

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 121**

Updated: 10/15/2020

**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 protect 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 (CDC), Nevada County Health Department (NCHD) and CalOSHA 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, NCHD and CalOSHA. 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 to COVID-19 depends on a variety of factors that do not relate to the person's race, religion 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.

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 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 any 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 September revision to this policy is focused on controls to mitigate potential constraints that affect Airport processes during the Autumn season. The cooler weather will place more people inside, resulting in closer quarters, increased load on air filtration systems and amplified common touch points within our facilities. Fire season has also been significant this year with smoke reducing the Air Quality Index to unhealthy or worse. These additional factors, along with what is normally considered "cold and flu" season, exacerbates the potential for people to contract the COVID-19 virus.

The Truckee Tahoe Airport District is committed to maintaining a safe and secure workplace. This Policy Instruction has been created for this purpose. 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 physical spacing requirements of individuals in the workplace and following proper personal hygiene practices. Employees are required to socially and physically distance to limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies are required by all airport employees:

### 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 might be sick.
  - Proper hand washing involves scrubbing hands for at least 20 seconds with soap and warm water.
- **Wear a face covering at all times** in any common area.
- 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 nose or mouth such as tissues or disposable eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

### Social Distancing Strategies for the Workplace

- Employees must maintain a **minimum of 6 feet distance** from one another.
- A maximum of 6 employees can be in the Administration office at a single time. All employees must comply with the administrative office staggered office schedule.
- District Leadership reserves the right to reconfigure office spaces, cubicles, etc. and decrease maximum capacities for conference and meeting areas as a measure to physically separate employees.
- Employees who have a personal office must work with their doors closed if they do not want to wear a mask at all times when in their office. Any employees working in a shared workspace must wear a mask at all times.
- Limit face-to-face interactions to an essential minimum.
  - Use e-mail, telephone calls, and video conferencing to conduct necessary business.

- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at a minimum 6 feet from one another. Face coverings must be worn during all face-to-face meetings no matter the length of meeting time.
- Utilize District Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Do not congregate in workrooms, at copy machines, the employee breakrooms, or any other common area.
- Do not share equipment, tools, vehicles, computers or phones. A proper wipe-down is absolutely required before another individual can use these items.
  - Staff are required to wipe-down office equipment, such as phones, computer devices (keyboard, mouse, etc.), counter tops, handles and radios when they are complete with their task and before passing down responsibilities to another staff member.
- Avoid person-to-person contact such as shaking hands or engaging in any unnecessary physical contact.
- Consider cancelling or postponing non-essential in-person meetings, workshops, conferences, and training sessions.

### Capacity of District Spaces

- The capacity of the District Staff breakroom at the terminal building is two (2) employees at any time. This capacity will accommodate one staff member taking a meal break, and another staff member grabbing/preparing what they need from the breakroom and leaving. When two or more employees are in the space, masks are required unless the person is eating or drinking. The Observation deck is closed to the general public and will be available only to District Staff to accommodate morning/afternoon breaks as well as meal breaks. If two or more employees are using this area, masks are required unless the person is eating or drinking.
- The capacity of the District Staff breakroom at the shop is three (3) employees at any one time. This capacity will accommodate two (2) staff members working at their desks and one (1) staff member grabbing/preparing what they need from the breakroom and leaving. Masks are required when working or preparing meals in this common area.
  - At the shop, employees will take personal and meal breaks in the area provided in the shop bay.
- The capacity of Board Room A at the terminal building is ten (10) employees at a time fully masked; or six (6) employees when one (1) employee is unmasked for their legally required meal break.
- The capacity of the Dispatch office is two (2) employees at any one time, in which case both employees shall be masked.
- Employees are required to maintain a minimum of 6 feet distance from one another at all times and while taking their break in any of the aforementioned locations.

### Essential and Non-Essential Employees

The Truckee Tahoe Airport District falls within the definition of an essential business/government entity as defined by the State of California Executive Order N-33-20 and will remain open during this time. Not all District employees, however, are designated as Essential Employees. Please review the following definitions:

- Essential: Employees who provide critical infrastructure and operational job duties to maintain critical business operations that cannot be performed at a work from home environment.
- Non-Essential: Employees whose job duties are not considered crucial to maintain daily business operations and are able to fulfill their role at a work from home environment.

Please contact your supervisor to inquire about your position's Essential/Non-Essential status. Further information regarding essential workforce can be found at the following link: <https://covid19.ca.gov/essential-workforce/>

### **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. To limit the number of employees at the office at one time, the District strongly encourages its **non-essential** back-office employees to work from home and/or have a modified work schedule. 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 with their Department Heads. Where possible, cancellations and/or refunds should be obtained within appropriate timelines.

### **Leisure Travel**

We can well understand the desire to travel with so many travel-related businesses opening. However, there is no question that travel increases your risk of contracting COVID-19 or transmitting it to your community or co-workers and is discouraged by the CDC and most State Health Officers.

If you are planning travel within the United States of America, there are, currently, no return to work restrictions or protocols. We only ask that you practice extreme care and caution during your travels and that you review the information provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>.

If you are planning travel **outside the United States of America or a cruise**, you will likely be subject to a 14-day quarantine from work and/or provide a negative COVID-19 PCR Lab result. Please see the information on international and cruise travel provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>. Please provide your planned travel dates and the countries you plan to visit to your supervisor for further direction.

Finally, as with any activity:

- Protect yourself and others
- Do not come to work if you are sick, experiencing COVID-19 related symptoms, or have been exposed to someone with or suspected of having COVID-19.

### **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 to sanitize public and common areas.

Thorough morning and afternoon disinfection in high traffic areas of the Terminal Building **and Shop** will take place on a daily basis by District Staff.

District Staff are required 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 disinfectants that are appropriate for the surface, following label instructions. District

Staff are **required** to sanitize shared office equipment (biz hub, postage machine, label maker, etc.) found in shared workstations **after each use.**

Every employee shall clean and disinfect any surface that they utilize during training, meetings or meal breaks, which includes the shared employee work stations, meeting rooms and breakrooms (for example: desk, table, coffee pot, and refrigerator handle).

### **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 pandemic 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 (FMLA) 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 required to stay home. They shall 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 10 days after symptoms began, whichever is longer.

Employees are required to 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 a District employee that tests positive for COVID-19, the District shall follow protocols and direction as determined by the County Health Officer, this includes internal contact tracing and implementation of a 14 day quarantine of employees with exposure to the positive Covid-19 employee. 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 to the COVID-19 virus 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 10 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.

---

Teresa O'Dette, President