

RESOLUTION 2023-09

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL**

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to the Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources; and

WHEREAS, the Board of Directors has reviewed and considered said policy revisions to the BCVWD Policies and Procedures Manual, and finds the policies relevant and acceptable, and deems it to be in the best interests of the District that the following actions be taken,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District adopts the following new policies:

3121	Infectious Disease Control
3122	Workplace Violence

attached hereto as Exhibit A.

ADOPTED this 15 day of march, 2023, by the following vote:

AYES: Williams, Slawson, Covington, Hoffman

NOES:

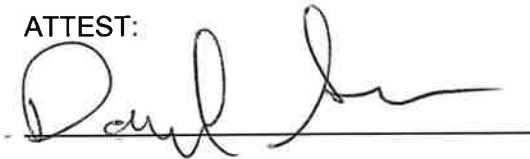
ABSTAIN:

ABSENT: Ramirez



Director David Hoffman, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

ATTEST:



Director Daniel Slawson, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment: Exhibit A: Policies 3121 and 3122

POLICY TITLE: INFECTIOUS DISEASE CONTROL
POLICY NUMBER: 3121

EXHIBIT A-1

3121.1 The District will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the District during any such time period to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace, and that members of the public are safe.

3121.2 The District is committed to providing information to employees about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

3121.3 This policy will be enacted in the event of an infectious disease outbreak as defined by the CDC or any state or local public health authority with jurisdiction over the District.

3121.4 The District is committed to following best practices and guidelines from public health officials to protect the safety of the public and of District staff. In the event of an infectious disease outbreak, the District will act as recommended by the Centers for Disease Control and Prevention (CDC), the California Department of Public Health, and the Riverside County Department of Public Health. The District will comply with Federal, State, or Local Health Orders. If any such Health Order, or other law or regulation (including any issued by the Division of Occupational Safety and Health ("Cal/OSHA")) imposes a stricter standard than this Policy, or requires that certain actions be taken by the District or employees that this Policy does not require, the law or regulation shall supersede the Policy.

3121.5 **Preventing the Spread of Infection.** The District will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, and railings. The District will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

3121.6 **Attendance.** Unless otherwise notified, The District's normal attendance and leave policies remain in place.

3121.7 The District provides paid sick time and other benefits to compensate employees who are unable to work due to illness (Policy 3085). During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing respiratory illness symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue. The CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees Fahrenheit or 37.8 degrees Celsius) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

3121.8 **Requests for Medical Information/Documentation.** If employees are out sick or show symptoms of being ill for an extended period, it may become necessary to request information from the employees and their healthcare providers. In general, the District will request medical information to confirm an employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. The District will comply with any applicable medical privacy laws, including under the Americans With Disabilities Act and the Fair Employment and Housing Act, as well as any orders or guidance from state or national government authorities regarding the permissibility of medical information collection.

3121.9 **Confidentiality of Medical Information.** The District will treat any medical information as a confidential medical record. Any disclosure of medical information is limited to circumstances as required by law.

3121.10 **Social Distancing Guidelines.** In the event of an infectious disease outbreak, the District may implement these social distancing guidelines to minimize the spread of the disease among staff. During the workday, employees may be requested to:

1. Avoid meeting people face-to-face. Use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time and avoid person-to-person contact such as shaking hands.
3. Avoid unnecessary travel and postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Avoid congregating in common areas such as breakrooms, supply areas, and near printers.
5. If recommended by public health authorities such as the CDC, wear appropriate Personal Protective Equipment (PPE), such as masks or facial coverings, and sterile gloves.

3121.11 Employees sent home due to personal illness or matters relating to an infectious disease pandemic must first use all available Sick Leave. If an employee does not have available Sick leave and has provided documentation demonstrating the need for leave is due to an infectious disease outbreak, the employee may be permitted to enter a negative accrual balance for their Sick leave with the approval of the General Manager or his/her designee. The Board of Directors may approve additional paid leave for employees in the event of an emergency. Additional Sick Leave or other forms of leave may also be provided by law. The Human Resources department will communicate to all employees available sources of leave time in the event of an infectious disease outbreak.

3121.12 If the District's Emergency Plan has been activated, or if the General Manager or Board of Directors proclaims a Local Emergency, all employees regardless of status are eligible to request Leave Donations (Policy 3225).

3121.13 Each Department Head shall determine what additional measures are recommended in order to ensure continued safe operations and report these recommended measures to the General Manager or his/her designee.

3121.14 In the event of either a State of Emergency or a National Emergency, the General Manager may take additional measures in order to continue the safe operation of the District in accordance with Policy 5005.

3121.15 The General Manager, or his/her designee, will provide a regular report to the Board of Directors in the event that a local emergency is declared.

POLICY TITLE: WORKPLACE VIOLENCE
POLICY NUMBER: 3122

EXHIBIT A-2

3122.1 The District is committed to creating and maintaining an environment that is free of intimidation, harassment, threats, and violent acts. These actions will not be ignored, condoned, or tolerated. Intimidation, harassment, and other inappropriate behavior that threatens, frightens, or otherwise makes the workplace unsafe are prohibited. Actions that create a threatening, hostile, or unsafe working environment for others will result in disciplinary action, up to and including termination of employment. Violent threats or actions by an employee or non-employee may result in criminal prosecution.

3122.2 This policy applies to all full-time and part-time employees, including volunteers, temporary or seasonal employees, as well as contracted employees. This policy also applies to all vendors, consultants, and customers on District premises or in communication with District employees. This policy applies to written and verbal communications, as well as physical behaviors such as intimidation or brandishing of weapons. The District prohibits violent behavior of any kind or threats of violence, either implied or direct, on District premises as well as at District-sponsored events.

