

## Coronavirus COVID-19 Action Plan

Last updated **April 1, 2020**

Granger-Hunter is committed to the health and safety of both our employees and the public. Due to the critical service we provide, we have developed the following action plan in response to the current outbreak of the 2019 novel coronavirus (COVID-19). This action plan is based on current information provided by the Centers for Disease Control (CDC) in the United States (see [www.cdc.gov](http://www.cdc.gov)). Because COVID-19 is new and the situation is evolving, the guidance in this document is subject to change as new information becomes available. We will do all that we can to keep our employees, their families, and the public healthy and safe; and ask employees to share in the responsibility so that we can continue to deliver clean and safe drinking water to our customers and responsibly collect wastewater throughout this event.

### **Response Level 1**

Trigger:

- **Confirmed COVID-19 cases in the United States but NOT in the State of Utah**

Response:

District Actions:		
Isolation/Notification	Cleaning/Hygiene	Travel
Continue daily monitoring of the current situation from CDC, WHO, State of Utah, and local county officials and provide regular updates to employees via email.	Remind employees to practice CDC recommended measures for personal hygiene and work area disinfection.	Discontinue work-related travel for employees outside Utah to any state/country with community-spread COVID-19 cases. Employees who are not comfortable traveling out of state even to states/countries without current confirmed COVID-19 cases have the option to decline traveling.
	Step up disinfection and cleaning efforts at District facilities. Including providing additional hand sanitizer, tissues, disinfection wipes etc. for use by employees and particularly in all common areas.	
Employee Actions:		
If sick with COVID-19 symptoms (i.e. fever, coughing, sneezing, or shortness of breath), stay home and notify your supervisor.	Practice CDC disinfection and handwashing measures as outlined in District training.	Seriously consider not traveling out of state, particularly to states/countries with multiple community- spread cases of COVID-19

Isolation/Notification	Cleaning/Hygiene	Travel
<p>If you have been in contact with someone with a confirmed COVID-19 case, or in contact with someone who has traveled to a state/country with more than 5 (per CDC map) community-spread cases (See CDC map<sup>1</sup>) in the past 4 weeks notify your supervisor.</p>		
<p><b>Directors and Managers:</b> Notify a member of Management and the Safety Coordinator immediately if any employee calls in sick and misses work due to COVID-19 related symptoms; OR who are notifying you that they have been in contact with a person with either a confirmed case of COVID-19 or who have travelled to an area with multiple confirmed community-spread cases of COVID-19 within the last 4 weeks. GHID will maintain a tracking database and notify the General Manager and Asst General Managers of daily changes.</p>		

## **Response Level 2**

Trigger:

- **1 to 5 confirmed community-spread COVID-19 cases within the State of Utah**
- **State and Local Officials requested proactive measures for social distancing and isolation (effective March 16, 2020)**

Response:

<b>District Actions:</b>		
<b>Isolation/Notification</b>	<b>Cleaning/Hygiene</b>	<b>Travel</b>
Continue daily monitoring of the current situation from CDC, WHO, State of Utah, and local county officials and provide regular updates to employees via email.	Remind employees to practice CDC recommended measures for personal hygiene and work area disinfection.	Discontinue work-related travel for employees <b>to any city/county inside the state, or to any state/country outside of Utah</b> with community-spread COVID-19 cases or to gatherings of 100 people or more. Evaluate other travel locations with non-community-spread COVID-19 cases on a case by case basis. Employees who are not comfortable traveling in or out of state, even to areas without current confirmed COVID-19 cases, have the option to decline traveling.
	Increase disinfection and cleaning efforts at District facilities.	<b>Vacation requests will be thoroughly vetted by managers, and may be denied based the risk level to District operations based on timing, location, etc.</b>
The District will discontinue attendance at all gatherings of greater than 100 people both inside/outside the District. Executive management will evaluate other measures on a case by case basis. Efforts will be made to conduct as much business via conference calls, email, etc.		
Executive Management may implement a modified work plan that may include working alternate schedules or working from home for some employees. Employees who are requested to stay home and cannot perform their work from home will continue to collect their regular pay.		

