



Infectious Disease & COVID-19 Emergency Response Plan

Last updated: March 24, 2020

Section I. Introduction

Background Information

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. Infectious disease emergencies may include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., COVID-19, SARS, avian influenza), and bioterrorism. The circumstances of infectious disease emergencies may vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality (bioterrorism), and many others. Public health measures to contain such outbreaks are especially important for diseases with high morbidity or mortality and limited medical prophylaxis and/or treatment.

Purpose and Intended Use for This Plan

As local government employees, our daily roles and responsibilities directly impact the lives of the people who live, work, and visit our service area. As a Disaster Service Worker, during a declared emergency or disaster, we may need to change our normal scope of duties or routines to fulfill an unexpected need. However, the District will never ask its employees to perform duties for which they have not received adequate training.

The purpose of the Infectious Disease Emergency Response (IDER) Plan is to contain an outbreak of disease caused by an infectious agent or biological toxin or respond to other infectious disease emergencies as defined above. This risk minimization and outbreak response

plan has been developed by the Summerland Sanitary District (District) to best protect its employees against the risk (current and future) posed by infectious diseases. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of infectious diseases, and 2) to maintain critical operations of the District if infectious diseases becomes established in the District service area.

Following the introduction, this plan has three major sections.

- **Section II: Precautionary Measures to Reduce the Spread of Illness in the Workplace** identifies precautionary measures that both the District and its employees can implement now to minimize the risk of workplace exposure to infectious diseases.
- **Section III: Tiered Plan for Maintaining District Operations** provides a tiered risk-level approach to modifying District operations while minimizing employee risk of workplace exposure to infectious diseases and spread to others within and outside the office, and to maintain critical District operations should an outbreak of infectious disease occur in the District service area.
- **Section IV: References** provides the websites from which much of the information herein was obtained

Section II. Precautionary Measures to Reduce the Spread of infectious diseases in the Workplace

The following is a list of actions recommended by the CDC and other health authorities that Management should consider implementing presently to reduce their risk of contracting infectious diseases and to reduce its spread should they, or others they interact with, contract a communicable disease.

Precautionary Actions for Immediate Implementation by District Employees

All employees should practice the following etiquette and related practices to minimize their risk of contracting and spreading infectious diseases.

- Maintain 6 feet or greater distance between yourself and anyone. Avoid close contact with people who are sick.
- Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
- Wash your hands frequently with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer with at least 60% alcohol.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs.
Use disinfecting wipes to wipe-down common-surface places, where appropriate.
- Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.
- Check the “CDC’s Traveler’s Health Notices” [<https://wwwnc.cdc.gov/travel>] for the latest guidance and recommendations before you travel to other countries. Avoid travel to level 3 and 4 countries until the CDC has indicated that it is safe to do so.
- Do not travel by airplane, bus, cruise ship, or other means with large numbers of people if you are experiencing symptoms of acute illness.

Precautionary Actions for Immediate Implementation by District Management

- Stay aware of the latest information on the infectious diseases outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.
- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace.

Section III. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change if an infectious disease becomes an epidemic surrounding the District service area.

The objectives for this portion of the plan are to:

- 1) best protect employees against the spread of infectious diseases, and
- 2) maintain wastewater treatment operational for the community.

The plan for maintaining District operations is tiered based on the infectious disease risk level surrounding the District service area, as discussed in greater detail below.

Risk Level 1: *Continued Increases in the Number of Confirmed Cases of Infectious Disease in the United States and California, and no Confirmed Cases in Santa Barbara County and Surrounding Counties.*

Under Risk Level 1, the risk to employees of contracting an infectious disease is low, and thus the District shall conduct normal business operations, with the addition of implementing the precautionary measures identified in Section II of this Plan.

Risk Level 2: *Continued Increases in the Number of Confirmed Cases of an Infectious Disease in the United States, California, and few Confirmed Cases in Santa Barbara County and/or Surrounding Counties.*

Under Risk Level 2, the risk to employees of contracting an infectious disease remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, Santa Barbara County, and surrounding counties.