3122.3 **Background.** The potential for hostile or violent incidents on District facilities or operational locations always exists. Often, the perpetrator is a person who is a former employee, customer, or person known to the agency involved. However, individuals who commit workplace violence can be any person. Threats, intimidation, and workplace violence are considered extreme emergencies and the safety and well-being of employees and customers are the highest priority.

3122.4 **Reporting.** Employees who experience or become aware of violent workplace behavior, including threats or intimidation, should report the incident to their direct supervisor or to Human Resources as soon as possible. To the extent possible, the District will maintain the confidentiality of the reporting employee and any subsequent investigation, but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety.

3122.5 **Retaliation.** Employees should bring to the immediate attention of management any threat or unsafe condition within the workplace without concern about retaliation or harassment. Retaliation against a person who makes a good faith complaint regarding violent behavior or threats of violence made is against this policy and will not be tolerated.

3122.6 **Suspicious Behavior.** Employees should be alert to their surroundings and report warning signs to his or her supervisor. If the employee perceives an immediate threat to his or her safety, or the safety of others, they should call 911. Warning signs of workplace violence may include:

1. Making direct or implied threats of violence
2. Aggressive outbursts, comments, or excessive displays of anger
3. Verbal abuse
4. Harboring grudges, an inability to handle criticism, or blaming others
5. Chronic, unsubstantiated complaints about persecution or injustice
6. Obsessive intrusion upon others or a persistent unwanted romantic pursuit
7. Erratic, impulsive, or bizarre behavior that generates fear
8. Homicidal or suicidal ideation
9. A high degree of emotional distress

10. Apparent impulsivity and/or low tolerance of frustration
11. Expressing unusual fascination with firearms or asserting ownership of firearms
12. Preoccupation with violence or unusual interest in publicized violent events
13. Identification with criminal individuals, acts, and/or philosophy
14. Any behavior or collection of behaviors that instill fear or generate concern that a person might act out violently

3122.7 Management and supervisory personnel who receive a report of workplace violence will notify Human Resources and the General Manager or his/her designee. Reports of workplace violence will be investigated and if necessary, action will be taken to prevent further occurrence. A Threat Assessment will be conducted to evaluate and investigate the incident.

3122.8 **Training.** Human Resources will assure that all Employees will receive training upon hire and annually thereafter about recognizing and preventing workplace violence.

3122.9 **Zero Tolerance.** This is a "Zero Tolerance" policy for actual or threatened violence against employees, contract workers, vendors, customers, visitors, and any other persons who are on District property or come into contact with District personnel in the course of District business.

1. "Zero Tolerance" means that every act or threat or violence elicits an immediate and firm response.
2. Every individual within the organization has a role in ensuring the success of this policy.
3. Supervisors and managers shall respond to inappropriate behavior by employees or others and will assure effective security measures are in place.
4. Compliance with this policy is a condition of employment. An employee who violates the District's prohibition against violence is subject to disciplinary action, up to and including termination.
5. If the source of violent behavior is a member of the public, the response may include barring the person(s) from BCVWD property, termination of business relationships with the individual, and/or prosecution of the person(s).

3122.10 The following is a non-exclusive list of behaviors that will not be tolerated under this policy:

1. Threats or physical intimidation
2. Implications or suggestions of violence
3. Threats or harm to District property
4. Threatening behavior
5. Assault
6. Physical restraint or confinement
7. Acts of violence
8. Intimidation
9. Harassment
10. Stalking, including following to and from work
11. Possession of weapons of any kind on District premises or at a District sponsored event, excluding District-owned residential homes as permitted by law, and traveling to and from home.
12. Dangerous or threatening horseplay
13. Loud, disruptive, or angry behavior which is clearly not part of the typical work environment
14. Blatant or intentional disregard for the safety and well-being of others
15. Commission of a violent felony or misdemeanor on District premises

16. Any related conduct which disrupts another's work performance or the District's ability to execute its daily business
17. Any other act that a reasonable person would perceive as constituting a threat of violence

3122.11 Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.

3122.12 Threats, threatening behavior, or other acts of violence off District property, but directed at BCVWD employees or directed at the public while conducting business for the District, is a violation of this policy.

1. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

3122.13 **Employee Schedules.** No employee of BCVWD will share the work schedule or work location of a District employee with members of the general public. In the event of an emergency, family members who are listed as emergency contacts and/or dependents on health benefits may contact Human Resources to relay a message to an employee. Requests for employment verification will be submitted to Human Resources.

3122.14 **Domestic Violence.** Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as coworkers. The District recognizes that domestic violence may directly impact employee safety and will take all reasonable measures to ensure employee safety.

3122.15 **Court Orders.** Any employee who receives a protective or restraining court order that lists BCVWD premises as a protected area is required to provide Human Resources with a copy of such order. Employees are encouraged, but not required, to share information with their supervisor about court order(s). Court orders may be issued in matters involving domestic violence, stalking or harassment, and include Temporary Restraining Orders.

3122.16 **Post-Incident.**

1. Injuries incurred as a result of workplace violence may be eligible for Workers' Compensation.
2. Following a threatening or violent incident, the District may contact the Employee Assistance Program (EAP) for recommendations. Human Resources may recommend employees receive counseling services through the EAP.

3122.17 **Incident Investigation.** Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The General Manager or his/her designee will cause to be initiated an investigation into potential violation of rules/policies. The General Manager or his/her designee may refer the matter to local police for their review of potential violation of civil and/or criminal law. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation.