Under Governor Tim Walz's Executive Orders, identified businesses\(^1\) that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-74 related to worker and customer (if the business has customer-facing operations) exposure to COVID-19. The Comfort Lake- Forest Lake Watershed District (CLFLWD) plan has the strong commitment of the Board of Managers and has been developed and implemented with the participation of CLFLWD employees.

The COVID-19 Preparedness Plan must include and describe how the CLFLWD will implement, at a minimum, the following, in compliance with the guidelines and standards above:

1. Infection prevention measures (hygiene and respiratory etiquette);
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls for social distancing;
4. Cleaning, disinfecting, decontamination and ventilation;
5. Communications and training for managers and employees necessary to implement the plan; and
6. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

CLFLWD is committed to providing a safe and healthy workplace for all our workers, customers, and other visitors. In response to the COVID-19 pandemic and to ensure a safe and healthy workplace, CLFLWD has developed the following COVID-19 Preparedness Plan. The goal of this plan is to ensure that services are provided in a planned and safe manner that mitigates the potential transmission of COVID-19 within the CLFLWD offices and in the field.

Managers and staff are all responsible for implementing this plan; it requires the full cooperation of CLFLWD workers, management, and visitors. A cooperative effort is the only way to establish and maintain the safety and health of CLFLWD workers and workplaces.

The determination of which employees can safely return to the workplace or provide close contact services in the field and the safety protocols that are required is guided by the CDC, OSHA, MDH, Minnesota Department of Labor & Industry (DOLI), Minnesota Department of Employment and Economic Development (DEED), Washington County Public Health, Chisago County Public Health, and other health and safety guidance. The CLFLWD COVID-19 Preparedness Plan was developed using these guidelines and follows a template provided by the State of Minnesota.

CLFLWD workers are the organization's most important assets. CLFLWD is committed to the safety and health of the staff while also keeping them working on the business of the District.

\(^{1}\) “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

If you are sick, stay home: Employees are expected to monitor their own health and screen themselves for COVID-19 symptoms as identified by the CDC including, but not limited to:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Headache
- Muscle Pain
- Sore throat
- New loss of taste or smell

Other less common symptoms to monitor include: gastrointestinal symptoms like nausea, vomiting or diarrhea. This list of symptoms might continue to change as additional public health guidance is made available.

An employee should consult with their health care provider if they have any questions about whether they should be tested for COVID-19. If their provider determines that the employee should be tested, that provider will also recommend a testing facility or may refer the employee to the Minnesota Department of Health's list of testing facilities across the state.

An employee MUST inform the District Administrator, Mike Kinney, if they have a confirmed COVID-19 positive test result or a presumptive COVID-19 diagnosis from a health care provider.

If there is a confirmed COVID-19 positive test result or a presumptive COVID-19 diagnosis from a health care provider:

1. The District Administrator will alert the property manager for any necessary cleaning or disinfection of the building common space from potential exposure.
2. Based on a judgment of potential exposure, the Administrator will determine which other District managers or staff should be informed based on best likely contact with infected persons or surfaces.

Administration will take reasonable steps to maintain anonymity of the person with the confirmed or presumptive diagnosis and to protect the privacy of the employee's health information.

Employees that have no symptoms and no confirmed/presumed diagnosis but think they have been exposed to COVID-19 (through a household member or other person who is sick/diagnosed) must follow the same procedures for informing the Administrator. The CLFLWD will follow current CDC and MDH guidelines on whether and how employees exposed will return to the workplace and cleaning/disinfecting the workspace.
**Becoming Sick**

If an employee begins to experience symptoms or feel sick during the workday, the employee must immediately inform District Administrator, Mike Kinney, and the employee must leave the worksite.

The employee should contact their health care provider for additional screening or testing and seek treatment if necessary. Employees should self-isolate for the period of time recommended by the health care provider and/or the public-health guidance of the CDC and MDH.

CLFLWD has implemented Temporary Policies in Response to COVID-19 Pandemic, which have been distributed to staff and should be consulted in addition to this Preparedness Plan.

CLFLWD management of illness of employees and their families will conform to legal requirements (see attached State of Minnesota guidance, "Worker Protections Related to COVID-19").

