

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
P.O. Box 649, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS VIDEO TELECONFERENCE August 12, 2020 9:00 A.M.

AGENDA

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District offices are closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/87411814475>
- Meeting ID: 874 1181 4475
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment:

This time is provided to the public to speak regarding items not listed on this agenda.

5. Consent Agenda:

- A. Presentation and approval of financial statements through July 31, 2020.
- B. Approval of the minutes of the Regular Meeting held on July 8, 2020.

6. New Business

- A. Discussion/action to adopt Resolution #20-26 – Appreciation for Chief Todd McNeal.
- B. Discussion/action to clarify intent of Section 2040.100 of Policy #2040 – Sick Leave.
- C. Discussion/action to consider support and/or participation in a ballot measure for a special parcel tax for fire services.
- D. Discussion/action to adopt Resolution #20-27 – Approving Application(s) for Per Capita Grant Funds.
- E. Discussion regarding park-related grants and potential projects.

- F. Discussion/action regarding the use of District facilities to support library services in Twain Harte.
- G. Update on the Bocce Court Improvement Project.
- H. Discussion/action to adopt Resolution #20-28 – Discontinuation of the Water Shortage Emergency for Completion of Drought-Related Water Supply Projects.
- I. Discussion/action regarding social distancing and COVID-19 restrictions at public park facilities.
- J. Discussion/action to approve General Manager Objectives for Fiscal Year 2020-21.

7. Reports:

- A. President and Board member reports.
- B. Committee reports.
- C. Operations Manager Report.
- D. Fire Chief Report.
- E. General Manager Report.

8. Adjourn

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

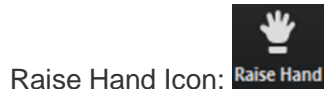
HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:

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- Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
- Mail comments to THCS D Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: www.twainhartecsd.com

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of July 31, 2020

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,319,213	302,827	(686,956)	935,084
U.S. Bank - D Grunsky #1**	69,385	2,248	-	71,633
U.S. Bank - D Grunsky #2**	70,961	1,993	-	72,954
LAIF	2,941,439	10,733	-	2,952,172
TOTAL	\$ 4,400,998	\$ 317,801	\$ (686,956)	\$ 4,031,843

**Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

TWAIN HARTE COMMUNITY SERVICES DISTRICT
20/21 OPERATING EXPENDITURE SUMMARY
 As of July 31, 2020

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 8.33%)
Park	81,100	6,398	74,702	7.89%
Water	1,025,965	105,936	920,029	10.33%
Sewer	1,126,409	81,714	1,044,695	7.25%
Fire	1,008,453	122,779	885,674	12.17%
Admin	599,618	57,652	541,966	9.61%
TOTAL	\$ 3,841,545	\$ 374,479	\$ 3,467,066	9.75%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
20/21 CAPITAL EXPENDITURE SUMMARY
 As of July 31, 2020

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 8.33%)
Park	164,400		164,400	0.00%
Water	475,620	8,054	467,566	1.69%
Sewer	348,300	901	347,399	0.26%
Fire	311,680	-	311,680	0.00%
Admin		-	-	
TOTAL	\$ 1,300,000	\$ 8,955	\$ 1,291,045	0.69%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting via Teleconference due to COVID-19
July 8, 2020

CALL TO ORDER: President Mannix called the meeting to order at 09:08 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director McManus
Director Mannix
Director Knudson
Director deGroot
Director Sipperley

STAFF:

Tom Trott, General Manager
Carolyn Higgins, Finance Officer/Board Secretary
Robb Perry, Operations Manager
Todd McNeal, Fire Chief
Kim Silva, Administrative Coordinator

AUDIENCE:

1 attendee.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment

CONSENT AGENDA:

- A. Presentation and approval of financial statements through June 30, 2020.
- B. Approval of the minutes of the Regular Meeting held on June 10, 2020.

MOTION: Director Sipperley made a motion to accept the consent agenda in its entirety with one grammatical change to the minutes in section New Business Item D.

SECOND: Director deGroot

AYES: Mannix, Knudson, deGroot, McManus, Sipperley

NOES: None

ABSENT:

OLD BUSINESS:

- A. Discussion/action regarding the discontinuance of the order of emergency action for completion of the Well #3 Water Supply Project.

