



P.O. Box 2220, Stateline, Nevada 89449

KINGSBURY GENERAL IMPROVEMENT DISTRICT

Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan (3/16/2020)

I. Introduction

Background Information

Kingsbury General Improvement District (KGID) provides essential health and safety services to our community. KGID will make every effort to do so as Coronavirus (COVID-19) evolves. KGID's goals are to maintain the health and safety of our employees and minimize the spread of the COVID-19 outbreak in the community, while providing these critical services.

COVID-19 is believed to be spread from person to person by the infected person coughing or sneezing with an estimated incubation period of up to 14 days, but most commonly about 5 days. The Centers for Disease Control and Prevention (CDC) has stated that during this incubation period, the person may show little to no symptoms, yet can transmit the virus. This has resulted in rapid spread of COVID-19. The most common symptoms of COVID-19 are fever, tiredness, cough, runny nose, and trouble breathing (e.g., pneumonia symptoms). Some people become infected but don't develop any symptoms and don't feel unwell. Although most cases are not life-threatening, COVID-19 affects older individuals with chronic health conditions (e.g., high blood pressure, heart disease, diabetes) most severely, and can be fatal.

Since the virus is spread through coughing and sneezing, those infected, or those caring for them, are encouraged to wear masks. People with no respiratory symptoms, such as a cough, do not need to wear a medical mask. The COVID-19 situation is a rapidly evolving situation and the risk assessment is being updated regularly by the Center for Disease Control and Prevention (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). We all need to work together to limit the spread of COVID-19 in our community.

Purpose and Intended Use for this Plan

This COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Kingsbury General Improvement District to best protect its employees against the risk (current and future) posed by COVID-19. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of COVID-19, and 2) to maintain critical

operations of KGID if COVID-19 becomes established in the South Lake Tahoe/Stateline/Tahoe Basin areas. Following the introduction, this plan has three major sections.

- *Section II: Precautionary Measures to Reduce the Spread of Illness in the Workplace* identifies precautionary measures that both KGID and its employees can implement now to minimize the risk of workplace exposure to COVID-19.
- *Section III: Tiered Plan for Maintaining District Operations* provides a tiered risk-level approach to modifying District operations while minimizing employee risk of workplace exposure to COVID-19 and spread to others within and outside the office, and to maintain critical District operations should an outbreak of COVID-19 occur in South Lake Tahoe.
- *Section IV: References* provides the websites from which much of the information herein was obtained. District employees and management can use these sites to get more information and updates.

The General Manager or designee reserves the right to modify any element of this Plan at any time based on their discretion, changed circumstances, and/or direction or requests made by health authorities or other agencies.

II. Precautionary Measures to Reduce the Spread of COVID-19 in the Workplace

The following is a list of actions recommended by the CDC and other health authorities that people should consider implementing to reduce their risk of contracting COVID-19 and to reduce its spread should they, or others they interact with, contract the virus.

Precautionary Actions for Immediate Implementation by District Employees

The recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e., the flu). Other precautionary measures have been added that are specific to COVID-19.

- Employees who have symptoms of acute respiratory illness (i.e., fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home, and not come back to work until they are free of fever (temperature of 100.4°F) or greater, signs of fever, or other respiratory illness symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines, unless notified otherwise.
- If you have a family member that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period of time prior to returning to the workplace. Keep your supervisor apprised of your/family member's recovery.

- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, and notify your supervisor to receive direction on next steps.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
 - Avoid close contact with people who are sick. Maintain 6 ft or greater distance between yourself and anyone who is coughing or sneezing.
 - Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
 - Wash your hands frequently with soap and water for at least 20 seconds.
 - If soap and water is not available, use hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Put away any community candy jars and communal food.
 - Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, doorknobs, and District vehicles. Use disinfecting wipes to wipe-down common-surface places, where appropriate. Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.
 - To reduce the risk of getting sick, avoid non-essential travel by airplane, bus, and cruise ship, and avoid large gatherings and crowds.
- Check the “CDC’s Traveler’s Health Notices” [<https://wwwnc.cdc.gov/travel>] for the latest guidance and recommendations before you travel.
- Advise Supervisor/Manager if you have any ideas on how to improve KGID’s response to COVID-19.

