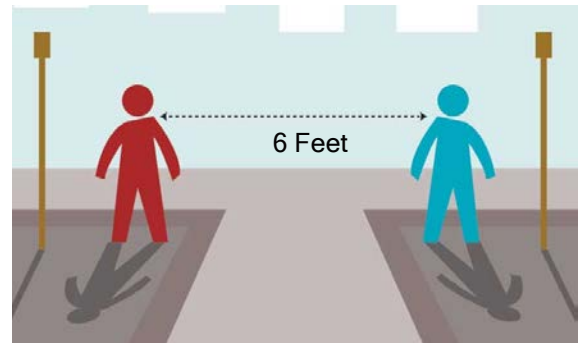


Social Distancing Protocol and Employee Protective Measures at Valley Water Facilities

Santa Clara Valley Water District (Valley Water)

Main Business Address:

5750 Almaden Expressway, San Jose, CA 95118



Signage

Valley Water has posted signage at each employee entrance of each facility to inform all employees and visitors that they should:

- Avoid entering the facility if they have a cough or fever;
- Maintain a minimum six-foot distance from one another;
- Unless eating or drinking, or otherwise exempt, a protective face covering is required to be worn inside this building.
- Sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.



OTHER MEASURES THAT VALLEY WATER HAS INSTITUTED TO PROTECT EMPLOYEE HEALTH ARE AS FOLLOWS:

1. Everyone who can carry out their work duties from home has been directed to do so.
2. All employees have been told not to come to work if sick.
3. Protective face coverings are required while in any Valley Water Facility
4. Symptom checks (employee self-checks and reporting) are being conducted daily and reported to managers and supervisors before employees enter their work facility daily. Due to the number of facilities and number of employee entrances, self-checks and reporting protocols have been established and communicated to employees as a requirement. Thermometers are available to check employees if needed. If a thermometer is needed, EH&S should be contacted.
5. Desks or individual workstations are separated by at least six feet to the greatest extent possible. For those common workstations sharing the same workspace that are not physically separated, employees have been instructed to maintain 6 feet apart, or to wear appropriate personal protective equipment when essential work must be performed, and 6 feet separation is not physically possible.

Cleaning Services

Break rooms, bathrooms, and other common areas are being disinfected daily and employees are encouraged to self-clean their workstations if it is to be used by someone after their use. Below are the cleaning definitions and enhanced cleaning schedule implemented at Valley Water



GENERAL CLEANING

REGULAR BATHROOM SERVICE, VACUUMING, EMPTYING OF GARBAGE CANS, ETC.

ENHANCED CLEANING

DISINFECTING/SANITIZING

ENHANCED CLEANING SERVICE FREQUENCY BY VALLEY WATER LOCATION

7 TIMES PER WEEK:

GENERAL AND ENHANCED CLEANING OF RINCONADA WATER TREATMENT PLANT, PENITENCIA WATER TREATMENT PLANT, SANTA TERESA WATER TREATMENT PLANT.

5 TIMES PER WEEK:

GENERAL AND ENHANCED CLEANING OF ALL OTHER VALLEY WATER BUILDINGS NOT LISTED ABOVE.

JANITORIAL CLEANING SERVICE COVID-19 SPECIAL PROCEDURES:

- All Janitorial Service staff working at the Water Treatment Plants listed above will be asked to sign in and out when entering and leaving the facilities. Valley Water's security team will be assisting with the tracking and logging of this.
- Paper towels will be used to wipe and disinfect surfaces. There will not be any cloths or rags used at this time to prevent the spread of any bacteria.
- All Janitorial Service staff will be uniformed and using disposable gloves.

ENHANCED CLEANING SERVICE INCLUDES THE FOLLOWING TO BE DISINFECTED:

- Bathroom surfaces and handles
- Chair elbow rest pads
- Coffee brewing buttons
- Copier touch display
- Dishwasher handles
- Door crash bars
- Door push plates
- Doorknobs
- Elevator push buttons
- Faucet handles
- HQ Board room
- Kitchen cabinets and drawer handles in the café and break areas
- Microwave touch display and handles and inside
- Plastic chairs in the café
- Pre-function lobby (HQ)
- Refrigerator door handles
- Snack dispenser handles in café
- Stair handrails
- Surfaces everywhere in conference rooms, coffee stations, lobbies, printing stations, and break areas
- Toilet door latch
- Toilet doors
- Toilet seats
- TV remote controls
- Vending machines
- Water dispensers



Disinfectant and related supplies are available to all employees at the following location(s):

1. Hand sanitizer has been individually issued to all employees. Hand sanitizer dispensers are also available in main facilities near restrooms and common areas for use. Hand sanitizer is in high demand and hand washing facilities with soap and water are available in every Valley Water bathroom, and break room areas within buildings in case of hand sanitizer shortages. Field crews at Valley Water are given priority issuance of hand sanitizer due to their limited access to hand washing facilities at certain times while in the field. Frequent hand washing with soap and water is encouraged to be performed throughout the day by all employees.
2. Disinfectant wipes effective against COVID-19 are available to employees in conference rooms and common use areas including the café. There has been a high demand for disinfectant wipes and if no wipes are found in a common area where needed, employees can contact Facilities Management for assistance or check out disinfectant spray from the Winfield Warehouse for use with paper towels in lieu of disinfectant wipes when not available.
3. Copies of this Protocol have been distributed to all employees.

Measures to Prevent Crowds from Gathering at Valley Water Facilities

Valley Water has closed all facilities to the general public and all employees not required to perform essential work at Valley Water facilities are encouraged to work from home. Those employees not performing identified essential duties that are not able to work from home due to the nature of their work, or not technically able to work from home, are encouraged to stay home and are paid by Valley Water until notified otherwise.

Communications

- Valley Water's Emergency Operations Center is activated at the highest level. Daily briefings are held to discuss all Valley Water needs. Action planning meetings are held weekly and a Pandemic and Infectious Disease Plan has been developed with roles and responsibilities defined to ensure the continued safety of Valley Water employees and for business continuity of essential functions to be carried out in a safe and effective manner.
- Virtual Town Hall meetings are held every Thursday via Zoom, where the latest status is given by the Senior Leadership Team. An email address has been established for all employees to submit questions or concerns that will be answered or addressed at the Town Hall meeting and will become a record of Frequently Asked Questions made available to all employees.
- Routine All Employee email messages are sent out when critical information, that impacts Valley Water employees, is needed to be disseminated. For example, charge coding, ergonomic considerations while working at home, status of personal protective equipment, what to do if sick or having symptoms of illness, encouragement of all employees to work from home when feasible, critical Public Health updates, etc.
- All issues that affect working conditions are discussed with, and fully involve the three Bargaining Units at Valley Water.
- Senior Management, Emergency Services and Security, EH&S, Benefits, Legal Counsel, Information Technology, Risk Management and Labor Relations are readily available to address critical needs of staff during this pandemic.

Please contact Larry R. Lopez, EH&S Manager, (831) 801-3101 with any questions or comments about this protocol.