MOTION: Director McManus made a motion to discontinue the order of emergency action for completion of Well #3.

SECOND: Director Sipperley

AYES: Mannix, Knudson, deGroot, McManus, Sipperley

NOES: None

ABSENT:

NEW BUSINESS:

- A. Discussion regarding the potential use of District facilities to support library services in Twain Harte

The board gave general direction to the General Manager to go back to The High Country Friends of the Library group regarding utilizing the community center as a temporary solution for the library with the condition of being able to maintain all the uses of the Community Center as it stands going forward.

- B. Discussion/action regarding a potential grant opportunity for tennis court lighting.

MOTION: Director Sipperley made a motion to reject the potential grant opportunity as presented.

SECOND: deGroot

AYES: Mannix, deGroot, McManus, Sipperley

NOES: None

ABSENT:

ABSTAIN: Knudson

- C. Discussion/action regarding Bocce Court Improvement Project status and potential budget adjustment.

MOTION: Director deGroot made a motion to approve Resolution No. 20-25 approving a fiscal year 2020-21 park fund budget adjustment for Bocce Court Improvements Project.

SECOND: Director McManus

AYES: Mannix, deGroot, McManus, Sipperley

NOES: None

ABSENT:

ABSTAIN: Knudson

- D. Discussion/action regarding the proposed Districtwide PHI Air Medical.

MOTION: Director deGroot made a motion to reject proposed districtwide PHI Air Medical membership program but rather further explore the possibility of a group discount that doesn't require THCS staff involvement.

SECOND: Director Sipperley

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

- E. Discussion/action to select an auditor consultant.

MOTION: Director McManus made a motion to select auditor consultant Jacobsen and Jarvis for one year period with the option for renewal.

SECOND: Director deGroot

AYES: Mannix, deGroot, McManus, Sipperley, Knudson

NOES: None

ABSENT:

- F. Discussion/action to cast a vote for the Seat C representative of the CSDA Board of Directors.

MOTION: Director Sipperley made a motion to cast a vote for Pete Kampa for Seat C representative of the CSDA Board of Directors.

SECOND: Director McManus

AYES: deGroot, McManus, Sipperley, Knudson

NOES: Mannix

ABSENT:

G. Discussion/action of proposed county parcel/tax

GM Trott presented information regarding a county parcel tax that is being proposed to be on the ballot, the district can opt in or opt out of having it placed on the districts property owner's property taxes. If the measure passes, the funds from the districts property owners would go towards THCS Fire.

MOTION: Director Sipperley made a motion to opt in with the stipulation that we have no payment obligations to get the motion on the ballot and if it should pass that all funds received would go to staffing.

SECOND: Director deGroot

AYES: deGroot, McManus, Sipperley, Knudson, Mannix

NOES:

ABSENT:

REPORTS:

President and Board Member Report

- *No report given as it was covered during the board meeting.*

Water/Sewer/Park Operations Report Provided by Operations Manager Perry

- *A verbal summary of the written report was provided.*
- *Well 3 pumping at 31 gallons/minute due to gravel pack and liner that was installed slowing the water down from coming in as fast.*

Fire Chief Report by Chief McNeal

- *A verbal summary of the written report was provided.*
- *Chief McNeal last date worked will be July 19, 2020.*

General Manager Report Provided by General Manager Trott

- *A verbal summary of the written report was provided.*
- *Interviews for fire chief on July 30, 2020*

ADJOURNMENT:

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Eileen Mannix, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION #20-26**

**A Resolution of Appreciation for
*Chief Todd McNeal***

WHEREAS, Chief Todd McNeal’s nine years of service as Fire Chief to the Twain Harte community is worthy of commendation. During his career at Twain Harte Community Services District (THCSD), Chief McNeal pioneered numerous programs that made THCSD a leader in providing outstanding fire protection and emergency response services in Twain Harte and the surrounding region; and

WHEREAS, Chief McNeal’s community leadership warrants celebration. Chief built strong relationships in the community and the greater fire service that led to implementation of innovative strategies, programs and actions which vastly improved fire safety in Twain Harte:

