

COVID-19 - PLAN THREE

TO MAY 31, 2020

EMPLOYEE SCHEDULE – SOCIAL DISTANCING – PPE PLAN

Goals of Plan Three

1. Establish SOP and perform in-house sterilization of N-95 respirators.
2. Establish policy of wearing “surgical” type face masks by all RVRSA employees and visitors.
3. Maintain facility on-site personnel to maximum of ten (10) employees **per building** at any time. Ten (10) employees in MOB and seven (7) employees in Maintenance Building.
4. Increase laboratory on-site technician work to two-days per week.
5. Establish, maintain and enforce social distancing guidelines within RVRSA facilities.
6. Continue use of N-95 respirators to be limited to number of employees fit-tested and in direct contact with raw wastewater and biosolids.
7. Return to regular work schedule on May 4, 2020 for IBT Union, except two employees assigned to disinfection work, who will work on 1st and 2nd shifts. (One employee per shift).
8. 3rd shift employees will disinfect door handles, tables and other hard surfaces utilized during 3rd shift prior to arrival of the 1st shift employees.
9. Utilize Zoom meetings for Board, Committee and Staff meetings.
10. Employees to continue to self-monitor temperature daily and report to supervisor and HR if they have a temperature above 100.4 deg. F.
11. Supervisor to verbally confirm with employee at start of shift that employee does not have a temperature above 100.4 deg F. or shortness of breath or cough. Employees with respiratory symptoms or fever will be sent home and required to obtain a doctor’s note to return to duty.
12. Employee’s with fever above 100.4 deg. F or other respiratory symptoms are to report status to supervisor and HR and stay home.
13. Extend telecommuting to May 31, 2020.

A. Operations Department

1. Continue safety protocols from Plans One and Two. (Available on RVRSA website – News)
2. Disinfect N-95 respirators, using disinfection method provided by NJDEP, daily per SOP.
3. Don surgical mask upon entry into building, replace as necessary, discard at end of shift.
4. Operators, Trunk Line and Maintenance departments return to regular three 8-hour shifts.
5. First shift - Three trunk line employees, three maintenance employees and one Operator (Process) report to work in Maintenance Building.
6. First shift – Tuesday to Thursday – two Operators report to MOB for work.

7. Second and Third shifts report to work at MOB.
8. Lunch and Break periods are to be staggered to maintain social distancing.
9. Plant Manager, Assistant Manager and Shift Supervisor continue offset shift coverage.
10. Trunk line Manager works regular shift.
11. Lab technician will work two-days per week.

B. Engineering Department

1. Manager of Engineering will continue to report to the office daily but work from home on days when lab technician is at Plant.
2. Mechanical Engineer will alternate days with Electrical Engineer. Each engineer will work remotely on alternate days.
3. Continue safety protocols from Plans One and Two. (Available on RVRSA website – News)
4. IPP Coordinator will continue to work remotely.
5. Assistant Engineer and inspector will continue to work remotely.

C. Laboratory

1. Increase lab personnel from one day each week to two days each week.
2. Continue reduced testing in accordance with DEP reduced sampling and testing schedule as issued by DEP Commissioner.
3. Continue sampling and testing protocols from Plan Two.
4. Continue safety protocols from Plan One and Two.

D. FINANCE

1. Continue safety protocols from Plans One and Two.
2. 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.

E. ADMINISTRATION

1. Continue safety protocols from Plans One and Two.
2. Continue to telecommute with exception of Board meetings, where E.D. and Asst. Board Secretary will report to MOB and set up Zoom meeting for Board and Public attendance.
3. Continue to hold Zoom meetings with Committees and Staff as needed.