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BOARD OF DIRECTORS MEETING AGENDA

May 13, 2021, SPECIAL Meeting
3:30 p.m.

VIRTUAL MEETING LINK:

Join Zoom Meeting

<https://us02web.zoom.us/j/83132574822?pwd=N2luZ1JFeUtKaUxaZUdtSjhnUmFldz09>

Meeting ID: 831 3257 4822

Passcode: 630895

Call in:

1 669 900 6833 US (San Jose)

Meeting ID: 831 3257 4822

Passcode: 630895

All guests that join the virtual meeting will be muted with the camera/video turned off. Guests will be unmuted and video turned on when they are speaking. Proper decorum, including appearance, is required.

NOTICE TO PERSONS WITH DISABILITIES: It is the policy of the Sweetwater Springs Water District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request made at least 48 hours in advance of the need for assistance, this Agenda will be made available in appropriate alternative formats to persons with disabilities. This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).

Any person who has any questions concerning any agenda item may call the General Manager or Assistant Clerk of the Board to make inquiry concerning the nature of the item described on the agenda; copies of staff reports or other written documentation for each item of business are on file in the District Office and available for public inspection. All items listed are for Board discussion and action except for public comment items. In accordance with Section 5020.40 et seq. of the District Policies & Procedures, each speaker should limit their comments on any Agenda item to five (5) minutes or less. A maximum of twenty (20) minutes of public comment is allowed for each subject matter on the Agenda unless the Board President allows additional time.

I. CALL TO ORDER **(Est. time: 2 min.)**

- A. Board members Present
- B. Board members Absent
- C. Others in Attendance

II. ADMINISTRATIVE

- A. Discussion/Action re COVID-19 workplace policy. *(Est. time 30 min.)*

ADJOURN

SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors

AGENDA NO. II-A

FROM: Ed Fortner, General Manager

Meeting Date: May 13, 2021

SUBJECT: DISCUSSION/ACTION REGARDING COVID-19 WORKPLACE POLICY

RECOMMENDED ACTION: Approve Resolution 21-06 adopting Policy 2280, COVID-19 Workplace Policy

FISCAL IMPACT: None.

DISCUSSION:

We have all endured the COVID-19 pandemic for more than a year. The Board previously adopted new procedures related to the impacts of the pandemic in the COVID section of the District Emergency Response Plan. Overall, staff has adjusted well to the many measures we have taken including no foot traffic in the office, masks, social distancing, testing protocols, and hygiene. The District has followed all CDC, State, and local guidelines for health measures, including recent measures relaxing mask wearing requirements outdoors for vaccinated individuals. District staff has experienced a number of close calls with positive COVID exposures, and one employee contracted asymptomatic COVID.

At its May 6, 2021 regular meeting, the Board received a report from the General Manager regarding impacts of the COVID-19 pandemic. The Board also discussed implementing a policy related to COVID-19 vaccinations. The Board directed the General Manager and General Counsel to research options currently available to the District regarding workplace safety during the pandemic.

Staff now recommends that the Board adopt a general policy by which the District will continue to implement workplace safety protocols based on Federal, State, and local guidance, as it may change from time to time.

As the Board discussed at its last meeting, the District has a duty to provide and maintain a workplace free from known hazards, including COVID-19. However, what is known about COVID-19 and the public health emergency continues to evolve. Guidelines and rules applicable at one time may become more strict or more lenient as the knowledge and situation change. The purpose of the proposed general COVID-19 workplace policy is to affirm our intent to receive information and follow guidelines and regulations given by federal, state, and local agencies.

We will continue to take all appropriate measures, as timely as possible, to protect the workplace, our employees, and the general citizenry against this horrible virus.

Resolution No. 21-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT ADOPTING POLICY 2280, COVID-19 WORKPLACE POLICY

WHEREAS, the Board of Directors of the Sweetwater Springs Water District (“District”) finds that providing a safe workplace for District employees and customers is a priority of the District; and

WHEREAS, the Board of Directors previously adopted procedures related to the COVID-19 pandemic as a component of the District Emergency Response Plan; and

WHEREAS, the Board of Directors now desires to adopt a general policy reestablishing the District’s commitment to providing a safe workplace by following applicable Federal, State, and local guidance, as it may change from time to time; and

WHEREAS, proposed Policy 2280, attached hereto as Exhibit A, will assist the District in maintaining a safe workplace, establish baseline safety requirements, and allow flexibility with safety measures as Federal, State, and local guidance evolves; and

WHEREAS, pursuant to Policy 2280, the Board of Directors will review and update the Policy as needed.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Sweetwater Springs Water District, that Policy 2280, COVID-19 Workplace Policy, attached hereto as Exhibit A, is hereby adopted and added to the Sweetwater Springs Water District Politics and Procedures.

BE IT FURTHER RESOLVED by the Board of Directors of the Sweetwater Springs Water District, that Policy 2280, COVID-19 Workplace Policy shall become effective immediately.

[Continued on next page]

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on May 13, 2021, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Larry Spillane	_____	_____

Sukey Robb-Wilder
President of the Board of Directors

Attest: Julie A. Kenny
Clerk of the Board of Directors

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**Sweetwater Springs Water District Policies and Procedure
2280 COVID-19 WORKPLACE POLICY**DATE: May 13, 2021

2280 COVID-19 WORKPLACE POLICY

Date Approved: May 13, 2021

2280.10 Purpose. In accordance with Sweetwater Spring Water District's ("District's") duty to provide and maintain a workplace that is free of known hazards, this policy is adopted to safeguard the health of our employees and their families; visitors; and the community at large from COVID-19. This policy will comply with all applicable federal, state, and local laws and is based on guidance from the Department of Fair Employment and Housing, the U.S. Equal Employment Opportunity Commission, the Centers for Disease Control and Prevention, the State of California and state and local health authorities, as applicable.

2280.20 Duration. This Policy shall be in effect until rescinded by the Board of Directors. The circumstances posed by the ongoing pandemic will be monitored and protocols revised as needed.

2280.30 Safety Measures. All employees performing District functions are required to observe safety measures in accordance with current federal, state, and local guidance, as instructed by the General Manager or their designee. Continuing requirements for all employees include masking, social distancing, hygiene and sanitation practices.

2280.40 Exemptions. To assist any employee who requests an exemption from the requirements of this Policy on the basis of a disability or other statutory basis, the District will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for the District and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. If the District determines that the accommodation imposes an undue hardship, the employee is unable to perform the employee's essential duties even with reasonable accommodations, or the employee cannot perform those duties in a manner that would not endanger the employee's health or safety or the health or safety of others even with reasonable accommodations, the District may exclude the employee from the workplace.

2280.50 Exemption Requests. To request an exemption from any requirement of this Policy, please notify General Manager in writing. Once the District is aware of the need for an accommodation, the District will engage in an interactive process to identify possible accommodations. Employees may request an accommodation without fear of retaliation.

2280.60 Ongoing Review of Policy. This policy will be reviewed regularly by the District and revised to reflect the latest guidance provided by Federal, State, and local health officials as this public health emergency continues to evolve. Any questions about this policy should be directed to General Manager at sws@monitor.net or 707-869-4000.