**Hand Washing**

Basic infection prevention measures are required for staff at CLFLWD workplaces. Workers are to wash their hands for at least 20 seconds with soap and water frequently throughout the day and especially at the beginning and end of their shift, on entering the CLFLWD workplace from a public space, prior to any mealtimes, and after using the restroom. At the time when the District office reopens to the public, all customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer (with greater than 60% alcohol) is available at the entrance, all common area locations in the workplace, and have been provided to each individual employee. They can be used for hand hygiene in place of soap and water as long as hands are not visibly soiled.

The District will continue to provide employees handwashing/sanitizer supplies and facilities where applicable. Workers will be allowed extra time to perform handwashing to meet this precaution. A bottle of hand sanitizer will be available at the front entrance for customers and visitors to use.

**Respiratory Etiquette: Cover Your Cough or Sneeze**

Workers, customers, and other visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. Tissues should be disposed of in trash receptacles, and hands should be washed or sanitized immediately after a cough or sneeze. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and other visitors.

"Help slow the spread of COVID-19" signs will be posted in the District office.

**Social or Physical Distancing**

Social distancing of six feet will be required and maintained between workers, customers and other visitors in the workplace through the following engineering and administrative controls:

- Only essential workers who cannot complete their jobs remotely will be allowed in the office at this time; the majority of staff will work remotely.
- Staff in the field will be expected to maintain a physical distance of six feet from other workers or individuals if at all possible and to wear a mask if that minimum distance cannot be met.
• The District has provided, and will continue to provide, recommended face masks to all employees at work and in the field with instructions on how they should be worn and frequency of cleaning; employees must wear masks within the office, storage unit, and building common space but may remove mask when 6-feet apart from other staff/customers/visitors, while alone and occupying their designated desk.

Cleaning, Disinfection, and Ventilation

CLFLWD is implementing regular housekeeping practices including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment, including break rooms, lunchrooms, meeting rooms, and other shared spaces. CLFLWD staff is required to conduct this cleaning and disinfecting. CLFLWD staff must adhere to best management practices (gloves, handwashing) when retrieving and handling mail and accepting deliveries to the office. The District has provided each employee with sanitizing wipes for frequent cleaning of their workplace and common areas that they use. The District has also provided several bottle of spray sanitizer throughout the office to assist in this effort as needed.

Staff are also responsible for daily cleaning of their designated office/desk and door/entry area cleaning and disinfecting high-touch areas, such as phones, and keyboards. The shared areas of the office, conference rooms, copy machine, thermostat, kitchen, and garage will be cleaned by the user after use.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

The District is responsible for the ventilation systems. The District Administrator will ensure current HVAC systems are inspected and all filters replaced with the highest Merv rating practicable.

Field Work

The Comfort Lake-Forest Lake Watershed District operates several programs (e.g. Regulatory Program, Water Monitoring Program, Cost-Share Program) requiring field work. These programs are managed in house, and operated by District staff, contractors, and volunteers. Program activities include water sample collection, water measurements and readings (stage height, temperature, pH, dissolved oxygen, etc.), equipment installation and maintenance, inspection of earth work and construction, review of site elevation, vegetation, and hydrologic conditions.

Changes to the District's program procedures were developed with consultation from a consortium of Twin Cities water monitoring agencies, consideration of available best management practices, and staff.

Changes to Program Procedures of District Staff

District staff will adhere to social distancing and hygiene guidelines detailed in this document. Additionally, field staff will

• Clean surfaces between staff contact, including vehicle interiors, field equipment (laptop, soil auger, reference manuals, reports, boat/canoe equipment, etc.).
• Work alone except where field safety protocol direct otherwise. Field staff will confer with the Administrator as to any question about safety protocol.
• Drive in separate vehicles to monitoring sites when working alone is not possible.
Changes to Programs by District Contractors
Monitoring work conducted by District contractors will abide by the Governor's orders and guidance provided by the Minnesota Department of Employment and Economic Development (DEED). Contractors have been, and will be, asked to independently verify that their activities are consistent with the Governor's orders and other applicable standards and guidance.

Changes to Monitoring by District Volunteers
Volunteer programs are being evaluated on a case-by-case basis, based on the monitoring activity, and the potential of conducting that activity while safely abiding by MDH social distancing guidelines and also follow the Field Work section of the CLFLWD COVID-19 Preparedness Plan.