- The Twain Harte Area Community Emergency Response Team (CERT) trains residents to assist in emergency response and to provide emergency preparedness education to the community.
- The THCSD Fire Ordinance includes a vacant lot vegetation management program, enhancing fire safety across Twain Harte.
- THCSD’s robust training program and live fire training grounds ensures our fire personnel are well trained. It also draws instructors and students from all over the United States.
- THCSD’s fire intern program serves as an investment in the next generations of firefighters to come, while improving emergency response.
- The Unmanned Aerial Vehicle (UAV) program utilizes innovative technology to greatly improve training and emergency response.
- THCSD’s fleet includes a state of the art hybrid Type 3/Type 1 engine and a water tender.
- Fire Department enhancements improved THCSD’s ISO Public Protection Classification rating from a 4 to a 2 – a rating held only by the top 4% of fire departments in the nation; and

WHEREAS, Chief McNeal’s leadership and unwavering commitment to serving the Twain Harte community with a drive for excellence, continual improvement and positive customer service has established a culture that will continue to propel THCSD’s fire department into a successful future.

NOW, THEREFORE, BE IT RESOLVED that the Twain Harte Community Services District Board of Directors, on behalf of the District and its customers,

SINCERELY THANKS AND HONORS

Chief Todd McNeal

FOR HIS YEARS OF SERVICE TO THIS DISTRICT AND COMMUNITY.

I, Kimberly Silva, Secretary of the Twain Harte Community Services District, certify that the above resolution was adopted by the Board of Directors on August 12, 2020.

APPROVED:

Eileen Mannix, Board of Directors President
TWAIN HARTE COMMUNITY SERVICES DISTRICT

Kimberly Silva, Board of Directors Secretary
TWAIN HARTE COMMUNITY SERVICES DISTRICT

TWAIN HARTECOMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040
ADOPTED: January 10, 2008
AMENDED: April 14, 2016
AMENDED: November 10, 2016

2040.10 Sick Leave Benefit

2040.11 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's immediate supervisor.

2040.12 In order to minimize the economic hardships that may result from an unexpected short-term injury or illness to an employee, immediate family member, or legal dependent, the District provides paid sick leave benefits to regular full-time, regular part-time, seasonal, and temporary employees. Sick leave is available in the following situations: (1) for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member as defined in section 2040.40; or (2) to obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including any items listed in section 2040.50 ; or 3) in those cases in which an employee is taking a sick leave of absence approved in writing by the department head and/or the General Manager. Introductory employees shall earn sick leave credits at the same rate as non introductory employees within the same classification.

2040.20 Sick Leave Accrual: Regular Full-Time and Part-Time Employees

2040.21 Regular full-time employees of the District shall be entitled to paid sick leave at the rate of 96 hours per year for regular 40 hour employees. Regular part time employees shall be entitled to sick leave benefits at a prorated rate. Fire personnel on shift work accumulate 144 hours per year.

2040.22 Accrued sick leave may carry over from year to year, not to exceed 480 hours for regular employees and 664 hours for eligible fire personnel.

2040.23 Sick leave accrues at the rate of 1/ 26th of these totals per pay period and sick leave balances are determined at the end of each pay period.

2040.24 Sick leave does not accrue during periods of approved leave without pay.

2040.30 Sick Leave Accrual: Temporary and Seasonal Employees

2040.31 Temporary and Seasonal employees of the District shall be entitled to paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment.

2040.32 A seasonal or temporary employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the District and is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12 month period.

2040.33 Sick leave may accrue up to a cap of 6 days or 48 hours ongoing. Any unused accrued paid sick leave may carryover year to year while continuously employed.

2040.34 Sick leave does not accrue during periods of approved leave without pay.

2040.40 Family Care Sick Leave

2040.41 Each regular/full-time employee may use accrued sick leave, up to half the time accrued per calendar year for family care sick leave as defined in section 2040.43.

2040.42 Each seasonal or temporary employee may use 3 days or 24 hours of accrued paid sick leave in a 12-month period for family care leave as defined in section 2040.43.

