



MHOG Utility Department

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Memorandum

To: MHOG Utility Department Employees
From: Greg Tatara
Date: March 17th, 2020
Re: Covid-19 Protection and Work Plan

Dear Fellow Employees:

Needless to say, the last 10 days with the constant changes due to the Covid-19 outbreak have been a whirlwind of changes, information overload, and adjusting to other political decisions; all associated with a great deal of uncertainty. This is truly uncharted territory. As utility workers, you should feel proud to be in a critical profession on the front line of providing a vital tool to protect our citizens from not only Covid-19, but other diseases as well. Providing fully disinfected water for hand washing, food preparation, drinking, and service to medical and urgent care facilities and subsequently providing proper sanitary treatment of waste water as a result of these uses is the true definition of an essential public service. Therefore, due to your importance, we want to provide the highest probability of safety for you and your family as well as provide reliability and redundancy in our staffing so that we can continue to serve our citizens throughout this outbreak. To do that, we are implementing the following measures:

1. We want all employees, when working, to take their work vehicle home. By doing this, you reduce the risk of cross contaminating your personal vehicle. Also, you can use your vehicle for errands and such. However, due to the potential for cross contamination, we are requiring family members not ride in work vehicles. Due to the nature of clean water and bleach, if you are working in WTP, you can drive your personal vehicle if more convenient. If you need help getting your personal vehicle home, we can assist with that for the remainder of today.
2. At the beginning and end of your shift, please perform a bleach wipe down of your work station, door handles, tables, counter tops, microwave and fridge handles, vehicle door handles and steering wheel, computer key board, data input tablets, and any other items frequently handled during the day.
3. If servicing a grinder or performing an necessary meter change out, practice social distancing and use PPE (gloves, safety glasses, hand sanitizing after service)
4. Limit vactor usage to emergency or critical use only. If using the vactor, again use really good PPE. Use a Tyvek suit, safety glasses, and mask to avoid droplets. Per the Center for Disease Control, sewage is not a good conduit to catch Coronavirus. However, you do want to minimize aerosol and if you do aerosol sewage, use PPE.
5. When at work, practice social distancing. For example, if we have two people in, don't ride together in a cab of a truck. Even with crane truck or vactor, take two separate vehicles.

You will find attached a modified work schedule. We have tried very hard to balance work crews for efficiency, ability to complete job in normal day, and safety, so we don't have people performing maintenance totally alone. We have tried also to make this schedule as equitable as possible. When you are not scheduled, you will notice, prior to next Friday's (March 27) timesheet a line item added called "Covid -19". Please fill in this line item when you are not at work, when under normal circumstances you would have been. At the end, whenever we return to normal, we will run a report of actual vs "Covid Hours" to try to make everyone whole.

When you are off on Covid Hours away from work, we ask that you:

1. Stay at home (again, we are reducing risk);
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 move through this unique situation thrust upon us. I am sure this brief memo will not address all your questions, but please know, as evidenced by our history, that we will do our very best to treat each employee equally and fairly. Again, you are providing a very critical service to the safety of our residents, and I could not ask for a better staff to provide that than each of you. Jim, Alex, Kim, and Myself will be working each day, with reduced hours, to address any questions or problems as they arise.