Communications and Training
This COVID-19 Preparedness Plan will be sent to all managers and staff upon approval by the CLFLWD Board of Managers and will be posted in the CLFLWD offices and on its website. Training and discussion will take place at one or more meetings of staff and managers. Additional communication and training will be ongoing at staff meetings and in regular email communications and provided to all workers who did not receive the initial training. The CLFLWD will maintain documentation of training.

Instructions, expectations, and plan details will be communicated to customers and other visitors. Information will be posted on the CLFLWD website and on signs outside the office. This information will relate to: delivery of materials, entering CLFLWD offices, social distancing requirements, required hygiene practices, and face mask requirements. Once the District office re-opens to the public, customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and the District Administrator will monitor the effectiveness of this preparedness plan and continue to review, provide training, and update as necessary. This COVID-19 Preparedness Plan has been approved by Comfort Lake-Forest Lake Watershed District Board of Managers on June 25, 2020.

Certified by:

Mike Kinney
District Administrator
Comfort Lake-Forest Lake Watershed District
**District Office Visitors**

The term visitor within this plan includes any person who is not a Comfort Lake-Forest Lake Watershed District employee or Manager.

Comfort Lake-Forest Lake Watershed District will not allow a visitor who is COVID-positive or exhibiting symptoms associated with COVID to enter the office. For more information, please visit our website.

All visitors are to practice adequate social and physical distancing and recommended hygienic measures within the CLFLWD office.

All visitors to the office are required to wear a properly fitted covering of the mouth and nose. Visitors are encouraged to bring their own coverings. If a visitor is unable to wear a face covering for a medical reason, a reasonable accommodation will be attempted on request.

Visitors will be asked to comply with these requirements and may be asked to leave the office if they do not comply.

Signs regarding these requirements will be posted on District's Office front door and in the common areas of the office, as well as the CLFLWD website.

At this time the District office is only open to the public by appointment for urgent matters that cannot be resolved remotely. Those wishing to visit the office can contact the District at 651-395-5850 or info@clflwd.org at which point staff will advise the best course of action to meet the individuals needs following the aforementioned protocols.
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General
Minnesota Department of Health (MDH): Coronavirus - www.health.state.mn.us/diseases/coronavirus

Businesses
MDH: Materials for businesses and employers - www.health.state.mn.us/diseases/coronavirus/materials
Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 - www.dli.mn.gov/updates
Federal OSHA - www.osha.gov

Handwashing
MDH: Handwashing video translated into multiple languages - www.youtube.com/watch?v=LdQuPGVcceg
Respiratory etiquette: Cover your cough or sneeze
CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social Distancing
MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping
Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees Exhibiting Signs and Symptoms of COVID-19
MDH: www.health.state.mn.us/diseases/coronavirus/basics.html
MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf
State of Minnesota - https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

Training
MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf
Worker protections related to COVID-19

Employees are protected by a number of state and federal laws. These protections and employers’ legal obligations are discussed in more detail below. Further updates and guidance for Minnesotans about COVID-19 are available at [www.mn.gov/covid19](http://www.mn.gov/covid19).

Use of sick leave

If your employer allows you to take time off for your own illness, your employer must also allow you to take time off to care for an ill minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Your employer must allow you to use your sick time in the same manner as the employer would allow you to use the leave for yourself. Under current law, this provision may not apply to all employees and all employers.

Contact the Minnesota Department of Labor and Industry (DLI) at 651-284-5075, 800-342-5354 or dli.laborstandards@state.mn.us with questions.

The cities of Duluth, Minneapolis and St. Paul have sick and safe time ordinances that require employers to offer paid time off when employees are sick:

- Duluth sick and safe time leave;
- Minneapolis sick and safe time leave; and
- St. Paul sick and safe time leave.

Family Medical Leave Act (FMLA)

Under the federal FMLA, covered employers must provide employees job-protected, unpaid leave for specified family and medical reasons, which may include COVID-19 where complications arise. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same terms as existed before they took FMLA leave.

Call the U.S. Department of Labor (DOL), Wage and Hour Division, at 866-487-9243 with questions or see U.S. DOL COVID-19 FMLA guidance.

