

## Suffolk County Water Authority

### Interoffice Memorandum

**To:** Chairman, Board Members and all SCWA Employees  
**From:** Jeffrey W. Szabo, CEO  
**Re:** COVID-19 Response Plan - Phase V - COVID Resurgence Response Plan  
**Date:** December 9, 2020

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SCWA responded to the COVID-19 pandemic by developing and implementing a phased Response Plan. Phase I governed the structural changes necessary to institutionalize social distancing within the workplace and in SCWA practices. As these changes were being implemented 180 employees worked remotely. Phase II guided the return of most of them. Resumption of full SCWA operations in the COVID environment occurred under Phase III. Phase IV of the Response Plan returned the SCWA workforce to a modified workplace.

Phase V proactively recognizes the resurgence in COVID infection throughout Suffolk County. In the period between Phase IV and Phase V, the Suffolk County COVID positivity rate averaged less than 3%. Phase IV noted the dynamism of the COVID-19 pandemic and established a benchmark to re-examine whether structural changes should be instituted if the COVID-19 positive test results in Suffolk pass 5% on a rolling seven-day basis. As of this memo, Suffolk's rolling seven day positive rate exceeds 5%.

Phase V provides SCWA targeted response to COVID's resurgence, and it builds upon the measures implemented under the prior Phases. Those measures allow SCWA employees to remain in their workplace because infrastructure improvements were made to create a safe work environment and practices implemented to maintain social distance between employees. It also clarifies when a quarantined employee is required to work remotely.

This Phase provides the CEO flexibility to allow Department designated teams of employees to work remotely to prevent out of work exposures from jeopardizing SCWA's ability to perform its essential function. These measures alone cannot prevent an employee from being exposed to COVID outside the workplace and being forced to quarantine but it can limit the number of employees that would need to be placed into precautionary quarantine.

For these reasons, every employee is encouraged to remain COVID vigilant.

Phase V will be implemented immediately.

## Suffolk County Water Authority

### Guidance – COVID-19 Response Plan - Phase V – COVID Resurgence Response Plan

- Components of Phase V Protocol:
- I. SCWA-Wide Protocols
  - II. Duration of Phase V

#### I. SCWA Wide Protocols

##### A. SCWA Facilities

Effective December 7, 2020 all SCWA Offices will close to the public except to SCWA invitees, who will be required to follow SCWA protective measures, such as undergoing a COVID-19 symptom check and wearing a face covering.

##### B. Customer Service Calls

Effective December 7, 2020, SCWA employees will not be required to enter Customer premises, unless an emergency conditions exists within the premises. No water or leaking water complaints, regardless of the cause, shall constitute an emergency condition. Cross connection inspections of devices located in a building under construction shall continue.

##### C. Office Work Plans

Office Work Plans (OWP) are to be developed to allow SCWA to further minimize close contacts between office employees to reduce the potential that employees are placed in a precautionary quarantine as a result of an interaction with a COVID positive or presumed COVID positive co-worker.

Each OWP must identify employees who cannot or choose not to work remotely, provide a rationale for allowing their full-time presence in the workplace and a plan for ensuring they do not have close contacts with co-workers such that they would be subject to a precautionary quarantine resulting from contacts with a COVID positive or presumed COVID positive co-worker.

Employees who work the majority of their shift outside an office are not eligible for remote work.

#### 1. Preparation

Each Department Director working with their Deputy CEO shall develop a OWP for their Department. The plans shall be delivered to the CEO or his designee by December 15, 2020.

2. Components of the Office Work Plan

Each OWP shall designate intra-departmental Teams of employees balanced by each employee's job title, seniority, responsibility, self-reported CDC COVID risk factors, and mission necessity. Each OWP shall identify how the Team's composition would permit all SCWA functions to continue without interruption. Each OWP shall be designed to ensure that work functions are evenly divided among the Teams, each Team contains a suitable mix of employees to allow the Team members to be self-sufficient, whether working in the workplace or working remotely, has sufficient work, and is being productive, whether in the workplace or working remotely. Each Team must be complimentary and not dependent on another Team to perform a Department's essential function.

Once assigned to a Team an employee may not shift their workplace work schedules.

In lieu of remote work, office configuration changes may be implemented to further increase social distance between employees and reduce head count in a particular shared office space. As an example, Laboratory staff may be assigned to the Education Center.

Each OWP must identify technological assets necessary for its implementation, such as laptops or cell phones.

3. Implementation

The CEO may, in consultation, with the Board and the Senior Leadership Team, implement some or all of the OWPs after considering the Suffolk County COVID positivity rate, the SCWA COVID positivity rate, the Suffolk County hospitalization rate and the number of SCWA employees in COVID quarantine in a department and as a whole.

D. Remote Work for Quarantined Employees

1. Asymptomatic Employees that can Work Remotely

Quarantined employees not showing COVID symptoms and who are able to work through remote access must work remotely. SCWA will provide a laptop or cell phone suitable for employee's remote use requirements if an employee does not possess equipment that is approved by SCWA for remote use.

2. Asymptomatic Employees that cannot Work Remotely

Quarantined employees not showing COVID symptoms whose job functions cannot be performed remotely will be assigned work that may be performed remotely, including remote training, such as CEUs. If no such work or training can be assigned, the employee will not be required to work remotely.

3. Symptomatic Employees

Quarantined employees showing COVID symptoms are not required to work remotely.

E. Violations of COVID Response Plan Protocols.

Any employee violating a COVID -19 Response Plan protocol shall be subject to Corrective Action pursuant to SCWA Policy 406.

Any employee falsifying a response to a COVID Temperature and Symptom Check shall be subject to Corrective Action pursuant to SCWA Policy 406.

F. Adoption and Incorporation of Phase I, II, III and IV Protocols

The measures instituted under Phase V are additive and supplementary to those implemented under Phases I, II, III and IV. SCWA through its COVID Response Plan is building layer upon layer of best practices to create and maintain a safe working environment. The Office Return Team shall resolve conflicts between the Phases.

II. Phase V Duration

The CEO, in consultation with the Board, Senior Leadership Team and Office of Emergency Management, shall determine the duration of the Phase V protocols. The CEO is authorized to modify or terminate any of the COVID Response Plan protocols issued under any Phase, or issue new Phases, as conditions require without action of the Board.