**OBJECTIVE:**  To maintain water, wastewater, and stromwater utility core functions and minimize the transmission of the virus across the divisions.

**PROTECTIVE MEASURES**

* Restrict public access to the Operations Center
* Hand washing regularly with soap and hot water regularly
* Provide hand sanitizer for use between hand washing
	+ Supply is limited for field use
	+ New wall mounted stations were added to all 3 buildings yesterday by Facilities
* Maintain minimum social distancing of 6’ between all staff as much as practical
* Staggering lunches
* Sanitize work trucks and field equipment
* Sanitize workstations, cell phones, and filed tools
* Assign alternative reporting locations to each division
* Direct staff to quarantine at home immediately if any signs or symptoms occur
* Unplug the ice machine

**WATER DIVISION**

**Core Functions:**

* Regulatory Compliance Sampling – Weekly Total Coliform, Weekly pH and Quarterly Lead & Copper Rule, Quarterly Disinfection By-Products, Semi-annual Lead and Cooper Home Monitoring (HIGH PRIORITY)
* Customer Service calls – leaks, pressure issues, discolored water (HIGH PRIORITY)
* Boil Water Notifications (HIGH PRIORITY)
* Customer Service calls – leaks, pressure issues, discolored water (HIGH PRIORITY)
* Emergency leak repairs (HIGH PRIORITY)
* Emergency locates (HIGH PRIORITY)
* Telemetry monitoring and control, respond to SCADA alarms (HIGH PRIORITY)
* CIP tie-ins/projects
* Utility Billing issues/test requests
* Annual CCR Compliance
* Operate AMI systems, ensuring connectivity, provide for billing reads
* Analytical projects using AMI data

**Staffing Levels:**

A minimum of a 5-person crew will be needed to safely carry-out field Operations.

A minimum of 1 person to carry-out one day per week Water Quality Sampling.

**Telecommuting:**

* (Insert Employee Name) will be telecommuting unless needed in the EOC
* (Insert Employee Name) will be telecommuting, available for EOC functions.
* Possible application Water Division SCADA Telemetry staff who can carry-out duties from home.

**Remote Access Needs:**

* Supervisors, meter tech, and superintendent would need access to Cayenta, Sensus analytics.  All would need access to Gresham Maps, ADP, possibly Y:drive
* (Insert Employee Name) – E-Time and network folders
* (Insert Employee Name) - Cayenta, Sensus, network folders, GIS

**Ideas to reduce the spread of COVID 19:**

Split crew up on one-week or two-week cycle.  Use separate vehicles, perform meetings outdoors or larger spaces at OPS / morning prep meetings outside, limit groups in building. stagger lunch times and such.

**STORMWATER DIVISION**

**Core Functions:**

* NPDES compliance duties (HIGH PRIORITY)
* Emergency stormwater response (HIGH PRIORITY)
* Spill response (HIGH PRIORITY)
* Customer service calls (HIGH PRIORITY)
* Emergency locates
* CIP projects

**Staffing Levels:**

A minimum of a 6-person crew will be needed to safely carry-out field Operations.

One employee to continue Vac Truck On-call duties as scheduled. Shared between Stormwater & Wastewater staff.

Two employees to operate Storm Cleaner-Vac truck to ensure we will meet NPDES permit.

Three employees to respond to emergency locates, sinkholes & other emergencies as needed. When not responding staff would continue with citizen phone calls, CCTV inspections, routine locates.

**Telecommuting:**

None

**Remote Access Needs:**

Supervisors, and superintendent would need access to Cayenta, Sensus analytics.  All would need access to Gresham Maps, ADP, possibly Y:drive

**Ideas to reduce the spread of COVID 19:**

**WASTEWATER DIVISION**

**Core Functions:**

* Emergency sewer back-ups (HIGH PRIORITY)
* Emergency lift station back-ups (HIGH PRIORITY)
* Emergency sewer repairs (HIGH PRIORITY)
* Emergency locates (HIGH PRIORITY)
* CCTV investigations
* Customer service calls
* AMI data for wastewater billing
* Manual and special case utility billing work

**Staffing Levels:**

A minimum of a 5-person crew will be needed to safely carry-out field Operations.

* Two employees to operate a sewer cleaner-vac truck for backups or lift station response.
* Three to respond to emergency sewer repairs.  If not responding to repairs:  staff can respond to emergency locates, CCTV investigates, sewer related citizen phone calls and mapping and record keeping.