Employee Actions:		
Isolation/Notification	Cleaning/Hygiene	Travel
<p>If sick with COVID-19 symptoms stay home and notify your supervisor. (common symptoms include cough, shortness of breath, and fever greater than 100.4°F. Employees with symptoms should not come into contact with co-workers. Sick employees should be screened for possible testing.)</p>	<p>Practice CDC personal hygiene and work area disinfection measures as outlined in District training.</p>	<p><b>All unnecessary personal travel in or out of state is <u>highly</u> discouraged. Employees who choose to travel for personal reasons to areas with multiple community-spread cases of COVID-19 may be asked upon return to not come to work, or work from home if possible, until they are symptom free for up to 2 weeks. The employee may be required to use their own vacation/sick leave in this case.</b></p>
<p>If you have been in contact with someone with a confirmed COVID-19 case, or in contact with someone who has traveled to a state/country with more than 5 (per CDC map) community-spread cases (See CDC map<sup>1</sup>) in the past 4 weeks notify your supervisor.</p>		
<p><b>Directors and Managers:</b> Notify a member of Management and the Safety Coordinator immediately if any employee calls in sick and misses work due to COVID-19 related symptoms; OR who are notifying you that they have been in contact with a person with either a confirmed case of COVID-19 or who have travelled to an area with multiple confirmed community-spread cases of COVID-19 within the last 4 weeks. GHID will maintain a tracking database and notify the General Manager and Asst General Managers of daily changes.</p>		
<p><b>Practice social distancing as much as possible as recommended by the CDC. Keep 6 feet away from other people and specifically avoid public places and large groups.</b></p>		

Isolation/Notification	Cleaning/Hygiene	Travel
Employees who have compromised immune systems or respiratory complications; or who live with, or care for people with these health-related issues should be particularly mindful of taking measures to limit their risk of exposure.		

**Response Level 3 (Effective March 20, 2020, **Updated April 1, 2020**)**

Trigger:

- More than 5 community-spread COVID-19 cases within the State of Utah; and
- 1-5 confirmed community-spread COVID-19 cases within Salt Lake, Utah, or Davis Counties; or
- One confirmed COVID-19 cases in District employees and/or anyone living within an employees' household
- State and Local Officials directives: Governor's Stay Home, Stay Safe Directive and SLCo Health Order Issued March 29, 2020

Response:

District Actions:		
Isolation/Notification	Cleaning/Hygiene	Travel
Continue daily monitoring of the current situation from CDC, WHO, State of Utah, and local county officials and provide regular updates to employees on the District intranet.	Remind employees to practice CDC recommended measures for personal hygiene and work area disinfection.	<b>Discontinue ALL work-related travel both in and out of state.</b>
<b>The District may establish an incident command to evaluate further response measures which may include discontinuing large in-person gatherings such as staff meetings, safety training, etc. Efforts will be made to conduct as much business via conference calls, email, video conference etc.</b>	<b>Increase the frequency of disinfection and cleaning efforts at District facilities, particularly in all common and affected employees' areas.</b>	Vacation requests will be thoroughly vetted managers, and may be denied based the risk level to District operations based on timing, location, etc.

Isolation/Notification	Cleaning/Hygiene	Travel
Incident command may decide to implement further phases of a modified work plan that may include working alternate schedules or working from home for some employees. Employees who are requested to stay home and cannot perform their work at home will continue to collect their regular pay.		
<b>Employees may not ride in a vehicle together while conducting District business. In some cases, vehicles may be reassigned, or personal vehicles may be used for district business. When personal vehicles are used, employees will be reimbursed the standard mileage rate per District policy.</b>		<b>Comply with all reporting and/or testing required by state and local health officials.</b>
<b>Utah Coronavirus Hotline 1-800-456-7707</b>		
<b>Employee Actions:</b>		
If you, <b>or anyone within your household</b> , is sick with COVID-19 symptoms (i.e. fever, coughing, sneezing, or shortness of breath) stay home and notify your supervisor.	Practice CDC personal hygiene and work area disinfection measures as outlined in District training.	Unnecessary personal travel in or out of state is <u>highly</u> discouraged. Employees choosing to travel for personal reasons to areas with multiple community-spread cases of COVID-19 may be asked upon return to not come to work, or work from home if possible, until they are symptom free for up to 2 weeks. The employee may be required to use their own vacation/sick leave in this case.
If you, <b>or anyone in your household</b> , have been in contact with someone with a confirmed COVID-19 case; or in contact with someone who has traveled to an area with confirmed community-spread COVID-19 cases, <b>in or out of state</b> , in the past 4 weeks notify your supervisor. Depending on the circumstances you may be asked to quarantine at home.		

