

**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 VII – Operations among Fully Vaccinated and Non-Fully or Non-Vaccinated Employees

**Date:** May 12, 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. Phase VI rescinded the Phase V measures.

Phase VII recognizes the efficacy of the emergency use authorization vaccines, the increasing number of SCWA employees who are fully vaccinated and correspondingly lessens social distancing restrictions implemented in Phases I, II, and III.

The directives in this Phase are consistent with those promulgated by the Centers for Disease Control and Prevention and New York State governing activities in public indoor spaces which differ from those governing private indoor spaces.

This guidance replaces the one issued on April 30, 2021.

## Suffolk County Water Authority

### Guidance – COVID-19 Response Plan - Phase VII – Operations among Fully Vaccinated and Non-Fully or Non-Vaccinated Employees

- Components of Phase VII Plan:
- I. Fully Vaccinated Employee Definition
  - II. SCWA Wide Protocols
  - III. Presumption Guiding Operations
  - IV. Employee Activity Restrictions
  - V. Fully Vaccinated Employee Privileges
  - VI. Bar Against Harassing
  - VII. Adoption and Incorporation of Prior Phases
  - VIII. Implementation and Corrective Action
  - IX. Phase VII Duration

#### I. Fully Vaccinated Employee Definition

SCWA employees are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

This definition applies to COVID-19 vaccines currently authorized for emergency use by the U.S. Food and Drug Administration: Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J)/Janssen COVID-19 vaccines. This guidance can also be applied to COVID-19 vaccines that have been authorized for emergency use by the World Health Organization (e.g. AstraZeneca/Oxford).

To be deemed fully vaccinated, an employee must submit a copy of their vaccination card.

#### II. SCWA Wide Protocols

SCWA encourages all employees to consult with their medical providers, and if medically appropriate, to be vaccinated against COVID 19.

#### III. Presumption Guiding Operations

SCWA employees should presume that their co-workers are not vaccinated. Absent proof to the contrary, all SCWA employees must adhere to the protocols established and revised under the prior Phases.

#### IV. Employee Activity Restrictions

A. Indoor Activities

Employees may, provided they follow applicable social distancing requirements share lunchrooms, share up areas, break rooms and times, share vehicles, share elevators, and resume in person meetings. Masks must be worn by employees while sharing a space with other employees.

Notwithstanding the foregoing, all employees must follow their supervisor's directives concerning congregating with other employees.

B. Outdoor Activities

1. During outdoor activities involving exclusively fully vaccinated employees, the employees need not wear a mask.
2. During outdoor activities involving a mix of fully vaccinated employees and other employees that are not fully or are not vaccinated, the fully vaccinated employees need not wear a mask but the non-fully and non-vaccinated employees must wear a mask.

C. Travel

Fully vaccinated employees may travel consistent with the CDC recommendations and New York State travel guidance.

V. Fully Vaccinated Employee Privileges:

CDC guidelines permit the fully vaccinated individuals to:

- A. Visit with other fully vaccinated people in private indoor spaces without wearing masks or physical distancing. SCWA offices are public indoor spaces and masks must be worn.
- B. Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel.
- C. Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.
- D. Refrain from testing following a known exposure, if asymptomatic, with some exceptions for specific settings.
- E. Refrain from quarantine following a known exposure if asymptomatic.
- F. Work outdoors in small groups without masks.

VI. Bar Against Harassing

Employees may not harass other employees concerning their vaccination status.

VII. Adoption and Incorporation of Prior Phases

The measures instituted under Phase VI are additive and supplementary to those implemented under the prior Phases. SCWA through its COVID Response Plan is building layers of best practices to create and maintain a safe working environment. In the event of a conflict, the protocols established under Phase VII shall control.

VIII. Implementation and Corrective Action

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

IX. Phase VII Duration

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