2040.43 Family Care Sick Leave may be used for the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member including:

- Child (including a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee has accepted the duties and responsibilities of raising.)
- Spouse or Registered Domestic Partner
- Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who had accepted the duties and responsibilities of raising the employee when the employee was a minor child.)
- Grandparent
- Grandchild
- Sibling

2040.50 Sick Leave Use Related to Being a Victim of Domestic Violence, Sexual Assault, or Stalking

2040.51 Sick Leave may be used to obtain any relief or services related to the

employee being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2040.60 Special Limitations on Sick Leave

2040.61 If an employee's illness or disability lasts more than seven (7) calendar days, or if an employee is hospitalized before the eighth day of an absence, the employee will be asked to apply for State Disability Insurance (SDI) benefits as a condition of being eligible to receive sick leave benefits, if appropriate. Sick leave benefits will be withheld from any employee who fails to apply for SDI benefits when required to do so. Accrued sick leave benefits will be used to supplement SDI benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee's straight time compensation immediately before beginning of the illness or disability. Upon request, the District shall assist the employee in filing for SDI benefits.

2040.62 An employee receiving Worker's Compensation benefits may request that accrued sick leave benefits be used to supplement Worker's Compensation benefits to the extent necessary to provide a combination of sick leave and Worker's Compensation benefits equal to the employee's straight time compensation immediately before the beginning of the Worker's Compensation illness or disability. The District will assist an employee in filing for Worker's Compensation benefits.

2040.70 Ceiling on Sick Leave Benefits

2040.71 Unused sick leave benefits shall not accumulate in excess of 480 hours for regular employees and 664 hours for eligible fire personnel.

2040.72 Employees whose sick leave balance exceeds this ceiling at the time of adoption of this policy will be allowed to utilize, or be compensated as provided in 2040.70 below, their existing balance as provided for within this policy.

2040.73 An employee separating from employment shall not be reimbursed for unused sick leave except as provided in **2040.100** below.

2040.74 Once an employee has exhausted available sick leave and accrued vacation time, no further leave with pay shall be granted until further sick leave is accrued, unless a special case extension is granted. A special extension may be granted on a case-by-case basis in the sole discretion of the General Manager and may be granted only when an employee has fully exhausted accrued sick leave, and the extension is necessary for a specified period of time under difficult and unusual circumstances.

2040.80 Statement of Physician

The District, through the Department head and/or General Manager, reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability of the employee, or under any conditions justifying Family Care and Medical Leave. The employee may be asked to provide a physician's statement certifying lack of fitness for duty, its beginning and ending dates, and/or the employee's ability to return to work, and any limitations, without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The General Manager may request such a statement in all situations where it is determined that such a statement is warranted.

2040.90 Sick Leave Procedure

2040.91 Employees who are unable to report to work due to personal, dependent, family or spousal illness or injury or any other qualifying reason, must contact their Department Head, Immediate Supervisor or the General Manager not later than 30 minutes before normal starting time, with the intent of providing as much advance notice as possible. Fire employees must also contact the on-duty captain at the fire station. If an employee becomes sick during the day, the employee's immediate supervisor or Department Head should be notified before the employee leaves work. Failure to follow these procedures may result in treatment of time as an unexcused absence and may result in disciplinary action.

2040.92 Introductory regular full and part-time employees are eligible to use paid sick leave after sixty (60) days of continuous employment. Introductory employees absent due to illness or non-work related injury may have their introductory periods extended by a period of time equal to the length of the employee's sick leave.

2040.100 Incentive Plan for Non-Use

2040.101 In order to compensate those employees who do not abuse their sick leave

benefit, the District will reimburse employees for unused sick leave as follows:

2040.102 District employees with a minimum of 5 years continuous service may request reimbursement, in writing, no later than the first working day in May.

2040.103 The reimbursement request may not exceed 240 hours or ½ of the total accrued hours as of the date of the request (whichever is less) for regular full time or regular part time employees and not more than 332 hours for eligible fire personnel.

2040.104 The reimbursement will be paid at a rate of one (1) hour for every two (2) hours requested. The reimbursement will be paid in June.

2040.105 When paid in conjunction with an approved retirement, the reimbursement shall be paid on the employee's final paycheck or on their official retirement date whichever is later.

