



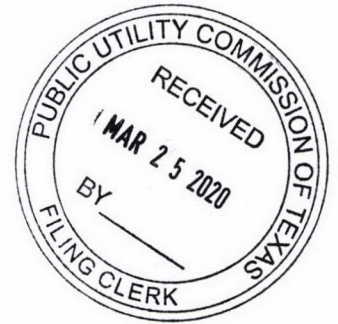
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East Fork Special Utility District



Emergency Response Plan

Coronavirus-COVID19

2020

This Emergency Response Plan, known hereafter as 'the plan', is intended to offer guidance in decision making to **East Fork S.U.D.** staff and management during an outbreak of an infectious disease. It has been specifically prepared in response to the threat of a possible outbreak of Coronavirus -COVID19 but its attributes may be used in response to other situations as well. It contains some specific steps to be taken prior to and during an outbreak. Following these steps and other prudent actions as instructed by health officials should minimize the chance of **East Fork S.U.D.** staff becoming infected. The Plan however will not offer complete protection from the COVID19. Therefore, employees must remain vigilant against it and take steps to protect themselves.

Employees concerned with chemical/PPE supplies should always be aware of conditions affecting the work forces of suppliers as well as the work force at the district. (Please see: Critical Chemicals/Supply section of the plan)

Note: This plan is not comprehensive and should be considered a guide if implemented. It may become necessary to modify this plan if it becomes inadequate or restrictive to operations during a pandemic event.

Precautionary Steps (Prior to Outbreak):

Education: All **East Fork S.U.D.** staff should educate themselves on prevention of the COVID19 infection and the symptoms associated with it. Some resources for Coronavirus education are www.cdc.gov/coronavirus/2019, www.dshs.texas.gov.

Monitor your own condition:

All **East Fork S.U.D.** employees should monitor their own condition. If an employee notices symptoms consistent with a COVID19 infection in themselves and/or an immediate family member(s) they should take exceptional precautions to insure they do not infect other employees. For clarification, if an employee **believes** they may have been or has been infected, due to their own symptoms or those of someone they are in close contact with, they should not risk infecting other employees by coming to work. Anytime an employee is running a fever of 100 degrees or higher they should **not** come to work.

Symptoms of Coronavirus include:

- Fever (100.4° F [37.8° C] or greater using an oral thermometer)
- Cough
- Shortness of breath

Symptoms may appear anywhere from 2 to 14 days after exposure to COVID19.

Recovery from COVID19 depends on the patient's immune response.

Educate yourself about Coronavirus. One of the greatest weapons we can wield against COVID19 is an educated populous.

This 5 minute summary from CDC provides a brief but well explained overview:

<https://www.youtube.com/watch?v=drMw2evwMFA>

Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses. Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person. According to the CDC, COVID19 can be contracted:

- Between people who are in close contact with one another (within about 6 feet)
- Via respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Per CDC: There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.

- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- **Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.**
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

All healthcare facilities must ensure that their personnel are correctly trained and capable of implementing infection control procedures; individual healthcare personnel should ensure they understand and can adhere to infection control requirements.

Monitor Outbreak status:

The **East Fork S.U.D.** staff should monitor the status of any outbreak using all available resources. Some resources include www.cdc.gov , www.dshs.texas.gov , as well as local TV and Radio station websites and broadcast.

Reactionary Steps (During a Declared Pandemic):

Note: It may not be necessary to initiate any or all of the following portions of the plan if a declared pandemic is not prevalent in the immediate area. The individual portions of the plan may be implemented as needed. Management and staff should use any information available to them, including input from health officials, in deciding when to implement all or any parts of the plan.

1. Monitor your own condition:

All **East Fork S.U.D.** employees should monitor their own condition. If an employee notices symptoms consistent with a Coronavirus infection in themselves and/or an immediate family member(s) they should take exceptional precautions to insure they do not infect other employees. For clarification, if an employee **believes** they may have been or has been infected, due to their own symptoms or those of someone they are in close contact with, they should not risk infecting other employees by coming to work. Anytime an employee is running a fever of 100 degrees or higher they should **not** come to work.

2. Critical Chemicals:

In order for **East Fork S.U.D.** to produce high quality potable water certain chemicals are required. In the event a pandemic is declared all Chemical and Personal Protection Equipment (PPE) stocks should be topped off and kept at the highest practical levels.