Federal Families First Coronavirus Response Act (FFCRA)

The FFCRA requires certain employers to provide employees with expanded family and medical leave for specified reasons related to COVID-19. The expanded family and medical leave provisions of FFCRA apply to certain public employers and to private employers with fewer than 500 employees. Small businesses with fewer than 50
employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern. Also, health care providers and emergency responders can be excluded.

Generally, FFCRA provides that employees of covered employers are eligible for:

- two weeks (up to 80 hours) of paid leave at the employee’s regular rate of pay (up to $511 a day and $5,110 in the aggregate), where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a health care provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- two weeks (up to 80 hours) of paid leave at two-thirds the employee’s regular rate of pay (up to $200 a day and $2,000 in the aggregate), where the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local government order or advice of a health care provider) or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19; and
- up to an additional 10 weeks of expanded family and medical leave at two-thirds the employee’s regular rate of pay (up to $200 a day and $10,000 in the aggregate), where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Call the U.S. Department of Labor, Wage and Hour Division, at 866-487-9243 with questions or visit www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#_ftn3.

Employers cannot discriminate

Workers have the right to request reasonable accommodations

Individuals with disabilities have the right to request “reasonable accommodations” from employers that are subject to the Americans with Disabilities Act and/or the Minnesota Human Rights Act. If you have a disability that affects your risk for contracting COVID-19 or being harmed if you do contract the virus, you have the right to request a reasonable accommodation from your employer. Examples of reasonable accommodations include:

- teleworking;
- paid, sick, unpaid leave;
- staggered work schedules; and
- changing workstations to practice social distancing.

When requesting a reasonable accommodation, describe the nature of the accommodation requested and how it will assist you in performing the essential functions of your job.

Reminders for employers

Employers may ask employees if they are experiencing influenza-like symptoms, such as a fever, chills, a cough or a sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with state and federal law.
During a pandemic, employers may not ask employees who do not have known or apparent influenza symptoms whether they have a medical condition the Centers for Disease Control and Prevention (CDC) says could make them vulnerable to influenza complications. Under no circumstances may an employer make decisions based on stereotypes or bias.

If employees voluntarily disclose to their employer that they have a medical condition or a disability that places them at higher risk of COVID-19 complications, the employer must keep this information confidential.

Employers may not assume employees with known medical conditions or disabilities are at heightened risk of complications from COVID-19. For more information about pandemic preparedness in the workplace and relevant legal requirement for employers, visit www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitation_act_coronavirus.cfm.

Contact Minnesota’s Discrimination Helpline if your employer denied you a reasonable accommodation by calling 833-454-0148 or submitting this online form. Translation and interpretation services are available.

**Workers cannot be fired or denied the opportunity to be rehired for applying for unemployment insurance**

Employers also may not discriminate against employees because they have applied for or received unemployment insurance (UI) benefits. Under the Minnesota Human Rights Act, it is unlawful for an employer to terminate or otherwise change the terms and conditions of an employee’s work because that employee applied for or received UI or any other type of public assistance.

Contact Minnesota’s Discrimination Helpline if your employer fired or refused to rehire you because you filed for unemployment insurance during COVID-19 by calling 833-454-0148 or submitting this online form. Translation and interpretation services are available.

**UI benefits**

If you lose your job or had your hours greatly reduced, you should apply for UI benefits. The application process allows you to tell the UI program why you are not working. To get more information about UI or to apply for benefits, visit www.uimn.org.

Gov. Tim Walz issued a March 16, 2020, executive order to better enable workers affected by the COVID-19 pandemic to access UI benefits. For more information about this executive order and some frequently asked questions and answers, visit www.uimn.org/applicants/needtoknow/news-updates/covid-19.jsp.

**Protections for workers who contract or have been exposed to COVID-19**

Under a state health law, if you have contracted or been exposed to COVID-19 and the Minnesota Department of Health (MDH) recommends you stay home (isolate or quarantine yourself), your employer may not discharge, discipline or penalize you for missing work. This protection also applies if you need to care for a minor or adult family member for whom MDH recommends isolation or quarantine. (The adult family member must have a
disability or be a vulnerable adult.) This employment protection is available for 21 workdays. For more information, call the number MDH will give you with its recommendation.

**Workers’ compensation**

If you contract a disease that arises out of and in the course of your employment, you may be entitled to workers’ compensation benefits, including payment for wage loss and medical benefits. However, you must show you contracted the disease due to your employment.

