

# NOVEL CORONAVIRUS (COVID-19) DISTRICT RESPONSE PLAN



## What is West Basin Municipal Water District doing in response to COVID-19?

In these unprecedented times, the West Basin Municipal Water District is taking extraordinary measures to help protect against the spread of coronavirus (COVID-19). The health and safety of our employees, Board of Directors, customers and the public we serve is a top priority, as is our commitment to providing safe and reliable water.

West Basin is taking the following steps in response to the COVID-19 pandemic.

1. Continuing to provide a safe and reliable supply of drinking water to the District's nine retail water agencies while closely coordinating with the Metropolitan Water District of Southern California.
2. Producing a reliable supply of recycled water for West Basin's commercial, industrial, and other recycled water customers.

West Basin staff is coordinating very closely with the district's contract operators, and the operations team at the Edward C. Little Water Recycling Facility and satellite treatment sites. The facilities are currently running normally and West Basin does not anticipate any interruptions to recycled water supplies under current conditions. The operations team is currently implementing contingency plans that ensures employee safety, the safe delivery of recycled water, and the continued compliance with federal, state and local regulations.

3. Postponing public events.  
All public tours, school education classes and community outreach events are postponed until further notice. Staff is implementing a community programs contingency workplan which includes virtual resources and alternative online programs in place of in-person events.
4. Making Board and committee meetings accessible to the public by teleconference.  
To access upcoming meetings, please visit the [Board Agendas](#) page.
5. Suspending non-essential travel.  
Management is keeping staff apprised of the latest travel notices and guidance from local, state, and federal public health agencies, including the Centers for Disease Control and Prevention (CDC). Additionally, all non-essential travel for Board and staff has been postponed until further notice, per Board action taken at the Special Board meeting on Friday, March 13, 2020.

6. Implementing a teleworking policy for staff.

The District headquarters in Carson will remain open on a very limited basis for staff until further notice. Social distancing practices are currently being maintained at District facilities and at construction sites.

When all employees are teleworking, District security will be present to receive any mail or deliveries and inform the public of current operations during business hours.

Further, the District may be closed upon the direction of the General Manager.

7. Maintaining a healthful work environment.

The District is routinely conducting environmental cleaning of District offices and facilities. Additionally, the District is reviewing its sick leave policy to include the development of an emergency sick leave policy under the guidelines established by newly implemented federal laws.

8. Ensuring business continuity.

West Basin administrative and finance staff are carrying out workplans that allow for the safe continuation of business operations.

9. Communicating internally and externally.

West Basin is providing updates on this rapidly changing situation on the District's web site, social media channels, and via email and calls as needed. Additionally, staff is staying connected while teleworking through regular conference calls and online meetings.

10. Monitoring and adjusting operations as needed.

West Basin is closely monitoring the rapidly changing COVID-19 crisis, following established public health agency guidelines and recommendations, and adjusting District programming and operations as needed.

As a member agency of the Metropolitan Water District of Southern California, West Basin is aligning its practices and policies with Metropolitan's to the extent possible. It is also collaborating with other local water agencies to identify and implement innovative practices, procedures, and technologies for communicating critical public information during the crisis.