

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

April 22, 2020

Attendees:

Committee members: James V. Curatalo (Chair) and Kevin Kenley

Staff members: Carrie Guarino, Chad Brantley, Eduardo Espinoza, Rob Hills, Roberta M. Perez, Eric Grubb, Rossana Ammari, and Robbie Victorino

Members of the Public: None

Call to Order: 4:00 p.m.

Public Comment: None

Additions/Deletions to the Agenda: None

Introductory Remarks by Chair Curatalo

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call as listed above.

I. Staffing During COVID-19 (VERBAL)

- Staff presented an overview on staffing during the COVID-19 emergency, telecommuting, and other general information.
- The COVID-19 pandemic has challenged the District, the nation, and the entire world and has helped re-emphasize the importance of preparedness and response against public health threats and how those threats move fast and far around. In a matter of weeks, our mission included quickly allowing for remote operations, transitioned employees to telework, alternative, staggering, or hybrid work schedules. Employees (new teleworkers) are performing their assigned duties from home without the standard office infrastructure while juggling childcare and caring for those impacted by COVID-19.

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- Telework arrangements present a range of challenges, especially when instituting such a format as quickly as the COVID-19 response required. For some, telecommuting replaced long commutes with increased productivity. However, for others, the arrangement has been alienating and difficult as working parents look for creative ways to manage childcare and work responsibilities.
- The following measures and programs were established to support staff in response to COVID-19 as well as to comply with state orders, follow public health department recommendations, and protect the health and safety of staff:
 - 95% of CVWD employees are currently teleworking, on an alternative or staggering work schedule; 5% of CVWD employees (at a given time) are unable to telework because they are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable; have been advised by a health care provider to quarantine or isolate; are caring for an individual advised by a health care provider to isolate, or experiencing symptoms of COVID-19 and are seeking a medical diagnosis.
 - The creation of the COVID-19 Employee Resources Intranet Page, which contains information for employees about working from home, resources to support their mental, emotional and physical health, *Return to Work* guidance for supervisors and managers, and interim Emergency Leave policies and procedures.
 - Provide information, other resources, and links to the county, CDC, and state websites.
 - Continued communications on the precautions to protect the workplace, which includes the frequent disinfection and cleaning of the office environment, such as maintenance staff swabbing door handles and counters, the installation of air purifiers throughout the campus, hand sanitizers at each desk and stand-alone stations throughout the campus, and additional Personal Protective Equipment (PPE) which includes protective gloves, and disposal masks.

Meeting Adjourned at 4:20 pm