If an emergency responder contracts an infectious or communicable disease they are exposed to in the course of employment outside of a hospital, the disease is presumed to be an occupational disease due to the nature of their employment.

If you are not ill, but must stay home from work because you were exposed to the virus, you are not entitled to workers’ compensation benefits under current law.

A new law was enacted effective April 8, 2020, that states certain employees are presumed to have an occupational disease covered by workers’ compensation. For a summary of the new law and FAQs, visit [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates).

Every case is fact specific. Call DLI at 800-342-5354 (press 3) if you have a question about whether you are entitled to workers’ compensation benefits.

**Final wages**

If your employment ends and your former employer has not paid you your final wages, there are several steps you can take to ensure you are paid all the wages you are due. To learn what steps you can take to receive your final wages, visit DLI’s [Making a demand for final wages webpage](http://www.dli.mn.gov/updates).

**Changes to working conditions**

**Overtime mandates**

If employers schedule and require employees to work overtime hours, they must pay any overtime that is earned under either state or federal law. State law provides one exception to required overtime for nurses.

Other employees may be covered by collective bargaining agreements that contain provisions allowing employees to opt out of overtime hours.

**Work location changes**

Employers are required to track, record and pay for all hours of work performed by employees and may, in certain circumstances, be required to reimburse employees for work-related expenses. These expenses may not be required to be reimbursed until the end of employment.
**Hours worked; hours paid**

**Salaried exempt workers**

Under limited situations when a business decides to cut business hours, the employer can reduce the salary of an exempt worker. If a salaried exempt worker misses a full day of work for reasons other than the employer stating that no work is available, the employer may deduct a proportional amount of their salary. This deduction can only be made if the employee does not complete any work activities during that day. The employer cannot deduct from a salaried exempt employee’s weekly salary if the reason for an absence is that there was no work available, unless there is no work available for the entire workweek.

**Volunteering**

Unpaid volunteer work may be performed for nonprofit organizations or government agencies. For-profit employers are required to pay the minimum wage and overtime, among other labor standards requirements, for those completing work activities.

**Workplace safety and health**


**Reporting health and safety concerns at work**

Your employer may not retaliate against you for reporting health and safety concerns at work. If you believe your employer retaliated against you, you may file a complaint with Minnesota OSHA (MNOSHA) Compliance within 30 days of the adverse employment action.

**Refusal to work**

You have the right to refuse to work under conditions that you, in good faith, reasonably believe present an imminent danger of death or serious physical harm to you. Serious physical harm may include a work illness that results in permanent disability, temporary total disability or medical treatment.

A reasonable belief of imminent danger of death or serious physical harm includes a reasonable belief of the employee that the employee has been assigned to work in an unsafe or unhealthful manner with an infectious agent. Coronavirus is considered to be an infectious agent.

Your employer may not fire you or otherwise discriminate against you for your good faith refusal to perform assigned tasks if you have asked your employer to correct the hazardous conditions but they remain uncorrected. If you have refused in good faith to perform assigned tasks, and your employer does not reassign you to other work, you may contact MNOSHA Compliance to request assistance. MNOSHA Compliance will contact your employer to try to resolve your concern. If MNOSHA Compliance determines you would have been placed in imminent danger of death or serious physical harm by performing the work, then you are entitled to receive pay for the work you would have performed.

Contact MNOSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742 with questions.
COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
TEMPORARY POLICIES IN RESPONSE TO COVID-19 PANDEMIC

Effective 3/26/2020

Comfort Lake-Forest Lake Watershed District (CLFLWD) values the health and safety of its employees and members of the community. In response to the COVID-19 pandemic, the District Administrator has approved the following temporary policies to be implemented effective immediately, and until withdrawn by written action of the Administrator. These policies are intended to give effect to, and will be read consistent with, the “Board Position on District Operations During the COVID-19 Pandemic” (March 26, 2020).

Employee Travel

- All non-essential employee business-related travel is prohibited, local or otherwise. Employees should contact the District Administrator if they have questions about traveling for business purposes.
- Internal District staff meetings and other work-related interactions between staff and third parties are to be conducted virtually.
- Essential field duties, as directed by the District Administrator, shall continue as necessary. Frequency may be reduced.
- Employees who are planning to travel for personal reasons, or have recently returned from a trip, should notify the District Administrator immediately.

