infectious agents in PT and Process Building.
2. Check desk Phone messages remotely
3. Check e-mails remotely
 - i. All except Natalie can retrieve emails from their work phones
4. Engineering has set up a free conference call service and will utilize it as needed.
 - a. Dial in # 425-436-6304
 - b. Access Code: 375921
 - c. Host PIN 7958 – if setting up call, need this pin number.
5. R Bocchino will continue to come to the office daily (since he has a private office)
 - a. To monitor contractor, coordinate with consultants, and address issues as they arise.
6. Scott Allen will come to the office on alternate weekdays (the days that Herb is not here) to monitor ongoing projects and support operations as needed. He also has remote access to the network, and cameras, etc. on his laptop, and will continue to support operations remotely.
7. Herb Ang has a laptop but cannot access the network with it. A new laptop has been ordered for him, but it is not scheduled to be shipped until March 24, and delivered at the end of the month.
8. Herb will come to the office on alternate weekdays beginning Monday March 23rd, to address electrical issues relating to ongoing construction, and keep up with his in-house projects (such as preparation for the Temporary Alum Dosing system) He has a scheduled day off Tomorrow March 20th. As always, Herb will be available at any time by phone and will be able to provide direction by phone, or come in as required. A laptop has been ordered for Herb to be able to work remotely on the alternate days.
9. Natalie – currently does not have a means to retrieve her mails or access the network server remotely. She will be purchasing a laptop for RVRSA work and bring it in to work tomorrow to be set up and configured to work at home beginning next week. She will be reimbursed at April Board meeting for this purchase.

10. Natalie will report to her office as necessary to pick up any documents or to address urgent matters for the next two weeks or as directed by the Executive Director. Natalie will coordinate office visits with Brian to maximize social distancing. She will postpone inspections and site visits that can be postponed, and those that cannot she will wear PPE and keep a social distance from other people.
11. Brian Carey has access to his e-mails on his work phone but no network access. He will be purchasing an RVRSA laptop and bring it in to work tomorrow to be set up and configured to work at home beginning next week. He will be reimbursed for laptop purchase at April Board meeting.
12. Brian will report to his office as necessary to process permits, perform urgent inspections, etc for the next 2 weeks or as directed by the Executive Director. He will coordinate visits to the office with Natalie to maximize social distancing. Brian will postpone inspections and site visits that can be postponed, and those that cannot he will wear PPE and keep a social distance from other people. Brian can verify some field tests via e-mail with photos etc...
13. Existing protocols taking your temperature daily and reporting illness to supervisor (Engineering Manager) and HR remain in effect, in accordance with current RVRSA Contagious or Life-Threatening Illness Policy.
14. Engineering personnel will communicate with each other as needed by phone and/or e-mail throughout the day. Engineering personnel will "check in" with the Engineering Manager on at least every work day to report their progress.
15. Engineering Manager will report to the Executive Director and Plant Manager (by e-mail and or phone) at least every day to report activity of the department.
16. All Engineering department personnel to send secondary email address (personal) and phone number, to Manager and HR to receive emergency notifications from RVRSA.
17. Reporting on timesheets will indicate hours worked on site and hours working remotely each day. Engineering Manager to scan or email payroll timesheets to Sandy and Cathy each week.

C. Laboratory

Employees affected by change in schedule:

Margaret W., Ginette S. and Jahnvi.

Purpose: To reduce employee exposure from 3 employees to 1 employee per shift.

1. Work hours 7:30 am to 7:30 PM Monday to Friday
2. One technician per shift
3. Lab coats, gloves, and safety glasses to be worn all times.
4. Face shield must be worn when possibility of sample splashing.
5. Have change of clothes on hand.
6. Change shoes to work boots when working in the Plant and leave at work.
7. Potentially soiled clothes to be stored in plastic bag until laundered.

8. Change clothes and shoes when going home.
9. Operators to leave samples outside laboratory for technician.
10. Clean bottles to be left in control room for next sample collection.
11. 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. Setup process to obtain checks from mail and deposit into bank. Coordinate with Janice on procedure.
5. Setup Excel Spreadsheet for employees' designated Status.
6. Setup Excel Spreadsheet for hours of work for "Work at Home" employees. Establish call-in or email for reporting.
7. Communication with Finance assistant as needed every day, and hosting conference call with Executive Director, and colleagues as needed. Dial in Number: 425-436-6303, Access Code: 851958#.
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. Continuing monitoring RVRSA bank accounts, do bank reconciliation and wire transfer if needed.
10. Continuing Working 2019 Fixed Assets Schedule for the Auditor for 2019 Finance Audit.
11. Working on reduce the employee's exposure of punch in/out on Time-Trak system.
12. Emailing the disbursement requisition to Municipal Finance Construction Element at DEP for EIT project expenditures.

E. ADMINISTRATION

Employees affected by change in schedule:

JoAnn M., Janice F., Corinne M., Staci A., 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.

1. E.D. will work with Operations and Engineering regarding Industrial Hygienist.
2. Work with labor attorney to update Board and staff on State programs for leave due to COVID-19.
3. Work with labor attorney and Qual-Lynx on guidance concerning possible workmen's comp claims due to COVID-19.
4. Work with labor attorney regarding staff inquiry for potential FMLA leave for those in the higher risk group of age and underlying medical condition. Would require medical certification.
5. Work with labor attorney and IBT Union regarding 12-hour shift schedule for R&F.
6. Work on Plan Two based on further recommendations from CDC, State of NJ and other appropriate authorities.
7. Contact Morris County OEM to obtain N-95 or other respirators and PPE needed.
8. Work with AEA, DEP, Insurance and Risk Manager regarding COVID-19 issues.
9. All administrative employees to work from home using RVRSA laptops.
10. Staff will send hours of work each day to HR and CFO for time accounting purposes.
11. 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.
12. Teleconference call-ins will occur at least one-time per day, with all Admin staff to coordinate RVRSA work projects/tasks. Call in number is 425-436-6387 Access Code is 478784.
13. Admin staff will work with RVRSA IT group to verify VPN status and email to Exec. Director and Admin Asst. if their VPN is not working.
14. HR/Safety will work with E.D. in effort to have Industrial Hygienist evaluate the RVRSA PT building and Biosolids building for possible respirator program.
15. Administration will keep current with CDC guidelines for COVID-19 and advise Executive Committee on regular basis.
16. Admin. Asst. will work with Maraziti, Falcon to advertise call-in number for public attendance at April and other Board meetings. No public will be allowed into RVRSA Building or Board room.

1st shift to have 9 employees. **From 26 employees.**

2nd shift to have 6 staff members.