TO: All Employees

FROM: Name (Title)

DATE:

SUBJECT: Water District Protocol for the Coronavirus (COVID-19)

**Water District Protocol for the Coronavirus (COVID-19)**

While the world around us is reacting to the Coronavirus (COVID-19), we must understand that providing safe drinking water is an essential service for the communities and customers we serve. As such, we must maintain common sense while preparing any potential impact.

To our communities and customers, we must reinforce that our product is safe for consumption and cleansing. The EPA has reinforced that our disinfection process is effective in neutralizing COVID-19. The COVID-19 virus has not been detected in any of the nation's drinking-water supplies. Based on current evidence, the risk to water supplies is low. Americans can continue to use and drink water from their tap as usual.

For Water District operations, our goal is to provide you a safe workplace while providing our essential service to the community. To that effect, all employees are considered essential in meeting our mission. While, as of this writing, no COVID-19 cases have been reported in our service area, the Water District has established these requirements to deal with COVID-19.

1. Employees who have been exposed to COVID-19 or who exhibit the symptoms of COVID-19 **shall not come to work**. COVID-19 symptoms may include the following: fever; cough; shortness of breath.
2. **Exposed Employee**: Employees should report potential exposure to the Human Resources Administrator, so that risk to other employees may be assessed. If you believe you have been exposed to this virus, you will be asked to self-isolate for 14 calendar days (to include up to ten (10) working days) and monitor for any symptoms of illness. An employee who has potentially been exposed to COVID-19 and has self-isolated may return to work after 14 calendar days if they did not develop any symptoms or illness.
3. Employees who exhibit symptoms or are diagnosed with COVID-19: It is critical that employees do not come to work while they are experiencing the symptoms described in Item 1. Employees shall stay home until at least 24 hours after they are free of fever or signs of a fever without the use of fever-reducing medications. If an employee is diagnosed and laboratory­ confirmed with COVID-19, the Water District may require the employee to submit two negative lab tests for the COVID-19 virus taken 24 hours apart before returning to work. These would be conducted by the employee's healthcare provider.
4. Sick Leave may be used for each item discussed above.
5. The Leave Bank will be made available to employees who have exhausted available leave due to COVID-19.

The Water District understands that family members may become seriously ill from COVID-19. Therefore, if a family member becomes seriously ill from COVID-19, the Water District's policy regarding Family and Medical Leave, as defined in Operating Policy.

The precautions taken by our community have placed stress on all families. Managers will work with you regarding scheduling needs to address family and childcare. To minimize exposure, children should not be brought to the office. In addition, all employees should utilize proper cleanliness including washing hands frequently, maintaining clean work environment, and limiting face to face interactions with others when possible.

Through this COVID-19 outbreak, we will continue to monitor the effects and adjust our operations as needed to maintain the service our community expects. This may require each of you to do different tasks. If the number of employees affected becomes significant, you may be required to cancel any planned annual leave.

Thank you again for your dedicated service as we work through this unfortunate situation. We will continue to communicate with you as this challenging situation evolves. I encourage you to obtain your facts from the CDC website <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>or the Kentucky's Department of Public Health <http://www.kycovid19.ky.gov> . Do not rely on social media or media outlets for information.