Employee or Household Illness

- Employees who appear to have respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to work or become sick during the day will be sent home immediately.
- If an employee or a person in the employee’s household or under the care of an employee is sick, the employee should stay home until the employee’s household is symptom free for at least 72 hours. If an employee needs to stay home sick, they should notify the District Administrator as soon as practically possible. Visit www.cdc.gov for more guidance and discontinuing home isolation.

Exposure in the Workplace

- If an employee or someone an employee has come in contact with tests positive for COVID-19, they should notify the District Administrator immediately and follow the latest Center for Disease Control guidance for quarantine.
- If the District learns of a possible exposure to COVID-19 at work, all affected employees will be notified.
  o The District will protect the privacy of employees, in accordance with the Americans with Disabilities Act and other applicable laws and requirements.

Flexible Work Arrangements

- All employees will continue to be paid at their normal rate of pay, including benefits.
All employees will work remotely, unless essential field duties or office visits are required.

All employees will check with the District Administrator to confirm remote work setup requirements, as dictated in the District’s Teleworking policy which is hereby incorporated as Attachment A.

Employees may be called in to work as situations change/evolve.
  - This means that all employees should be reachable and available to work during their regular work hours. If an employee has a pre-approved vacation the employee must use paid time off (PTO) for that time, unless the vacation is canceled. Employees should notify the District Administrator if they intend to cancel their vacation.
  - Employees must notify all staff if and when they will be in the office. Employees are encouraged to update their shared Outlook calendars with in-office times as well.
  - The District requires all staff to practice good hygiene and use District-provided cleaning wipes to wipe down door handles, desks, and other materials.

**Sick Leave**

- If an employee is unable to work because they are sick, are caring for a family member who is sick, or is directed by a medical or public official to quarantine due to exposure to COVID-19, the employee shall use PTO until they are able resume work.
- If an employee may exhaust accrued PTO hours, they should contact the District Administrator at the earliest occasion for approval of advance use of PTO hours not yet accrued. An advance of up to an amount of 80 hours may be granted. If an employee terminates employment with the District prior to reducing the advanced PTO to zero, those hours will be deducted from the employee’s last payroll amount.
- Aside from the allowance to use an advance of PTO hours, as described above, all other PTO policies and rules from the Employee Manual, herein incorporated as Attachment B, will apply.

**District Administrator Responsibilities**

The District Administrator is responsible for ongoing and regular communication with employees (both working and non-working) including messages from the Board of Managers. The District Administrator may require employees to submit regular status reports outlining work accomplished during this period.
SECTION VI. TELEWORKING

Introduction
Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the District. The District Administrator has the right to refuse to avail teleworking to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework under normal circumstances, but the Administrator may require that employees do so in emergency situations. Unless circumstances require telework, employees have the right to refuse to telework if the option is made available.

Compensation and Work Hours
The employee’s compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. The employee will keep regular work hours.

Eligibility
Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor’s ability to manage remote workers. Before an employee engages in teleworking, both the employee and manager will complete a training course designed to prepare them for the teleworking experience. All teleworkers must sign an agreement. Temporary telework, especially that which is the result of extenuating circumstances, is exempt from these requirements.

Equipment/Tools
The District may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the District for use at the remote work location is limited to authorized persons and for purposes relating to District business. The District will provide for repairs to District equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.
A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.

**Workspace**

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The District must approve the site chosen as the employee’s remote workspace. Employee is expected to submit three photos of the home workspace to management prior to implementation.

Any District materials taken home should be kept in the designated work area at home and not be made accessible to others. All employee duties to protect non-public or other District data will continue to apply in the remote work environment.

The District has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve District-owned equipment, software, data or supplies.

**Office Supplies**

Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee’s manager.

**Worker’s Compensation**

During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker’s compensation.

**Liability**

The employee’s home workspace will be considered an extension of the District’s workspace. Therefore, the District will continue to be liable for job-related accidents that occur in the employee’s home workspace during the employee’s working hours.

The District will be liable for the employee’s injury or illness that occurs during the employee’s agreed-upon work hours to the same extent as if the employee were working on District premises. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee’s work hours will be assumed to be the same as before the employee began teleworking.