2040.106 Retirement is defined as a determination by CalPers of eligibility to receive a retirement benefit.

Dear Tuolumne County Board of Supervisors:

Twain Harte Community Services District recognizes the importance of collaboration in providing fire services for every resident in Tuolumne County. Fires do not respect jurisdictional boundaries and our desire to provide excellent fire services to our District and greater community necessitates partnership with our fellow districts and departments.

It is our understanding that Tuolumne County intends to hold a special election for a parcel tax for fire services in the spring of 2021. We also understand that legal counsel from the County and local fire districts are working together to recommend an agreement or other legal mechanism, such as a joint powers authority, that would enable all fire agencies within the County to submit a unified ballot measure for this parcel tax. This mechanism would allow for the parcel tax, if approved by the voters, to be distributed to participating fire agencies based on the number of parcels in each district.

(for those opting to participate in the tax):

To that end, it is our intent to:

- Join the County's effort in developing one unified ballot measure for a special parcel tax for fire services in spring 2021
- Work with the County and other fire agencies toward a mutually beneficial, collaborative agreement that allows for that unified ballot measure
- Share the cost of the special election based on the number of registered voters in our district
- Commit to participating in a coordinated public education campaign for the ballot measure
- Continue to work toward an agreed-upon legal mechanism that provides for interagency collaboration and resource sharing after the parcel tax has been placed on the ballot.

(for those not wanting to participate in the tax):

While we are supportive of the tax measure for those entities who wish to pursue it, we do not intend to participate. However, it is our intent to continue to work toward an agreed-upon legal mechanism that provides for interagency collaboration and resource sharing after the parcel tax has been placed on the ballot.

We look forward to the developing partnership with the County, City and other districts and the enhanced fire protection and preventions services this will bring.

Sincerely,

EILEEN MANNIX
Board President
Twain Harte Community Services District

Voters as of July 17, 2020

Columbia Fire District	446
Jamestown Fire District	423
MiWuk Fire District	680
Strawberry Fire District	67
Tuolumne Fire District	951
Groveland Community District	2102
Twain Harte Community District	916
City of Sonora	2659
County	24477
Total	<u><u>32721</u></u>

FYI: Voter count usually goes up as the election date comes nearer

Type of parcel	# of parcels	Tax amount per parcel	Revenue generated
Land/Unimproved	250	\$ 75	\$ 18,750
Residential/Improved	1448	\$ 150	\$ 217,200
Commercial/Improved	60	\$ 150	\$ 9,000
Business on unsecured	39	\$ 1	\$ 39
Mobile Home	0	\$ 1	\$ -
Possessory Interest -	0	\$ 1	\$ -
Grand Total	1797		\$ 244,989

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 20-27**

APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Departments of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED, that the District Board of Directors hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Twain Harte Community Services District's (District) general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Twain Harte Community Services District (District) will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low- income, and disabled populations and tribal communities, to increase

awareness within those communities and the public generally about specific programs and opportunities.

(B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b) (5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing bases, shall not be reconsidered when calculating a recipients annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the General Manager or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope (s); and
12. Agrees to comply with the applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on August 12, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kimberly Silva, Board Secretary

Tom Trott

From: Office of Grants and Local Services <localservices@parks.ca.gov> on behalf of Office of Grants and Local Services
Sent: Wednesday, June 24, 2020 9:02 AM
To: ttrott@twainhartecsd.com
Subject: Per Capita allocations announced



Office of Grants and Local Services

PER CAPITA ALLOCATIONS ANNOUNCED

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) is announcing the allocations for the Per Capita program, funded through the Parks and Water Bond Act of 2018 (Proposition 68).



Per Capita allocation for all cities and local districts, including the Twain Harte CSD, is \$177,952

While this figure is less than the minimum allocation of \$200,000, it was derived by dividing the funds made available by the bond by the number of eligible entities. Additionally, \$2 million is being subtracted from OGALS program delivery budget to supplement the allocation pool.

60% of the Program funds are allocated to eligible cities and local districts, other than a regional park district, regional park and open-space districts, and regional open-space districts.

