



MHOG Utility Department

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Memorandum

To: MHOG Utility Department Employees
From: Greg Tatara
Date: March 23rd, 2020
Re: Additional Covid-19 Response Actions Due to Shelter In Place Order

Dear Fellow Employees:

The Carona Virus (Covid-19) situation remains fluid and ever changing. As you are most likely aware, this morning the governor issued an executive shelter in place order effective at 12:01am March 24, 2020. This order requires shelter in place for all non-essential businesses and industries and also bans non-essential travel. As a sewer and water department, we are listed individually in the Order as an essential service required necessary to maintain life and health of the public. Therefore, we must continue to assure safe drinking water and proper, safe, wastewater transport, treatment and disposal. However, we also want to afford you the most practical risk reduction policies that do not disrupt our essential function, but offer you the most protection. Listed below are key components of the new order in italicized font, and our responses in red

5. *Businesses and operations that employ critical infrastructure workers may continue in-person operations, subject to the following conditions:*

a. *Consistent with sections 8 and 9, businesses and operations must determine which of their workers are critical infrastructure workers and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 pm. Businesses and operations need not designate:*

Please accept this written memorandum as conformation with this order as a written designation of our workers as critical infrastructure workers.

b. *In-person activities that are not necessary to sustain or protect life must be suspended until normal operations resume.*

As our work is necessary to sustain or protect life, our operations cannot be suspended.

c. *Businesses and operations maintaining in-person activities must adopt social distancing practices and other mitigation measures to protect workers and patrons. Those practices and measures include, but are not limited to:*

1. *Restricting the number of workers present on premises to no more than is strictly necessary to perform the business's or operation's critical infrastructure functions.*

To meet this requirement, we are reducing hours to 8 am – 3 pm. We are eliminating the morning work discussions to reduce the number of people on the premises at any one time. Where possible, we are also reducing the number of employees required to complete the essential functions of our job and nothing more. This certainly adds strain and reduces the comradery at work, but it is necessary for the next three weeks at a minimum to reduce the Covid-19 transmission.

2. *Promoting remote work to the fullest extent possible.*

Functions such as Engineering will work remotely. Distribution, collection, miss dig and meter reading functions can dispatch from home to job sites. Please text the deputy director of your division to see if there are any changes to the schedule and to report starting work.

3. *Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible, including for customers who are standing in line.*

As previously established, keep proper social distancing of > 6 feet when performing any work at a residents home. Please communicate this requirement to the residents.

4. *Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.*

Our research shows that bleach is one of the best weapons to destroy the virus. Please take work time at the end of the day to prepare a bleach wipe or rag to clean you truck daily, door handles, work stations, keyboards, and any other commonly touched item in your workplace.

Also, we have full laundry facilities at the G-O WWTP. Please use these laundry facilities if you fear your clothing may have come in contact with any bodily fluid.

Purchase work jump suits or utilize Tyvek Suits if you going to work in an area where contact with bodily fluids is possible.

5. *Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.*

If, for any reason, you believe have been exposed to COVID-19, please let us know so that you can go through self-quarantine and we can have another employee work. It is critically important that you do this ASAP so as not to impact any of your other co-workers.

6. *Any other social distancing practices and mitigation measures recommended by the Centers for Disease Control.*

7. **As previously directed:**

- Use your work truck to come to and from work and to conduct work. As an essential service, this will make it easier for you to drive on the roads and significantly reduces exposure to family members by switching cars with work clothes on.
- Obtain hand sanitizer, and sanitize each time prior to you entering your vehicle or coming in contact with any surface used by others. Wash your hands with antibacterial soap for a minimum of 20 seconds each time you are able.
- Wear your PPE. Use gloves, goggles, tyvek and a mask as necessary.
- Practice, no matter where, proper social distancing, described as maintaining a minimum of six foot of separation from others.

8. *For purposes of this order, critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response (available [here](#)). Such workers include some workers in each of the following sectors:*

- a. *Health care and public health.*
- b. *Law enforcement, public safety, and first responders.*
- c. *Food and agriculture.*
- d. *Energy.*
- e. **Water and wastewater.**
- f. *Transportation and logistics.*
- g. **Public works.**
- h. *Communications and information technology, including news media.*

Again, please note that not only do we designate your position as critical infrastructure, but it is also listed in Covid-10 2020-21 Executive Order.

B. *Also, we want to remind you of the signs and symptoms as well as action to take if you experience these. Patients with confirmed infection have reportedly had mild to severe respiratory illness with symptoms of:*

- *Fever*

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- *Cough*
 - *Shortness of breath*

The best prevention for viruses, such as influenza, the common cold or COVID-19 is:

- *If you think you have symptoms of COVID-19, call your health care provider. If you do not have a health care provider, call the nearest hospital.*
- *Wash your hands often with soap and warm water for 20 seconds. If not available, use hand sanitizer.*
- *Avoid touching your eyes, nose, or mouth with unwashed hands.*
- *Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.*
- *Avoid contact with people who are sick.*
- *If you are sick, stay home, and avoid contact with others.*
- *Stay at least 6 feet away from others when in a public setting.*

Finally, when you are off on Covid Hours away from work, we again ask that you:

1. Stay at home as required by the governor's executive order;
2. Remain accessible to our Department;
3. Respond to Department Inquiries when contacted; and,
4. Be available to come into the office if a business need arises.

If you do become ill or want a vacation or spring break, then please utilize your paid time off as you normally would.

Thank you for your patience, understanding, and flexibility as we continue to move through this unique situation thrust upon us. Again, you are providing a very critical service to sustaining the life and safety of our residents, and we sincerely thank you for your dedication and professionalism. If you have any questions, please do not hesitate to reach out.

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