



West Multnomah Soil & Water Conservation District Interim Covid-19 Social Distancing Policy April 2020

Intent & Background:

Governor Brown's "Stay Home, Save Lives" shelter-in-place executive order during the COVID-19 (coronavirus) pandemic of 2020 explicitly states: "10. When telework and work-from-home options are not available, businesses and non-profits must designate an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority. Such policies also must address how the business or non-profit will maintain social distancing protocols for business-critical visitors." This policy addresses how the West Multnomah Soil & Water Conservation District (WMSWCD) and its contractors will comply with this order; it is subject to change as more information is made available. This policy was drafted after reaching out to partnering agencies to assess best practices during the COVID-19 pandemic. This policy will be rescinded when social distancing and shelter in place orders are lifted.

Designated Policy Enforcement Employees:

The following WMSWCD staff are charged with establishing, implementing, and enforcing social distancing policies, consistent with guidance from the Oregon Health Authority (OHA):

- Mary Logalbo, Interim Co-District Manager, mary@wmswcd.org
- Michelle Delepine, Invasive Species Program Coordinator, michelle@wmswcd.org

Maintaining Social Distancing & Taking Additional Precautions:

All employees, contractors, and landowners must abide by OHA's social distancing guidelines. If this policy is ignored by staff, contractors, or landowners, work will be suspended until safety precautions are met. In alignment with this guidance, if employees or contractors must leave their homes for essential activities, they must:

- Maintain a minimum 6-foot distance from others at all times
- Wash or sanitize hands after contact with any surface
- Avoid groups and contact with other people
- Stay home if sick. Staff and contractors must stay home and consult with a doctor or a clinic if experiencing any of these symptoms: fever of 100° or higher, cough, shortness of breath

In addition to adhering to OHA's guidelines, WMSWCD encourages all employees to keep up to date with Center for Disease Control & Prevention (CDC) guidelines, including additional guidelines to protect each other, by regularly visiting: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> The following additional precaution, now recommended by the CDC, is now strongly encouraged for WMSWCD employees and contractors that have to go out into the public:

- Cover your mouth and nose with a cloth face cover when around others
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
 - The cloth face cover is meant to protect other people in case the wearer is infected
 - Do NOT use a facemask meant for a healthcare worker
 - Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure

All WMSWCD employees are to conduct work remotely, from home, to the maximum extent practicable and only visit the office and/or conduct field work when deemed high-priority or critical to maintaining WMSWCD functionality and/or commitments. Any staff member that must visit the office will notify other staff via text, email, Slack and/or other

agreed upon notification platform to better ensure that other staff members won't be present to minimize interfacing when a visit must be made. WMSWCD staff must communicate with landowners and partners to convey the need to respect social distancing guidelines when staff and/or contractors are on site.

WMSWCD must first consider the safety of staff and contractors when prioritizing projects requiring field work. Only a subset of time-sensitive projects with a previously-established commitment for completion will be prioritized. All other field work will be deferred or, if feasible, conducted via remote technology tools that allow staff to provide services from home (such as Zoom, Skype or FaceTime field "visits") until the shelter-in-place order is lifted. If any WMSWCD staff member who would normally conduct field work is unable or unwilling to do so during the quarantine, WMSWCD will make alternative accommodations to provide work that may be conducted remotely.

WMSWCD employees conducting field work are required to minimize their exposure to the public and each other through a number of measures, in addition to adhering to Oregon Health Authority's social distancing policies. WMSWCD staff and its contractors are to consider and plan for logistical constraints related to parking and staging areas to ensure enough space for safe operations. As such, WMSWCD staff are asked to return to their homes to use the restroom, whenever feasible, in lieu of using public restrooms. When staff do find a need to visit a public space, such as a gas station or restroom, they are expected to wash or sanitize hands after contact with any surface.

All door knocks on site are suspended, and staff and/or contractors must instead call or email landowners to alert them of site visits. Any necessary paperwork and documents will be sent electronically or by mail whenever possible. If a phone number or email is not available, staff will use alternative methods to notify landowners, such as door hangers or a similar paper notice. Staff must arrange with the project lead to ensure that door hangers or other paper notices are available for all field operations as needed.

Contactors are encouraged to establish stable crews when possible, but WMSWCD recognizes that crew stability may be impacted by school closures, illness, and quarantine. If crew co-workers live in shared housing, WMSWCD strongly encourages them to work together on established and stable crews and to carpool to promote the reduction of fossil fuel use. WMSWCD will not be requiring limits to the number of people on a crew, but will ask that crews be scaled in size such that they can safely observe social distancing guidelines and complete the work outlined in the work order. WMSWCD will rely upon its contractors to make appropriate decisions about the size and structure of their work force.

Sanitation and Equipment Cleaning:

WMSWCD strongly prefers that crews be adequately supplied with equipment to allow each worker to have sole use of any given equipment throughout a work day. This will help prevent exposure from one employee to another. If equipment must be shared between employees it must be sanitized between uses. Sharing of equipment should be limited to the extent feasible.