Precautionary Actions for Immediate Implementation by District Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.

- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace.

III. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change as the COVID-19 risk level increases in the Tahoe Basin. The objectives for this portion of the plan are to: 1) best protect employees against the spread of COVID-19, and 2) maintain critical District services for the community.

Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and Nevada, and no Confirmed Cases in Douglas County and Surrounding Communities. These Surrounding Communities include El Dorado County, Alpine County, Mono County and Placer County in California and Carson City and Washoe County in Nevada

Trigger Points: Risk Level 1 shall be declared by the General Manager or designee when confirmed cases of COVID-19 were announced in the United States and in the state of Nevada or surrounding communities. Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus KGID shall conduct normal business operations, with the addition of implementing the precautionary measures identified in Section II (above) of this Plan.

Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, Nevada, and few Confirmed Cases in Douglas County and Surrounding Communities.

Trigger Points: Risk Level 2 shall be declared by the General Manager or designee when confirmed cases of COVID-19 are announced in Douglas County and Surrounding Communities.

We are currently operating under Risk Level 2, due to the recent confirmed cases of COVID-19 in surrounding communities.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, surrounding counties/communities.

In addition to the actions being implemented under Risk Level 1, including the precautionary measures identified in Section II of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following.

- Have cleaning service disinfect identified surfaces and bathrooms more frequently.
 - Supplement through employee efforts to sanitize identified administrative office surfaces on days that the cleaning service does not do so.

- Those collecting money at the front counter from the public are to wear gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands. Customer Service Manager may assess and adapt as needed.
 - Remove and dispose of gloves and wash hands prior to eating or touching common-surface places within the office.
- Limit routine in-person meetings in favor of conference calls.
- Eliminate non-essential work-related travel unless approved by the General Manager or designee.
- Ensure all supplies for the treatment and distribution of drinking water and collection of wastewater are fully stocked.
- If an employee does not exhibit COVID-19 symptoms but becomes sick (e.g., headache and/or upset stomach), the employee shall stay home until no longer contagious. The General Manager or employee's Manager/Supervisor will direct the employee to go home if the employee is exhibiting sickness symptoms at work. In either case, the employee should use sick leave or vacation leave.

At Risk Level 2, District management will hold meetings on Risk Level 3 and 4 scenarios to determine whether KGID is ready to implement the necessary modified operations for those higher risk levels.

Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Numerous Cases in El Dorado County and Surrounding Communities.

Trigger Points: Risk Level 3 will be declared by the General Manager or designee if numerous confirmed cases of COVID-19 are announced for Douglas County and surrounding communities.

The risk of contracting COVID-19 for District employees is no longer low. At the direction of the General Manager or designee, KGID will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain essential services to the public.

Additional operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following.

- Cease collecting payments at the front office from the general public and, instead, require all customers to mail in or use the dropbox for payment and conduct business by phone.
 - Notify the public by website, media, and phone service.

- Close-down the administrative office to the general public.
- Notify other local agencies and vendors of KGID's office closure to the public.
- Supervisor/Manager may direct staff to work remotely where applicable.
- Meetings with external partners should be conducted electronically.
- Board meetings may be postponed, conducted by teleconference, or modified otherwise, rather than by in-person meetings.
- Separate departments and minimize in-person interactions between District administrative and operations employees to the maximum extent possible.
 - Minimize face-to-face interactions.
 - Coordinate by email, phone, online, and text messages whenever possible and effective.

Risk Level 4: Initial Confirmed Case(s) of COVID-19 Among District Employees.

Trigger Point: Risk Level 4 will be declared by the General Manager or designee if one or more District employees, or an immediate family member of an employee, test positive or are likely to have contracted COVID-19.

This poses a relatively high risk to other District employees for contracting the virus.

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 are in discussion and more will be shared once developed.

VI. References

Websites that contributed information to this plan are listed below. They also serve as reference sites for employees to obtain further information about COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html

<https://www.osha.gov/SLTC/covid-19/>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html>

Approved and implemented on 3/13/2020

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