TO: All Wastewater Collection Staff  
FROM: Chris Bracco, Wastewater Collection Superintendent  
        Daniel Pruden, Wastewater Collection Supervisor  
DATE: March 24, 2020  
SUBJECT: Message to all wastewater collection staff regarding COVID-19

As the world health community continues to monitor and modify the information regarding the spread of the coronavirus disease 2019 (COVID-19) wastewater management has decided to modify how we conduct daily business. Our first order of business is to take care of our employees and provide them with the safest work environment possible. We will do our very best to stay informed on the ever changing information surrounding the COVID-19 pandemic, and report to you the viable information as soon as we receive it. We will also continue to deliver the same high level of service that the residents of Roseville expect of us during this time. Our work is a critical operation and our focus as always, is to protect public health and the environment.

The State Water Resources Control Board (SWRCB) recently issued a reminder that all agencies under a specific water board order, regulation or permit are generally considered to be an essential function during the COVID-19 response. As a result, the Water Boards consider compliance with board-established orders and other requirements to be within the essential activities and essential governmental functions.

Essential Information

- March 10, 2020. The Center for Disease Control (CDC) indicated that the risk of transmission of COVID-19 from feces of an infected person is unknown. Risk is expected to be low based on data from previous outbreaks related to coronaviruses such as severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).
- March 19, 2020. The World Health Organization (WHO) indicated that there was no evidence on the survival of the COVID-19 virus in drinking water or sewage. There is also no evidence to date that the COVID-19 virus has been transmitted via sewage systems.

Essential Functions

Mission essential functions are those that ensure a continuity of operations to support and ensure compliance with our Sewer System Management Plan (SSMP) and the levels of service for the division. As the situation changes, management will develop strategies to mitigate the effects of the pandemic on our staff levels while maintaining the continuity of our operation. During this time, employees working in this capacity are expected to report to their assigned work locations and work consistently using health and safety best practices which include:
• Wash hands frequently;
• Promote proper hygiene, follow CDC guidelines;
• Do not touch your face or mouth with your hands;
• Maintain social distancing as the new norm;
• Wear the provided and proper levels of Personal Protective Equipment (PPE) including respirators or face coverings when appropriate;
• Provide hand sanitizer and sanitizing wipes to all crew members;
• Encourage all employees to regularly sanitize their area; and
• Cancel non-essential meetings until further notice.

What We Are Doing
With a stay at home order in place and residents self-quarantining, our system could be inundated with wipes and other non-dispersables. Disposal of these products in the sewer system could cause sanitary sewer overflow (SSOs) which are detrimental to the City, our residents, and the environment. Preventative maintenance is critical to preventing spills so we will continue to provide high levels of service to citizens of Roseville.

We are staffing at a 50% reduction in force, alternating through an A and B schedule, which affords us a maximum of 10 employees for the week. The alternate shift is in a standby mode, and is available to respond to work for emergencies or as workload increases. This essentially provides us with half of our staff, should our group be exposed to COVID-19 virus. We are observing the adopted social distance of six foot minimum between co-workers and crews while engaged in work activities, and have encouraged employees not to congregate in common areas.

Should we experience overwhelming absenteeism due to illness, we will reduce staff to two service call technicians to respond to calls for service. At this point, we would reach out to our regional partners for any available assistance.

Other activities that have been implemented are:
• Coordinating with regional and national partners for best practices;
• Reviewing and sharing information from CDC and other wastewater specific groups;
• Monitoring and ordering PPE stock and preparing modified PPE language to address specific work activities;
• Communicating with employees if they are sick, or feel like they are developing illness, to stay at home and use leave; and
• Instructing crews that when assigned work has been completed and they have checked in with their supervisor, they may return home without impacting their leave balance.

“During this time of crisis and high stress, remember that functioning as a team and relying on each other will ultimately get us through. Please consider using leadership we know you possess, both with your words, actions and set an example for others to follow.”

Chris Bracco, Wastewater Collection Superintendent, City of Roseville
Other Important Information
Avoiding rumors and obtaining accurate information is key. Official and verified sources of information on COVID-19 are below:

- California Association of Sanitation Agencies (CASA): https://casaweb.org/covid-19/

Please contact Marisa Tricas, Utility Government Relations Administrator with the City of Roseville at (916) 225-1762 or mtricas@roseville.ca.us with any questions pertaining to this document.