

**WOODINVILLE WATER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 3958**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
WOODINVILLE WATER DISTRICT, KING COUNTY, WASHINGTON,  
AUTHORIZING THE GENERAL MANAGER TO IMPLEMENT THE  
DISTRICT "PANDEMIC AND PUBLIC HEALTH EMERGENCY  
RESPONSE AND RECOVERY" POLICY RELATING TO THE COVID-19  
VIRUS.**

**WHEREAS**, on January 31, 2020, the Secretary of the United States Department of Public Health and Human Services, Alex Azar, declared a public health emergency to aid state health departments' efforts to curb the spread of the novel coronavirus known as COVID-19;

**WHEREAS**, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring that a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State, and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented;

**WHEREAS**, on March 1, 2020, King County Executive Dow Constantine signed a Proclamation of Emergency due to the number of confirmed cases of COVID-19 in King County, thereby enabling the government of King County to take extraordinary measures in response to the presence of COVID-19 in King County;

**WHEREAS**, the District provides critical water and sewer services to customers located within the District's boundaries, which services are essential for public health and safety; and

**WHEREAS**, the District Board of Commissioners desires to formally adopt policies and measures that may be taken as determined appropriate by the District to protect the health, safety and welfare of the District's customers, employees and the general public residing within areas served by the District; now, therefore,

**BE IT RESOLVED**, by the Board of Commissioners of Woodinville Water District, as follows:

The District hereby adopts the "Pandemic and Public Health Emergency Response and Recovery Policy" (the "Pandemic Policy") attached hereto as Attachment A and dated March 17, 2020 and the General Manager is hereby authorized to implement the Pandemic Policy provisions until such time as the current emergency has ended or is otherwise directed by the Board of Commissioners.

**ADOPTED** by the Board of Commissioners of Woodinville Water District, King County, Washington, at a regular open public meeting held on the 17th day of March, 2020.

Attest:



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Pamela J. Maloney - President



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Chuck Clarke - Vice President

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Dale Knapinski - Secretary

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Dale Knapinski - Secretary



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Tim Schriever - Commissioner



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Karen Steeb - Commissioner



## WOODINVILLE WATER DISTRICT

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### COMMISSIONERS

Chuck Clarke  
Dale Knapinski  
Pamela J. Maloney  
Tim Schriever  
Karen Steeb

### GENERAL MANAGER

Patrick Sorensen

From: Patrick Sorensen, General Manager  
To: All Staff

March 17, 2020

Title: Pandemic and Public Health Emergency Response and Recovery Policy

1. **PURPOSE:** The purpose of this policy is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the Woodinville Water District and/or pose a risk to the health or safety of staff and the community at large.
2. **SCOPE:** This policy applies to all District departments and employees. The District retains the right to modify or cancel the provisions of this policy at any time.
3. **DEFINITIONS:**
  - A. Closure Pay: Payment of regular wages and benefits during closure of District facilities in the event of a pandemic, outbreak, or proclamation of a public health emergency.
  - B. Outbreak: A widespread occurrence of an infectious disease in a community at a particular time with a hospitalization and/or mortality rate significantly higher than the common flu.
  - C. Pandemic: A disease that is prevalent over a region, country, or the world.
4. **REFERENCES:**
  - A. Chapter 7.05 RCW – Local Health Departments
  - B. Chapter 7.08 RCW – Combined City-County Health Departments
  - C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
  - D. RCW 38.52.070 – Emergency Powers
  - E. Chapter 8.30 KMC – Emergency Operations Plan
  - F. Woodinville Water District Emergency Response Plan
  - G. Woodinville Water District Personnel Policies
  - H. Washington Department of Health: [doh.wa.gov](http://doh.wa.gov)
  - I. Public Health – Seattle & King County: [www.kingcounty.gov/depts/health.aspx](http://www.kingcounty.gov/depts/health.aspx)
5. **POLICY:** It is the policy of the Woodinville Water District to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and District staff is a top priority and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.
6. **PROCEDURES:** The following procedures are established to minimize disease exposure and maintain

continuity of District operations in the event that a pandemic becomes a threat to the health or safety of District employees, their families, and the community at large.

- A. Declaration of Pandemic and/or Public Health Emergency: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or King County/Seattle Public Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The District will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.
- B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.
- C. Proclamation of Emergency/Disaster Due to Pandemic: Upon the State’s proclamation of emergency/disaster due to pandemic, the following shall apply:
  - i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.
  - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise prohibited by law, the employee shall be required to utilize accrued leave, if any, pursuant to adopted Personnel Policies if they are sent home due to symptoms of an illness.
  - iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable incubation period determined by the appropriate health authority) or are deemed no longer infectious by a medical professional.
  - iv. Except as otherwise prohibited by law, employees may use any paid leave available (sick, vacation leave, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from illness. Employees may use any accrued time off, including sick leave and vacation, for any COVID-19 related absence. On a case by case basis, the District may allow an employee to borrow additional paid time off from

future accruals of paid time off account for up to 40 hours. Such an arrangement must be pre-approved by the General Manager, and the District Employee must confirm in writing that the District Employee understands and agrees that any additional paid time off over what the District Employee has already accrued must be replaced in the District Employee's paid time off account through future accrual of paid time off as soon as possible (i.e., with the first paid time off the District Employee accrues).

- v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use any paid leave available (sick, vacation leave, compensatory time, or floating holidays), to care for the child.
- vi. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use any paid leave available (sick, vacation leave, compensatory time, or floating holidays) for the period of quarantine.
- vii. At the discretion of the General Manager or his/her designee, may alter its business practices, hours of business, employee work schedules, and services provided. Examples of potential measures that could be taken by the General Manager include but are not limited to:
  - a. The District may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.
  - b. Reduced Reception and Front Counter Service: The District may alter how it conducts business with the public by limiting or halting services at counters/areas of the District and other facilities where front-line services are typically provided.
  - c. Work Schedules: Some staff may be permitted or assigned to work from home on a case by case basis. Some or all work crews may be staggered or put on standby.
  - d. Full or partial District Closure: District may be partially or fully closed. Work during partial or full closure, work performed by FLSA Exempt and Non-Exempt staff will be subject to the following provisions:
    - 1. In the event Woodinville Water District is closed, Closure Pay will only be made available to staff who are otherwise or normally scheduled to work on the day(s) on which the District is closed. Those who are on a planned absence, such as vacation leave and were not recalled back to work will not receive Closure Pay. Any employee already on sick leave or becomes eligible for sick leave during the closure shall be eligible for Closure Pay upon the earlier of

exhaustion of their sick leave or the date they are physically able to return to work.

2. Fair Labor Standards Act (FLSA) Non-Exempt staff who are called into District Campus (or other District work site) during a closure, for critical District operations will receive Call Back Pay as defined in Section 5.08 of the District Personnel Policy Handbook.
3. FLSA Exempt employees shall continue to receive their normal salary during a District closure, regardless of whether they are able to work from home.
4. FLSA Exempt managerial staff who are needed to work during a District closure will receive one hour comp time for each hours worked. For purposes of this policy, “exempt managerial staff” are those exempt employees who report directly to the General Manager.