

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 IX – Restoration of Normal Operations
Date: June 28, 2021

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 Phase VI rescinded the Phase V measures.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 recognized the efficacy of the emergency use authorization vaccines, the increasing number of SCWA fully vaccinated employees and lessened social distancing restrictions implemented in Phases I, II, and III. Phase VIII removed most of the restrictions governing the activities of fully vaccinated employees.

This Phase removes the remaining restrictions on fully vaccinated employees while maintaining them on non-fully vaccinated persons, removes social distancing requirements on fully vaccinated employees, and restores normal working hours while maintaining physical barriers to protect against the spread of transmissible disease.

Suffolk County Water Authority

Guidance – COVID-19 Response Plan - Phase IX – Restoration of Normal Operations

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

I. Fully Vaccinated Employee Definition

SCWA employees are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 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 to Human Resources. Absent submission of their vaccination card, an employee shall not be deemed fully vaccinated no matter whether they have received a COVID-19 vaccine.

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. Employee Activity Restrictions

- A. Fully vaccinated employees are not required to wear a mask or physically distance from other employees whether indoors or outdoors. Fully vaccinated employees may wear a mask if they so choose.
- B. Non-fully vaccinated employees are required to wear a mask if the employee is within six feet of another person and not separated by a physical barrier from the other person whether indoors or outdoors.

IV. Phase I Workplace Safety Measure Modifications

A. Phase I implemented changes to increase and maintain social distancing between employees. The Phase I measures are modified as follows:

1. Directors and managers may move employees, both fully vaccinated and non-fully vaccinated, to a workstation that is within six feet of another workstation provided barriers are maintained between the workstations.
2. Lunch and break times need not be staggered for fully vaccinated employees.
3. Shift modifications for all employees will terminate on or before September 6, 2021.
4. Fully vaccinated employees are no longer required to complete a daily temperature and symptom screening. Non fully vaccinated employees must complete a daily temperature and symptom screening.
5. Visitors may be asked whether they are fully vaccinated and if so, they are not required to undergo temperature or symptom screening or wear a mask. Non-fully vaccinated visitor should wear a mask. Visitors to the Customer Center in Coram need not have an appointment to transact business at the front desk.

B. Phase I implemented structural measures, such as installing partitions, sneeze guards, and partitions to provide barriers between employees. These physical barriers will remain in place.

V. Bar Against Harassing

Employees may not harass other employees concerning an employee's vaccination status.

VI. Adoption and Incorporation of Prior Phases

The measures instituted under Phase IX 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 IX shall control.

VII. Implementation and Corrective Action

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

SCWA Policy 406.

VIII. Phase IX Duration

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