The District assumes no liability for injuries occurring in the employee’s home workspace outside the agreed-upon work hours or outside of the employee’s employment scope.
The District is not liable for loss, destruction, or injury that may occur in or to the employee’s home except as explicitly stated above. This includes injury or loss to family members, visitors, or others within or around the employee’s home.

**Dependent Care**

Teleworking is not a substitute for dependent care. Teleworkers will not be available during District core hours to provide dependent care.

**Income Tax**

It will be the employee’s responsibility to determine any income tax implications of maintaining a home office area. The District will not provide tax guidance nor will the District assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

**Communication**

Employees must be available by phone and email during core hours. All client interactions will be conducted on a client or District site, except as applicable District policy provides otherwise. Telecommuting employees will still be available for staff meetings, and other meetings deemed necessary by management.

The District will pay work-related voice and data communication charges.

**Evaluation**

The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program. The employee remains obligated to comply with all District rules, practices and instructions.
ATTACHMENT B
PAID TIME OFF POLICY

PAID TIME OFF (PTO)

The District has designed a program to provide time away from work with pay for full-time employees and part-time employees who work on average of 30 or more hours per week. Employees can use this paid time off plan in a number of different ways:

• As vacation
• For personal business
• For funeral leave
• For brief period(s) of illness for the employee or his/her children
• For doctor or dental appointments

The language in this Employee Policy Manual is not intended to nor does it create a contract between the District and any employee. 19

• To supplement military reserve pay

Eligibility

Full-time and part-time (work an average of 30 or more hours a week) employees begin building paid time off on the first day of the pay period following their date of hire, except if their employment date is the first working day of the pay period, in which case they begin accruing immediately. PTO must be pre-approved by the District Administrator.

Employees will be eligible to use paid time off at the beginning of the month following the completion of six months of employment, unless approved by the Administrator. In the case of a new employee who experiences a significant need during the first six months of employment, paid time off may be advanced from the account.

Part-time employees who work an average of 30 hours per week will accrue their paid time off on a prorated basis.

Part-time employees who accept full-time employment will have prior service credited on a prorated basis for determination of the paid time off accrual rate at the time of full-time employment

Time Accrual Schedule

The time accrual schedule is located in Addendum A.
PTO is accrued on a per-pay period basis and may be used following the pay period in which it was earned. Accrued paid time off will be carried forward into the next calendar year, subject to the maximum stated in Addendum B. Any unused paid time off in excess of the stated maximum will be forfeited unless approved in advance by the District Administrator.

If an employee is laid off or absent due to illness or injury, he or she will accrue PTO on a pro-rated basis for any time worked in the last pay period worked.

If an employee terminates employment before the last day of the pay period, he or she receives credit on a pro-rated basis for that pay period.

Paid time off does not accrue during the time an employee is using unpaid family and/or medical leave.

The District reserves the right to request a doctor’s note to support an absence for illness.

Use of Paid Time Off

The language in this Employee Policy Manual is not intended to nor does it create a contract between the District and any employee. Employees are encouraged to use paid time off and to use it wisely and keep a reserve of accrued time to use for unexpected events.

Employees must first have prior approval from the District Administrator if they plan to use paid time off, except in the case of illness.

The District Administrator will give consideration to the amount of work at that particular time and the number of employees who will be out of the District at that time. There may be times when an employee will not be able to use a paid time off day as requested.

In the case of PTO used for illness, the employee must call or email the District Administrator prior to the start of the workday to inform of the absence.

How Paid Time Off Is Paid

Employees on a medical leave of absence are required to use some or all of their paid time off days during their leave of absence, pursuant to the applicable leave policy.

If an employee terminates or is terminated after six months of employment, the accrued paid time off value will be paid to the employee. Paid time off days may not be used by the employee in lieu of notice of termination.

If an employee dies, the spouse or survivors will receive payment of the paid time off account value.

If an employee reaches the maximum days carried forward, they must use their additional accrued time off before January 1st, or it will be forfeited unless approved in advance by the Administrator.
A new employee, upon starting employment with the District, may be given credit for prior equivalent work experience in determining the accrual rate initially used for that employee. The extent of any credit for work experience shall be determined by the District Administrator. The District Administrator has the discretion to authorize time to be used prior to it being fully earned/accrued under special circumstances.