At the end of each work day, staff and contractors must perform additional sanitation and cleaning of equipment, as needed, if equipment will be used by a different person the following day. If additional time is required for sanitation, this time is billable under the manual labor provision, but only when carried out in excess of standard operations. Contractors must communicate any anticipated costs associated with equipment cleaning to the project lead issuing the work order prior to initiating work. This will ensure that project leads have sufficient resources to cover these expenses.

Travel and Mileage:

To reduce exposure between staff and employees of contracted crews, and to follow social distancing guidelines, contractors are strongly encouraged, and staff are required, to avoid carpooling, unless employees already occupy shared housing. This will help to prevent exposure between co-workers, and will require travel in separate vehicles. As of March 27th, 2020, WMSWCD authorizes staff and contractors to seek reimbursement for staff-incurred costs associated with using additional vehicles. To process these reimbursement costs, WMSWCD will need additional

documentation of mileage for each additional vehicle, each day of operation. Contractors must submit a detailed mileage record that includes the starting location, site location(s), and total miles driven for each day. Mileage will be reimbursed at the current federal mileage rate of \$0.575 per mile. This rate will be updated with any revisions to federal mileage rates.

Mileage can only be claimed on additional vehicles and miles driven outside of normal operations. Mileage cannot be claimed for vehicles that would have been on site prior to the current social distancing guidelines. For additional vehicles, mileage calculations must start at the location of standard operation. For example, if employees normally meet at an office or agreed upon location and then carpool to a site, mileage calculations must start at this office or meeting location. If employees are either starting from or ending at their residence, the employee's normal commute mileage shall be deducted from the expense reimbursement request.

These travel reimbursements are intended to offset additional costs to WMSWCD staff and contractor employees. WMSWCD expects that all travel reimbursements will be redistributed by the contractor company to its employees for direct costs that are incurred by the employees. This mileage reimbursement policy will be rescinded when social distancing and shelter-in-place orders are lifted.

To qualify for additional mileage reimbursement, contractors must communicate any anticipated mileage reimbursement costs to the project lead issuing the work order prior to initiating work. This will ensure that project leads have sufficient resources to cover these expenses.

Invoicing and Operations (for Field Contractors):

WMSWCD is continuing to operate with minimal disruption to normal administrative procedures. WMSWCD employees are currently working remotely, and all administrative processes are continuing to operate in accordance with standard WMSWCD practices, with additional electronic payment processing options now available. Emailing electronic invoices is strongly preferred to mailing paper copies to reduce handling exposure and speed up processing time. *To inquire and learn more about payment and invoicing options please contact Randi Razalenti at randi@wmswcd.org*

How Contractors Can Help During the Coronavirus Pandemic: Field workers use a lot of the same personal protective equipment used by medical professionals. Due to the pandemic, these resources are in short supply. If contractors have a surplus of gloves or other sought-after personal protective equipment, WMSWCD asks that they check with the state of Oregon, at the link below, to see if these meet medical required standards. If so, please consider donating extra supplies to the state's cache for COVID-19 preparedness to help meet the demand of medical professionals on the front line. <https://www.myoregon.gov/2020/03/19/medical-professionals-asked-to-donate-surplus-ppe/>

EMPLOYEE ACKNOWLEDGEMENT

As an employee of West Multnomah Soil & Water Conservation District (WMSWCD), I acknowledge the following:

1. I have received a copy of the Interim Covid-19 Social Distancing Policy (Policy). I understand that the Policy contains important information about options, expectations, and responsibilities while Governor Brown’s “Stay Home, Save Lives” shelter-in-place executive order is active. I understand that the Employee Handbook outlines my responsibilities as an employee of the WMSWCD. I understand that I have the responsibility to read and understand the information in the Handbook, and to ask my supervisor for clarification of any information I do not understand. I also understand that a copy of the Policy is available to me at any time to review on the network Shared Drive within the S:\A_OFFICE CLOSURE 2020 REFERENCE MATERIALS folder.
2. I understand that the WMSWCD has the right to change, modify, add to, substitute or eliminate, interpret and apply, in its sole judgment, the policies, rules, and guidelines described in this Policy as additional information is made available. I understand that should the content be changed in any way, WMSWCD will notify me and may require an additional signed acknowledgement from me to indicate that I am aware of the changes.
3. I understand that if I am asked to conduct field work and am unable or unwilling to do so, WMSWCD will work with me to provide remote work to conduct, in lieu of field work, while Governor Brown’s “Stay Home, Save Lives” shelter-in-place executive order is active.
4. I understand that this policy will be rescinded when social distancing and shelter in place orders are lifted.
5. I acknowledge that I have asked for and received clarification on any of the items listed on this acknowledgement form that I did not understand, prior to signing.

Employee Signature	Date

Employee Name

The original of this document will be kept in the Employee’s personnel file. A copy will be provided to the Employee upon request.