



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Approval of Updated Policy Instruction (PI) 121 – 2020  
Coronavirus (COVID-19) District Response Policy**

**MEETING DATE: October 28, 2020**

**PREPARED BY: Lauren Tapia, Human Resources Manager / District Clerk**

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**RECOMMENDED ACTION BY CONSENT:** Staff is recommending the Board approve the latest update of PI 121 – 2020 Coronavirus (COVID-19) Response Policy by consent.

**DISCUSSION:** The Truckee Tahoe Airport District (District) recognized 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 PI 121 are designed to support the protection of employees and the general public by minimizing the risk of exposure. The original version of the policy was passed by the Board of Directors on March 27, 2020. At that time, the Board granted staff the ability to update/revise PI 121 without Board approval. Since then, the policy has been revised frequently as new information and guidance became available from the Centers for Disease Control (CDC) and Nevada County Health Department.

With the latest version of PI 121, the following sections have been updated (they are highlighted in yellow on the policy itself):

- a. Social Distancing Strategies for the Workplace
- b. Capacity of District Spaces
- c. Essential and Non-Essential Employees
- d. Leisure Travel
- e. Workplace Cleaning and Disinfection

**FISCAL IMPACT:** None

**SAMPLE MOTION(S):** Approved by Consent. I move to approve the proposed Updated Policy Instruction 121 – 2020 Coronavirus (COVID-19) District Response Policy.

**ATTACHMENTS:**

Updated Policy Instruction 121 – 2020 Coronavirus (COVID-19) District Response Policy