In addition to the actions being implemented under Risk level 1, including the precautionary measures identified in Section II of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following.

- Disinfect identified surfaces and bathrooms more frequently.
- Supplement through employee efforts to sanitize identified administrative office surfaces on days that the cleaning service does not do so.
- Remove and dispose of gloves and wash hands prior to eating or touching common-surface places within the office.
- Limit routine in-person meetings in favor of conference calls.
- Ensure all supplies for wastewater treatment operations and PPE equipment are present and fully stocked.
- Staggered work schedule might be implemented.
- If an employee does not exhibit infectious disease symptoms at the beginning of their work shift but begins to exhibit symptoms (e.g., headache and/or upset stomach) at work, the employee should be sent home immediately.

- District Management will coordinate with local agencies including sanitary district agencies to discuss procedures and mutual aid.

At Risk Level 2, District management will start to hold meetings on Risk Level 3 and 4 scenarios, and through these meeting discussions will determine whether the District is ready to implement the necessary modified operations for those higher risk levels.

Risk Level 3: *Continued Increases in the Number of Confirmed Cases of an Infectious Disease in the United States, California, and Numerous Cases in Santa Barbara County and/or Surrounding Counties.*

At Risk Level 3, an infectious disease may be declared an epidemic by the CDC and local government & health authorities as such, the risk of contracting an infectious disease for District employees is no longer low. District Management will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain water service to the public, with the minimal number of employees.

Operational scenarios will now focus on how best to maintain essential services with reduced staff, should one or more District employees contract an infectious disease. Additional operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following:

- Close-down the administrative office to the general public and make services available by phone and email.
- Board meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement practices developed, including staggered shifts, less interaction with homeowners, methods of leaving door notices, etc. to increase physical distance among employees and between employees and the public, as further directed in
- In certain designated areas operators are required to wear PPE, such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to the waste streams (or types of wastes).
- Separate departments and minimize in-person interactions between District administrative and operations employees to the maximum extent possible.
- Within departments, minimize face-to-face interactions and limit one employee per vehicle (no carpool).
- Coordinate by email, phone, and text messages whenever possible and effective.
- At the direction of the General Manager and Board of Directors, certain employees may be directed to perform their duties from home or during a particular shift.
- The District may provide emergency leave on a case-by-case basis.

Risk Level 4: *Initial Confirmed Case(s) of an Infectious Disease Among District Employees.*

Because of the small size of the District, and the close proximity of our working and common areas, one or more District employees (or their immediate family members) being confirmed to have contracted an infectious disease is a situation that poses a relatively high risk to other District employees of transmitting the disease.

- In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 shall include, but not necessarily be limited to, the following:
- Employees not exhibiting symptoms of an infectious disease will be on standby for work activities. All normal provision for standby will remain in effect.
- Any employees reporting to work shall wear a face mask and gloves when interacting with other parties.
- Employee(s) that have contracted an infectious disease (or employees who have family members that have a confirmed infectious disease) will not be allowed to return to work until they can provide a doctor’s note clearing them of infection.
- If an employee has been confirmed to have an infectious disease, their supervisor will inform other employees, using the phone tree, of their possible exposure to an infectious disease, but will maintain confidentiality of the infected employee. All District employees will be closely monitored.
- Board meetings shall be conducted by teleconference rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person contact amount employees and between employees and public.
- Implement all identified minimum essential functions necessary to maintain only essential District services, with essential personnel.