Employees concerned with supplies should always be aware of conditions affecting the work forces of suppliers as well as the work force at the district. Conditions that may affect the supplier's work force can differ from those that affect the district.

One example: A large Flu outbreak during an outbreak of Coronavirus may overwhelm the health care system as it tries to differentiate between the two in individual cases. Patients with certain Flu strains present with the same symptoms as COVID19 patients so testing is necessary to determine which is present. The time taken to determine could result in quarantine of the workforce at chemical suppliers disrupting service. This may lead to elongated delivery times.

This is only one example of many possible scenarios that could affect crucial supplies. Additional inventory of critical chemicals and supplies, when safe to do so, should be stored during infectious disease outbreaks.

Supply Reserves:

CHEMICALS/PPE (By Priority)	Minimum Supply Amount To Be Kept On Hand
Chlorine Gas	600 pounds
LAS	
Bleach	
Rubbing Alcohol	
HTH (Powder Chlorine)	30 Pounds
Rubber Gloves	

Critical Chemical/Supply deliveries:

During a pandemic it will be necessary to receive deliveries of critical chemicals and supplies. The delivery process presents an avenue of infection to the staff and to chemical truck drivers. Drivers from different areas of the country will be coming to the plant to make deliveries. It may be determined necessary to minimize the interaction between drivers and staff. One way to achieve this minimization is allow the drivers to only access predetermined areas of the office. The following is an example plan:

- No person to person contact should be allowed between drivers and staff. This includes hand shaking and other forms of touching.
- Staff and drivers should only interact outside, never be in the same room, and should keep a minimum distance of 10 feet between each other.
- Staff must wear surgical mask and gloves when interacting with drivers.
- Drivers must use the restroom facilities located near the Bleach delivery station and not be allowed into any other area of the plant. (The restroom must be thoroughly disinfected after the driver leaves.)
- Drivers should be directed to the relative chemical storage site immediately upon arrival and should only be allowed access to that point and the designated restroom.
- When signing paperwork, the driver should place the paperwork on a table or other object outside and then the receiving staff member should sign it while wearing gloves. The paperwork must be disinfected using spray disinfectant and then stored in a specific container until enough time has passed that the particular contagion will have deactivated naturally. Staff members must remove the gloves in a sanitary way and discard them properly.
- The driver should leave the facility immediately and not spend idle time at the plant.

3. Safe Practices for staff at Work:

- a. **East Fork S.U.D.** will keep a stock of Hand sanitizer, spray disinfectant, surgical masks, antimicrobial soap and gloves. All employees should wear gloves and mask while working during a verified risk of infection event.
- b. Anytime an employee uses the rest room facilities or kitchen area they should disinfect all surfaces they will contact prior to and immediately after use.
- c. Employees should wash their hands anytime they have removed their gloves and replace the gloves with a fresh pair.
- d. Always sneeze and cough into a tissue and discard the tissue immediately and properly.
- e. Avoid, at all times, contact between your hands and your mouth, eyes, nose and other openings in the body including cuts and scrapes. Immediately disinfect cuts and scrapes and bandage them. Keep cuts and scrapes bandaged until completely healed.

- f. Always disinfect all control room, Laboratory and other commonly used, work surfaces immediately upon arrival to start a shift and on the way out at the end of a shift.

4. Dual shifts:

To minimize the amount of person to person contact, during a pandemic, the company may implement a dual shift operation with a 30-minute in-between shifts. The morning shift operator should disinfect all surfaces he has contacted during his shift such as Computer keyboards, lab counter tops, rest rooms and kitchen area. Then leave the office prior to arrival of the night shift operator. The night shift operator will disinfect all surfaces immediately upon entering the building for the start of their shift. The same procedure will be followed at the end of the night shift. Communication should happen via phones and email rather than written notes. All operators should check there email frequently, both when on duty and off duty, during an outbreak. Any bulletins sent by management will be sent either through text or email or both.

5. Reduced Workforce plan:

During a declared pandemic the work force at **East Fork S.U.D.** and its suppliers could be reduced due to the health status of those employees. In cases of a reduced workforce, schedules should be worked out via phone and email if available to lessen the need for face to face contact. Below is an example of a 3-operator rotation schedule. Staff should decide on times for arrival and departure of the office, by individual operators, prior to implementation of a reduced workforce schedule. Communication will be imperative to ensure minimal person to person contact.

