



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

AGENDA TITLE: Consent Action Item to Update PI 121: Coronavirus (COVID-19) District Response Policy

MEETING DATE: April 28, 2021

**PREPARED BY: Lauren Tapia, Human Resources Manager / District Clerk
Stacey Justesen, Safety and Security Manager**

RECOMMENDED ACTION: Approve by consent the latest update of PI 121 - Coronavirus (COVID-19) District Response Policy.

DISCUSSION: The Truckee Tahoe Airport District (District) recognized the need to formulate good risk management practices based on the evolving circumstances of the pandemic in conjunction with the changing seasons. The strategies and practices outline in PI 121 are designed to support the protection of employees and the public by minimizing the risk of exposure. The original version of the policy was passed by the Board of Directors March 27, 2020. Since then, the policy has been revised as new information and guidance became available from the Centers for Disease Control (CDC) and Nevada County Health Department.

The following sections have been updated as highlighted in the attachment:

- a. Delete "2020" from the title of PI 121.
- b. Overall Guidelines – Updated symptoms and spread.
- c. Policy Guidelines – CDC Order: Mask requirements for travelers and transportation hubs. Seasonal information for KTRK.
- d. Mask update – CDC guidelines
- e. Workplace Cleaning and Disinfection – Cleaning service to conduct all daily wipe downs. Staff requirements to wipe down District vehicles and heavy equipment.
- f. Emergency Time Off from Work – Updated language to reflect newly adopted California 2021 COVID-19 Supplemental Paid Sick Leave.
- g. Emergency FMLA – Removed, program expired December 31, 2020
- h. Added Testing Information – CDC guidelines

FISCAL IMPACT: None

SAMPLE MOTION(S): Consent motion is to approve the recently updated Policy Instruction 121: Coronavirus (COVID-19) District Response Policy

ATTACHMENTS:

April Revised PI 121: Coronavirus (COVID-19) District Response Policy