Section IV. References

Websites that contributed information to this plan are listed below. The also serve as reference sites for employees to obtain further information about infectious diseases:

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.osha.gov/Publications/protect-yourself-pandemic.html>
- <https://www.mayoclinic.org/diseases-conditions/infectious-diseases/symptoms-causes/syc-20351173>
- <https://www.osha.gov/SLTC/covid-19/controlprevention.html#solidwaste>

Attachment A

Action Plan Implemented at Summerland Sanitary District

Monday March 16, 2020

District Management and the Board of Directors declared Risk Level III and Implemented the following staggered work schedule:

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Plant	Eduardo	Noe	Noe	Alfonso	Alfonso	Mike	Eduardo
Office	Marjon	Marjon	Mike				

Attention:

- Wipe down areas touched with disinfectant, including doorknobs, desks, chairs, kitchen, dining table, etc. before going home.
 - All staff will remain on standby and must be available 24/7.
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Tuesday March 17, 2020

A Public Announcement Notice was posted at the District office and placed at the District website informing the public that District Office was closed and that the District is only available by phone and email. (See attachment 1)

Friday March 17, 2020

Strict operational procedure guidelines were implemented to reduce the risk of infection of operational and administrative staff when handling and working around wastewater. (See attachment 2)

Tuesday March 24, 2020

Posted Notice to Public at Post Office and the District advising to not flush wipes, paper towels and similar products down toilets since it clog sewers and cause backups and overflows at wastewater treatment facilities. (See attachment 3)



Public Announcement:
Our Office is Closed Until April 1, 2020
due to precautions measurements regarding the Corona
virus (COVID-19)

We will be conducting all business over the phone:

805-969-4344

via email: info@summerlandsd.org

or online: www.summerlandsd.org

You will now find teleconferencing information on agendas to allow any member of the public the opportunity to participate remotely in our meetings.

Our top priority is to keep employees, partners, contractors and vendors safe and healthy so we can continue to serve our customers. We are making numerous changes to accomplish this - including a staggered/reduced work schedule for our employees, remote participation in public meetings, and engagement with vendors.

Additionally, increasing cleaning and disinfection at our work areas. Some of the changes may cause temporary inconveniences and we ask for your understanding during these extraordinary times.

Summerland Sanitary District will continue to follow the recommendations of the California Department of Public Health (CDPH), the Centers for Disease Control and Prevention (CDC) and the Santa Barbara County Department of Public Health, in addition to adhering to local and global guidelines and recommendations.

Santa Barbara 24-hr COVID-19 Call Center Number: 1-833-688-5551

County of SB COVID-19 Informational website:

WWW.PUBLICHEALTHSBC.ORG



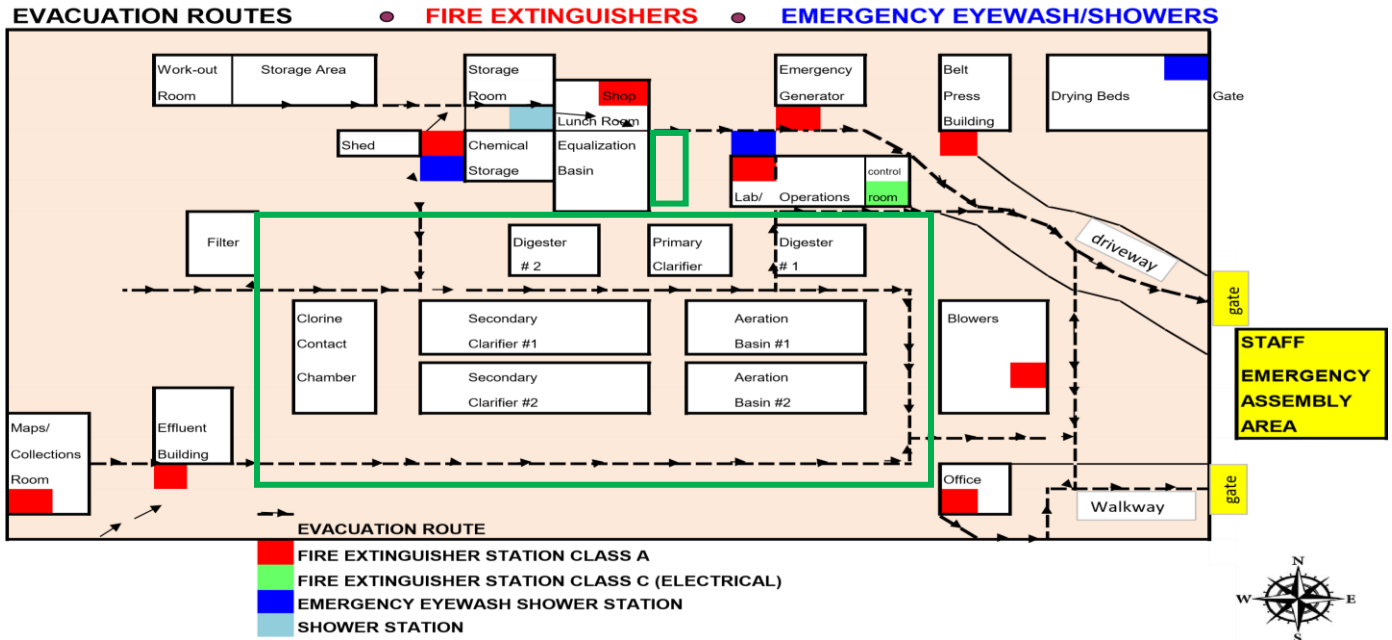
To be implemented immediately:

COVID-19 Operational Procedure Guidelines

During the COVID-19 pandemic the Summerland Sanitary District has implemented operational procedure guidelines to reduce the risk of infection of operational and administrative staff when handling and working around wastewater. The guidelines listed below are to be performed by the operator on duty.

- Gloves must always be worn during work shift.
- Hands must be washed with soap for 20 seconds after removing gloves, or before putting on a new set of gloves.
- Face mask and safety glasses must be worn when operator is within PPE area listed on the SSD COVID-19 PPE boundary map.
- Face mask, safety glasses and Face shield must be worn when handling wastewater samples, or hosing down tanks.
- Restroom, workshop and operations building floors must be disinfected with bleach and mopped when arriving at work and before leaving home.
- All countertops, doorknobs, computer mouse/keyboard, refrigerator handles, paper towel dispensers, chairs, toilet and any surfaces touched by the operator on duty must be wiped down with disinfectant when arriving to and leaving work.
- Operator must change into regular clothes and bag work clothes to take home and wash. When washing clothes, a small portion of bleach is required to properly disinfect clothes. Work boots must be kept at work.

SSD COVID-19 PPE BOUNDRY MAP



EMERGENCIES: CALL 911 -- SHERRIF: 805-684-4561 -- SANSUM MEDICAL CLINIC: 805-566-5080



= PPE REQUIRED AREA

Public Advised to NOT Flush Disinfecting Wipes, Paper Towels Down Toilet – Throw Them Away Instead



[Announcement from the State Water Resources Control Board](#)

While the State Water Board and other public agencies encourage Californians to follow the [Centers for Disease Control recommendations](#) to clean surfaces with disinfecting wipes to reduce the spread of COVID-19, **it is important to discard those items in the trash, not the toilet.**

Flushing wipes, paper towels and similar products down toilets will clog sewers and cause backups and overflows at wastewater treatment facilities, creating an additional public health risk in the midst of the coronavirus pandemic. Even wipes labeled “flushable” will clog pipes and interfere with sewage collection and treatment throughout the state.

Wastewater treatment facilities around the state already are reporting issues with their sewer management collection systems. These facilities are asking state residents to not discard wipes in the toilet, but instead to throw them in the trash to avoid backups and overflow. Most urban centers are on centralized sewage collection systems depend on gravity and enough water flow to move along human waste and biodegradable toilet paper. The systems were not designed for individual nylon wipes and paper towels. [The wipes and paper towels do not break down like toilet paper, and therefore clog systems very quickly.](#)

Wipes are among the leading causes of sewer system backups, impacting sewer system and treatment plant pumps and treatment systems. Many spills go to our lakes, rivers, and oceans where they have broad ranging impacts on public-health and the environment. Preventing sewer spills is important, especially during this COVID-19 emergency, for the protection of public health and the environment.

Please, do not flush disinfectant wipes or paper towels down the toilet!

Thank you on behalf of Summerland Sanitary District.