

## 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 VI – Rescission of Phase V, COVID Resurgence Response Plan and Implementation, and Resumption of SCWA Operations in a COVID Environment

**Date:** March 8, 2021

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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 and its Implementation on January 6, 2021 instituted a modified remote work strategy in response to a post holiday increase in the COVID positivity rate. With the expiration of the Families First Corona Relief Act, it provides for leave under SCWA policies for those employees who are providing care to children whose schools are not physically open, either partially or fully.

Since the Phase V implementation, the positivity rate has fallen markedly. Also, the rollout of three FDA EUA vaccines has gained momentum. These gains allow SCWA to rescind the Phase V Implementation and return to operations as described in Phases II, III and IV with some modifications.

## Suffolk County Water Authority

Guidance – COVID-19 Response Plan - Phase VI – Rescission of Phase V, COVID Resurgence Response Plan and Implementation, and Resumption of SCWA Operations in a COVID Environment

Components of Phase VI Plan:

- I. SCWA-Wide Protocols
- II. Implementation and Corrective Action
- III. Duration of Phase VI

### I. SCWA Wide Protocols

#### A. Phase V Implementation Cancellation

Phase V Implementation is cancelled.

#### B. Return to Work

Phase V Office Work Plans will terminate on March 8, 2021. All employees, except those approved for a personal leave, shift change, or telework under an Americans with Disabilities Act accommodation, shall return to their workplace and schedule on March 9.

#### C. Families First Coronavirus Response Act (FFCRA) Leave

FFCRA expired on December 31, 2020.

#### D. Employees with Certain Medical Conditions

Employees with a condition identified by the CDC in the guidance and recognized under the Americans with Disability Act, may seek an accommodation, including telework if their job functions may be performed remotely, under SCWA Policy 209, Disability Accommodation from the Deputy CEO for Administration, or her designee. An employee must provide reasonable documentation to establish the employee's eligibility for an accommodation. An employee's accommodation request may be denied if the employee fails to provide appropriate documentation. An employee's accommodation may be terminated if the employee fails to provide appropriate documentation demonstrating a basis for a continued accommodation.

#### E. SCWA Facilities

Effective March 15, 2021 all SCWA Offices will re-open to the public under the Phase III guidelines. The weekday hours of the Call Center will be 8:30 am to

4:30 pm and Saturday hours will be 8 am to 4 pm.

F. Customer Service Calls

Effective March 9, 2021, SCWA employees will resume in premises service calls under the Phase II guidelines.

G. Office Sanitizing

SCWA will maintain its protocol of applying sanitizing spray to office spaces at regular intervals and to specific workspaces in the event an employee tests positive for COVID to reduce the potential spread of viruses and other pathogens.

H. Adoption and Incorporation of Phase I, II, III, IV, V and V Implementation 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. In the event of a conflict, the protocols established under Phase VI shall control.

II. Implementation and Corrective Action

SCWA will enforce the COVID protocols through disciplinary action in accordance with SCWA Policy 406.

III. Phase VI Duration

The CEO, in consultation with the Board, Senior Leadership Team and Office of Emergency Management, shall determine the duration of the Phase VI 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.