Isolation/Notification	Cleaning/Hygiene	Travel
<p><b>Directors and Managers:</b> Notify a member of Management and the Safety Coordinator immediately if any employee calls in sick and misses work due to COVID-19 related symptoms; OR who are notifying you that they have been in contact with a person with either a confirmed case of COVID-19 or who have travelled to an area with multiple confirmed community-spread cases of COVID-19 within the last 4 weeks. GHID will maintain a tracking database and notify the General Manager and Asst General Managers of daily changes.</p>		
<p><b>Employees who have compromised immune systems or respiratory complications; or who live with, or care for people with these health-related issues should be particularly mindful of taking measures to limit their risk of exposure.</b> Utah Coronavirus Hotline 1-800-456-7707</p>		
<p><b>Employees should consider practicing social distancing as recommended by the CDC<sup>2</sup>. This means leaving home only for essential functions such as work, purchases of critical supplies, etc.</b></p>		
<p><b>Employees who have been sick and quarantined at home, or who have been asked to work from home, should not return to work until they meet the current CDC recommendations for doing so. Employees who are quarantined at home may return to work if they have been free from any symptoms for at least 2 weeks and cleared by their Department Director in consultation with any established Incident Command. Those who have been asked to work from home, should not return to work until cleared by the established incident command through their Department Director. This will be based on current guidance from State and local health officials.</b></p>		

## Response Level 4

Trigger:

- **20 or more community-spread COVID-19 case within the State of Utah; and**
- **More than 5 community-spread COVID-19 cases confirmed within Salt Lake County, Utah, or Davis Counties; or**
- **More than 1 confirmed COVID-19 cases in District employees and/or anyone living within an employees' household**
- **State and Local Officials directives.**

Response:

District Actions:		
Isolation/Notification	Cleaning/Hygiene	Travel
Remind employees to practice CDC recommended measures for personal hygiene and work area disinfection, symptom awareness, travel, etc.as presented in recent training.	Remind employees to practice CDC recommended measures for personal hygiene and work area disinfection.	<b>Discontinue ALL work-related travel both in and out of state.</b>
Continue daily monitoring of the current situation from CDC, WHO, State of Utah, and local county officials and provide regular updates to employees on the District intranet.	Increase frequency of disinfection and cleaning efforts at District facilities, especially in all common and affected employees' areas.	Vacation requests will be thoroughly vetted managers, and may be denied based the risk level to District operations based on timing, location, etc.
Discontinue <b>ALL</b> in-house gatherings like staff meetings, safety training, etc. and conduct as much business via conference calls, email, etc. <b>Employees required to come to work will isolate as much as possible.</b>		
District will <b>initiate/continue</b> an Incident Command to evaluate further response measures which may be include implementation of an <b>advanced phase of a modified work plan that may include working</b> alternate schedules or working <b>from home for some employees.</b> Employees who are requested to stay home and cannot perform their work from home will continue to collect their regular pay.		



Isolation/Notification	Cleaning/Hygiene	Travel
District Incident Command will consider closing the District to public access, and canceling all outside meetings (i.e. board meetings, training, etc.).		
Comply with all reporting and/or testing required by state and local health officials. Utah Coronavirus Hotline 1-800-456-7707		
<b>Employee Actions:</b>		
If you, or anyone within your household, is sick with COVID-19 symptoms stay home and notify your supervisor.	Practice CDC personal hygiene and work area disinfection measures as outlined in District training.	Unnecessary personal travel in or out of state is highly discouraged. <b>Employees who choose to continue personal travel in affected areas may be asked upon returning, to not come to work or work from home until they are symptom free for up to 2 weeks. The employee may be required to use their own vacation/sick leave.</b>
If you, or anyone in your household, have been in contact with someone with a confirmed COVID-19 case; or in contact with someone who has traveled to an area with confirmed community-spread COVID-19 cases, in or out of state, in the past 4 weeks notify your supervisor.		
<b>Directors and Managers:</b> Notify a member of Management and the Safety Coordinator immediately if any employee calls in sick and misses work due to COVID-19 related symptoms; OR who are notifying you that they have been in contact with a person with either a confirmed case of COVID-19 or who have travelled to an area with multiple confirmed community-spread cases of COVID-19 within the last 4 weeks. GHID will maintain a tracking database and notify the General Manager and Asst General Managers of daily changes.		

Isolation/Notification	Cleaning/Hygiene	Travel
<p><b>Employees who have compromised immune systems or respiratory complications; or who live with, or care for people with these health-related issues should be particularly mindful of taking measures to limit their risk of exposure.</b></p>		
<p>Practice social distancing as recommended by the CDC. This means leaving home only for essential functions such as work, purchases of critical supplies, etc.</p>		
<p><b>All employees not performing critical essential duties may</b> be asked to work from home or to work an alternate schedule to minimize their time in the office and in contact with other employees. <b>Some employees may be asked to remain at work even when off duty.</b></p>		
<p>Employees who have been sick and quarantined at home, or who have been asked to work from home, should not return to work until they meet the current CDC recommendations for doing so. Employees who are quarantined at home may return to work if they have been free from any symptoms for at least 2 weeks and cleared by their Department Director in consultation with any established Incident Command. Those who have been asked to work from home, should not return to work until cleared by the established incident command through their Department Director. This will be based on current guidance from State and local health officials.</p>		