Note: If at any time the work force is affected by an outbreak TCEQ should be notified (see emergency phone numbers)

Example 3 operator rotation:

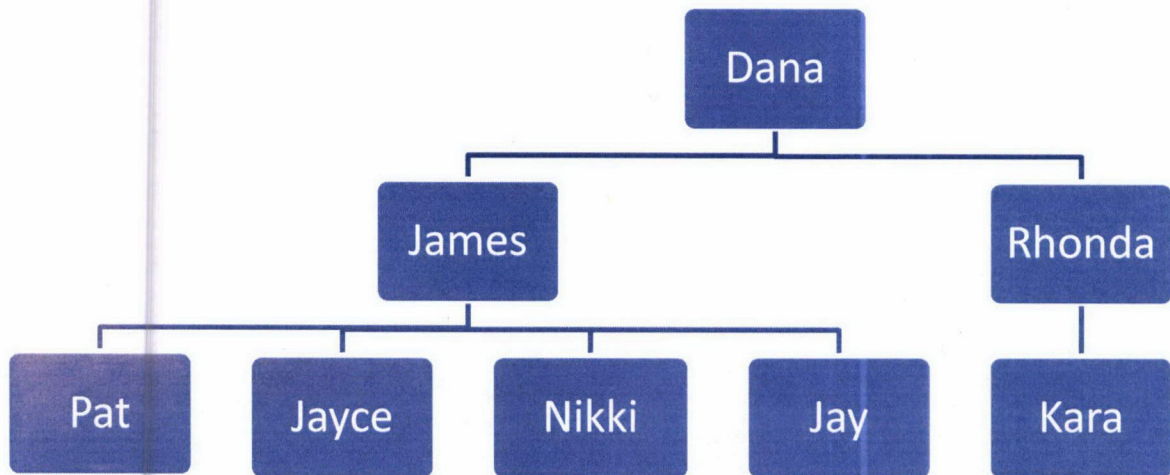
Month _____

M	T	W	T	F	S	S
						1 Op 1 Op2
2 Op 1 Op2	3 Op1 Op3	4 Op1 Op3	5 Op2 Op3	6 Op2 Op3	7 Op2 Op1	8 Op2 Op1
9 Op3 Op1	10 Op3 Op1	11 Op3 Op2	12 Op3 Op2	13 Op1 Op2	14 Op1 Op2	15 Op1 Op3
16 Op1 Op3	17 Op2 Op3	18 Op2 Op3	19 Op2 Op1	20 Op2 Op1	21 Op3 Op1	22 Op3 Op1
23 Op3 Op2	24 Op3 Op2	25 Op1 Op2	26 Op1 Op2	27 Op1 Op3	28 Op1 Op3	29 Op2 Op3
30 Op2 Op3	31 Op2 Op1					

Chain of Command

- The chain of command (COC) is subject to change during an outbreak due to the health of individuals within the COC. The Organizational chart below will serve as the COC as long as all Staff members remain available for decision making. If top level individuals become incapacitated the next level becomes responsible for decision making. In the event that both the General Manager and Systems Manager are unavailable the operator with the most seniority has the authority to make decisions related to operations.

Note: If at any time the COC is affected by an outbreak TCEQ should be notified (see emergency phone numbers)



7. Emergency Phone Numbers:

Name:	Position:	Cell:	Email:
Dana Andrews	General Manager	(214) 537-0242	Dana@eastforksud.com
James Hammes	Systems Manager	(214) 325-1192	James@eastforksud.com
Pat Duval	Systems Operator	(214) 325-1191	Pat@eastforksud.com
Jayce Biggs	Systems Operator	(214)-325-1193	Jayce@eastforksud.com

Note: Anytime any portion of this plan is implemented the **TCEQ** should be notified via phone call or Email to at least one of the following **TCEQ** representatives.

(In order of priority)

Name:	Position:	Phone Number:	Email:
Cari-Michel La Caille	Water Supply Director	(512) 239-6479	Cari-Michel.LaCaille@tceq.texas.gov
Patricia Wise	Water Supply Assistant Director	(512) 239-2240	Patricia.Wise@tceq.texas.gov
Michele Risko	Drinking Water Standards Manager	(214) 325-1191	Michele.Risko@tceq.texas.gov

Note: This plan is not comprehensive and should be considered a guide if implemented. It may become necessary to modify this plan if it becomes inadequate or restrictive to operations during a pandemic event.