**Telecommuting:**

None

**Remote Access Needs:**

Supervisors, and superintendent would need access to Cayenta, Sensus analytics.  All would need access to Gresham Maps, ADP, possibly Y:drive

**WWTP**

**Core Functions:**

* Maintain WWTP Operation and permit compliance (HIGH PRIORITY)

**Staffing Levels:**

* (Insert Employee Name) will be available on site at the Thickener Building acting as a liaison with Jacobs
* Jacobs is responsible for COOP planning per O & M Contract

**Telecommuting:**

* (Insert Employee Name) will be telecommuting
* (Insert Employee Name) will be telecommuting

**Remote Access Needs:**

Both require access to the City network to access IPP documents

**PARKS**

**Objective**: To provide a safe, sanitary place for citizens to get outdoors for their well-being during this crisis. Provide the public, including disadvantaged people, access to drinking water, restroom facilities and transportation corridors. To maintain the public’s investment in the infrastructure of 33 Parks i.e. buildings, amenities, trees, irrigation systems, hardscape and landscapes. To continue the management of over 720 acres of greenspace and natural areas that are critical for water quality, air quality and habitat.

**Core Functions:**

* Provide backup labor and equipment resources to all other public works divisions.
* Inspect and respond to hazards i.e. biohazards, broken glass, unsafe conditions, chemical spills, drug paraphernalia etc.
* Removal and pruning of hazard trees
* Maintain sanitary conditions at all Park’s facilities including cleaning restrooms, sanitizing drinking fountains, cleaning shelters.
* Inspect, and repair playgrounds and play equipment.
* Removing garbage, litter/debris.
* Mowing high grass for fire hazard mitigation.
* Inspect and repair drainage on Park lands, parking lots and play areas including culverts, CB, and area drains.
* Inspect and maintain over 17 light vehicle and pedestrian bridges.
* Maintaining and repairing irrigation systems.
* Mowing lawn panels at least two times per month.
* Face to face communication with the public and volunteers.

**Staffing Levels:**

A minimum of an 8-person crew will be needed to safely carry-out inspections, field operations and hazard response.

**Telecommuting:**

The Parks Superintendent can telecommute. All other staff will have difficulty telecommuting, since their core functions include field operations. Some applications staff could work on at home include email, e-time, y-drive and Lucity.

**Remote Access Needs:**

**N/A**

**TRANSPORTATION**

**Core Functions:**

Maintain a safe and effective roadway system

* Spill response
* Road closures
* Emergency street sweeping
* High priority potholes (intersections & potential damage to vehicles)
* Downed stop or pedestrian sign response

**Staffing Levels:**

A minimum of a 5-person crew and one Field Operations Supervisor or Superintendent will be needed to safely carry out field operations.

**Telecommuting:**

Intermittently, Superintendent. Minimal telecommuting can be done by Field Operations Supervisor Senior Public Utility Worker

**Remote Access Needs:**

Superintendent and Field Operations Supervisors (email, GreshamMap2, Ydrive)

**ALTERNATIVE REPORTING LOCATIONS (THESE LOCATIONS MAY CHANGE BASED ON AVAILABILITY AND NEED)**

Alternative reporting locations will be implemented should the need arise to separate each divisions staff should a positive COVID 19 case be confirmed at the Operations Center.

Multnomah County Facility (**TBD**) – Stormwater and Wastewater Collection

Main City park Red Barn – Parks

WWTP Decant Facility – Wastewater Collection

Ops Garnett Building – Stormwater

½ Ops Center Admin Building (half in upper building, ½ in lower building or another satellite location for ½ of team) – Transportation

½ Ops Center Admin Building – Water

**LIMITED OPERATIONS STAFF AVAILABLITY (STAFFING PLANS AND SCHEDULES MAY CHANGE BASED ON NEED AND STAFF AVAILABILITY)**

There are two scenarios that would limit the availability of staff:

1. Mandatory shelter-in-place at home if directed by the State.
2. Increasing numbers of staff infected by the virus.

In either case minimum staffing levels will be met by using existing overtime call out procedures to fill the need. This should meet the current collective bargaining agreement. Core functions will be eliminated on a priority basis should staff availability drop below minimum levels.

**Worst Case Scenario:** If minimum staffing requirements can’t be met an on-duty Rotating Operations Manager (ROM) will be designated to take emergency calls and dispatch service crews to the extent staff is available (similar to current weekend ROM duties).