

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 121**

Effective: March 25, 2020

**SUBJECT: 2020 Coronavirus (COVID-19) District Response Policy**

**PURPOSE:** The Centers for Disease Control and Prevention (CDC) is closely monitoring a pandemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2) that was first detected in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported in a growing number of international locations, several of which are experiencing sustained community-level or widespread person-to-person transmission. Cases of COVID-19 without direct links to travel have been reported in the United States, including California.

The Truckee Tahoe Airport District (District) recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the pandemic. The strategies and practices outlined in this policy are designed to support the protection of employees and the general public by minimizing the risk of exposure. This policy may be revised frequently as new information and guidance become available from the Centers for Disease Control (CDC) and Nevada County Health Department based on the evolving circumstances. Any specific District policies or procedures will be created using the best available guidance available at the time from the CDC and the Nevada County Health Department. As circumstances evolve or guidance is received, this document will be updated and redistributed.

## **I. OVERALL GUIDELINES**

All employees, customers, members of the general public, vendors, consultants, and business associates shall be treated with courtesy and respect. A person's risk for COVID-19 depends on a variety of factors that do not relate to the person's race or ethnicity. As a reminder, District employees shall abide by the District's Anti-Harassment, Discrimination, and Retaliation, Policy and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the District's policies and will not be tolerated.

Coronavirus (COVID-19), influenza and the common cold are all respiratory illnesses, but they are caused by different viruses. Because these illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, influenza is worse than the common cold, and symptoms are more intense. Colds are usually milder than the influenza. At this point, COVID-19 can have either mild, moderate or more severe symptoms depending upon age and underlying medical conditions.

Know the symptoms: Symptoms compatible with COVID-19, for the purpose of this Policy include subjective or measured fever, cough, or difficulty breathing.

## **II. POLICY GUIDELINES**

The Truckee Tahoe Airport District is committed to maintaining a safe and secure workplace. For these reasons this Policy Instruction has been created. The workplace strategies and guidelines outlined in this policy are in conformance with Nevada County Public Health guidelines, generally. The following workplace strategies may be useful to employees who interact with customers, members of the general public, vendors, consultants, and business associates.

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by adhering to spacing requirements in the workplace and following proper personal hygiene practices. Employees should consider social distancing to limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies may be useful in conducting social distancing:

### **Recommended Personal Hygiene Practices**

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or disposable eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

### **Social Distancing Strategies for the Workplace**

- Always try to keep at least 6 feet between yourself and other people.
- Avoid face-to-face meetings.
  - Use e-mail, telephone calls, and video conferencing to conduct necessary business.
- Utilize District Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Limit congregation in workrooms, copy machines, and other areas where people socialize.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 3 feet from one another other, if possible.
- Avoid person-to-person contact such as shaking hands.
- Consider cancelling or postponing non-essential face-to face staff, customer, vendor meetings, workshops, and training sessions.

### **Temporary Telecommuting Program Policy**

Telecommuting is an arrangement that allows eligible District employees to work in a designated area outside the office. Telecommuting is a cooperative arrangement between employees, supervisors, and departments. Please see the Truckee Tahoe Airport District Temporary Telecommuting Program Standard Procedure Instruction for more information.

### **District Business Related Travel**

Until further notice and out of an abundance of caution and care, in accordance with health guidance from the CDC, and other health authorities, the District is limiting employee travel during these evolving circumstances of the pandemic. District staff should verify all business-related travel such as

conferences, trainings and out of area meetings attendance with their Department Heads. Where possible, cancellations and/or refunds should be obtained within appropriate timelines.

### **Workplace Cleaning and Disinfection**

The District maintains safe and healthy working conditions for employees. During these evolving circumstances of the pandemic, staff will be conducting daily cleaning services and taking extra care in sanitizing public and common areas in all staff and public areas.

District Staff are encouraged to practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, shared computer equipment such as printers, etc.) with cleaners and disinfectant wipes that are appropriate for the surface, following label instructions.

### **District Community Events**

The District is carefully balancing public safety and preparedness regarding upcoming spring/summertime community events. One possibility of enacting social distancing procedures is the closure of District venues where large amounts of people may congregate. The cancelling of any District event shall be the decision of the General Manager in consult with the District Board of Directors and other subject matter experts weighing the best interest of constituents and the community we serve.

### **Emergency Time Off from Work**

The District is granting 80 hours of leave specific to the COVID-19 emergency to employees who are eligible for sick/vacation leave benefits. This leave is designated as “Emergency Sick Leave” and is in addition to any leave you already have.

- 1) Emergency Leave can be used by employees who are:
  - a. Personally sick with COVID-19
  - b. Quarantined due to a potential exposure
  - c. Are in the high-risk categories identified by the Governor as needing to be in home isolation
  - d. Are caring for a family member who is sick with COVID-19 (and the employee is unable to work from home)
  - e. Are caring for a child during a school closure (and the employee is unable to work from home)
  - f. Are sent home due to a District facility closure (and the employee is unable to work from home)
    - This places you in an “on-call” status. Employees that are sent home must be available to work, and may be called in to work in another capacity if the need arises.

### **Emergency Family and Medical Leave**

Provides employees who have been on the job for at least 30 days, with the right take up to 12 weeks of job-protected leave under the Family and Medical Leave Act to be used for any of the following reasons:

- a. Employees who are unable to work (or work remotely) because the employee is caring for a child who is under the age of 18 because the child’s school or place of care has been closed, or the child-care provider is unavailable, due to a coronavirus.

Paid FMLA begins after an employee uses the two weeks of “emergency paid sick leave” and is paid at

no less than two-thirds of the employee's usual pay. The amount paid to an employee is capped at \$200 per day or \$10,000 in total. Per the Emergency Family and Medical Leave Act as defined in the HR 62-01 Families First Coronavirus Act, the paid FMLA program is to sunset on December 31, 2020.

### **Prevent Infection and Avoid Exposure**

Employees who have symptoms of acute respiratory illness are to stay home, and not come to work until they are free of fever (defined as a temperature of 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) or 7 days after symptoms began, whichever is longer.

Employees should notify their supervisor and stay home if they are sick. If the District suspects that an employee is showing signs of a communicable illness, the District may require an employee to leave work and go home until they can provide medical information demonstrating that they are fit to return to work.

In addition to Emergency Leave, employees may use any other available paid time off categories such as sick, vacation, or compensatory time in response to absences covered by this section.

In the case of District employees that test positive for COVID-19, the District shall follow protocols and direction as determined by the County Health Officer. No such employee shall be allowed to return to the workplace until the District has medical evidence demonstrating that they are fit to return to work.

Employees who believe they may have possibly been exposed are advised to self-monitor for respiratory symptoms and fever. If symptoms begin to develop, employee should stay home, or may be sent home, in order to protect those who are well and should remain home for 72 hours after symptoms resolve or 7 days after symptoms began, whichever is longer. A situation of proven work-site exposure would likely qualify as a Workers Compensation claim in which case the employee must notify their supervisor and complete appropriate claim forms to send to Human Resources.

### **III. SCOPE**

This policy shall apply to all District employees. Suggestions and concerns regarding these guidelines are welcome at any time and may be directed to the General Manager or his/her designee or District Human Resources.

### **IV. DISSEMINATION OF POLICY**

All District employees, and officials shall be emailed copies of this Policy and it will be posted on the District document management system and website.

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Teresa O'Dette, President