

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 121**

Updated: 04/28/2021

**SUBJECT: 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 and influenza are both respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with influenza viruses. COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer periods of time. Because some of the symptoms of flu and COVID-19 are similar, it may be difficult to determine the type of illness based on symptoms alone, and testing may be needed to help confirm a diagnosis.

Know the symptoms: Symptoms may appear 2-14 days after exposure to the virus. Symptoms compatible with COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing,

fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. This list does not include all possible symptoms.

## II. POLICY GUIDELINES

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 the CDC and 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.

On January 29, 2021, the CDC issued an Order requiring the wearing of masks by travelers to prevent the spread of the virus that causes COVID-19. Operators of transportation hubs must require all persons to wear a mask when entering or on the premises of a transportation hub. This Order must be followed by all passengers on public conveyances (airplanes, taxis, ride-shares, buses) traveling into, within, or out of the United States as well as conveyance operators and operators of transportations hubs. People must wear masks that cover both the mouth and nose when awaiting, boarding, traveling on, or disembarking public conveyances. People must also wear masks when entering or on the premises of a transportation hub in the United States. This Order is effective as of February 02, 2021.

The April revision to this policy includes control mitigations that we will shift back into during the Spring and Summer seasons. Although warmer weather will encourage more people to be outside, people will congregate in air-conditioned environments during hot summer days. The summer season is expected to bring in a high number of travelers and in conjunction with limited indoor space this may result in close quarters, increased load on air filtrations systems and amplified common touch points within our facilities.

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:

### How to Protect Yourself & Others

- Wash your hands often with soap and water. Use hand sanitizer if soap and water aren't available.
  - Proper hand washing involves scrubbing hands for at least 20 seconds with soap and warm water.
- **Properly wear a face covering at all times** in any common area even if you are vaccinated.
- A properly worn mask completely covers the nose and mouth.
- Cloth masks should be made with two or more layers of breathable fabric that is tightly woven.
- If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
- Masks should fit snugly but comfortably against the side of the face.
- Masks should be a solid piece of material without slits, exhalation valves or punctures.

- **Avoid crowds and poorly ventilated indoor spaces.**
- 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.
- All employees must comply with staggered office schedules.
- District Leadership reserves the right to reconfigure office spaces, cubicles, etc. and decrease maximum capacities or close to public conference, meeting and waiting areas.
- The back-office area is for the use of TTAD employees only. It is closed to the public.
- 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 breakroom, 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 breaks 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 on a cruise**, you will likely be subject to a 14-day quarantine from work. 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.

Daily morning and afternoon disinfecting wipe downs of the shop and terminal building will be conducted by a cleaning service, taking extra care to sanitize public and common areas.

District Staff are **required** to sanitize shared office equipment (doorknobs, light switches, handles, desks, shared computer equipment such as printers, biz hub, postage machine, label maker, etc.) found in shared work areas **after each use**.

District Staff are **required** to sanitize vehicles and heavy equipment after each use and before another employee operates that vehicle or piece of heavy equipment.

Every employee is **required** to clean and disinfect any surface that they utilize during training, meetings or meal breaks, which includes the shared employee workstations, 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 **"2021 COVID-19 Supplemental Paid Sick Leave"** and is in addition to any leave you already have.

COVID-19 Supplemental Paid Sick Leave can be used by employees who are unable to work or telework for **any** of the following reasons:

- 1) **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction

over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis

- 2) **Caring for a Family Member:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- 3) **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.
- 4) Are sent home due to a District facility closure (and the employee is unable to work from home)
  - a. 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.

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

Employees who have symptoms of a 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 symptom 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.

### **Who Should Get Tested for Current Infection?**

As per the CDC guidelines:

- People who have any signs or symptoms of COVID-19, regardless of vaccination status or prior infection.
- People who have had close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with someone with confirmed COVID-19
  - Fully vaccinated people with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
  - People who have tested positive for COVID-19 within the past 3 months and recovered do not need to get tested following an exposure if they do not develop new symptoms.
- People who have taken part in activities that put them at a higher risk for COVID-19 because they cannot physically distance as needed to avoid exposure, such as travel, attending large social or mass gatherings, or being in crowded or poorly ventilated indoor settings.
- People who have been asked or referred to get tested by their healthcare provider, or state, tribal, local or territorial health department.
- If you get tested because you have symptoms or were potentially exposed to the virus, you should stay away from others pending test results and follow the advice of your health care provider or public health professional.

### **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