Total available for cities and local districts (60% of \$185,000,000 plus \$2,000,000):
\$113,000,000.00

Number of eligible cities and local districts: 635

The revised timeline for the Per Capita program will be as follows:

- Grant Performance Period: July 1, 2018 – June 30, 2024
- Resolution: Grantee submits to OGALS no later than December 31, 2020
- Application Packet(s): Grantee submits to OGALS no later than June 30, 2021
- Project Completion Packet: Grantee completes project and submits completion documents to OGALS no later than March 31, 2024.

These figures and dates are contingent upon the Legislature approving the Governor's May Revised Budget, which proposes to extend the project liquidation of the Per Capita program to June 30, 2024; and which also proposes to augment funds available for the Per Capita Program by \$2 million.

OGALS will be holding on-line application workshops, which all eligible agencies are required to attend. Eligible agencies will receive further information about the workshops in a future notice.

Funds are available for local park rehabilitation, creation, and improvement. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

Information on the program is available on the [Per Capita Website](#), and the [Procedural Guide](#) provides details on how to submit an application.

If you have questions, contact your project officer, Lydia Willett at Lydia.Willett@parks.ca.gov .

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**California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act
of 2018 - Per Capita Grant Program**

County	Jurisdiction	Allocation
Tulare	City of Tulare	\$ 177,952
Tulare	City of Visalia	\$ 177,952
Tulare	City of Woodlake	\$ 177,952
Tulare	Poplar CSD	\$ 177,952
Tulare	Richgrove CSD	\$ 177,952
Tuolumne	City of Sonora	\$ 177,952
Tuolumne	Groveland CSD	\$ 177,952
Tuolumne	Tuolumne PRD	\$ 177,952
Tuolumne	Twain Harte CSD	\$ 177,952
Ventura	City of Camarillo	\$ 177,952
Ventura	City of Fillmore	\$ 177,952
Ventura	City of Moorpark	\$ 177,952
Ventura	City of Ojai	\$ 177,952
Ventura	City of Oxnard	\$ 177,952
Ventura	City of Port Hueneme	\$ 177,952
Ventura	City of Santa Paula	\$ 177,952
Ventura	City of Ventura	\$ 177,952
Ventura	Bell Canyon CSD	\$ 177,952
Ventura	Conejo RPD	\$ 177,952
Ventura	Pleasant Valley RPD	\$ 177,952
Ventura	Rancho Simi RPD	\$ 177,952
Yolo	City of Davis	\$ 177,952
Yolo	City of West Sacramento	\$ 177,952
Yolo	City of Winters	\$ 177,952
Yolo	City of Woodland	\$ 177,952
Yolo	Knights Landing CSD	\$ 177,952
Yolo	Madison CSD	\$ 177,952
Yuba	City of Marysville	\$ 177,952
Yuba	City of Wheatland	\$ 177,952
Yuba	Olivehurst PUD	\$ 177,952

20% MATCH REQUIRED → \$44,488

TOTAL PROJECT COST = \$222,440

= \$177,952 GRANT + \$44,488 MATCH

PARK-RELATED GRANTS

Per Capita Grant Program

Agency: State Parks and Recreation

Awarded: \$177,952

Match Requirement: \$44,488

Timing: Applications due December 2021 / Projects complete by December 2023

Scope: Bocce courts would take about \$50,000. We need to decide remaining.

Stormwater Grant Program

Agency: State Water Resources Control Board

Available: \$100 Million

Match Requirement: 10%

Timing: Submitted application July 2020. Awards by October 2020. Project completion December 2023.

Scope: Applied for \$2 Million for TH Meadows Park. Grant would cover all construction except buildings and parking area.

Statewide Park Program

Agency: State Parks and Recreation

Available: \$395.3 Million

Match Requirement: none

Timing: Applications due December 2020. Summer 2021 Award. Project completion by March 2025.

Scope: Plan to apply for entire TH Meadows Park, unless Stormwater grant covers some.

Rural Recreation and Tourism Program

Agency: State Parks and Recreation

Available: \$23.125 Million

Match Requirement: none

Timing: Applications may be due in December 2021.

Scope: Plan to apply for entire TH Meadows Park, unless awarded another grant.

POTENTIAL LIBRARY/RECREATION BUILDING

Size: 4,480 SF

Potential Options:

- Lease at a low rate
- Purchase
















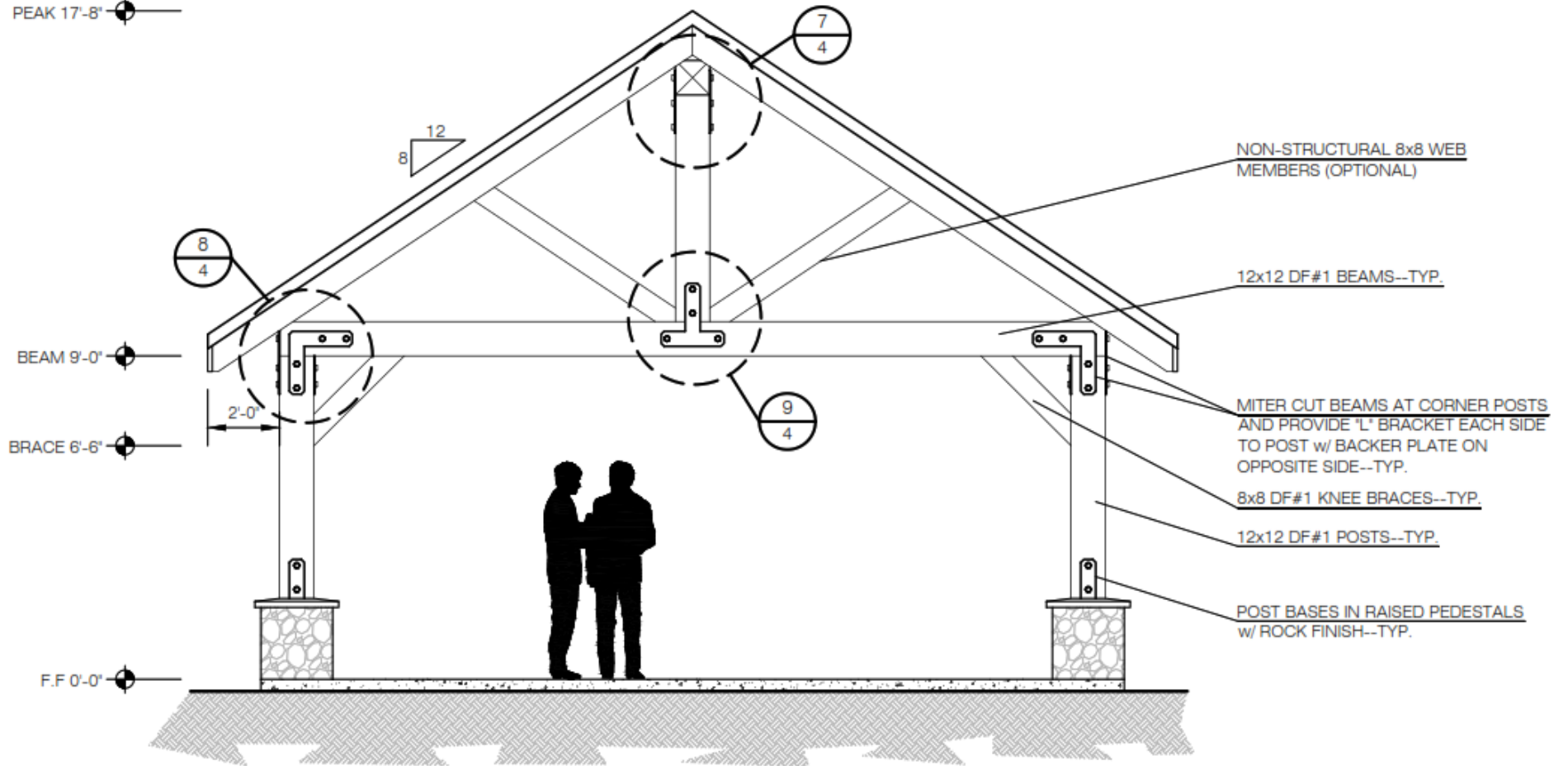
Bocce Court Improvement Project

August 12, 2020



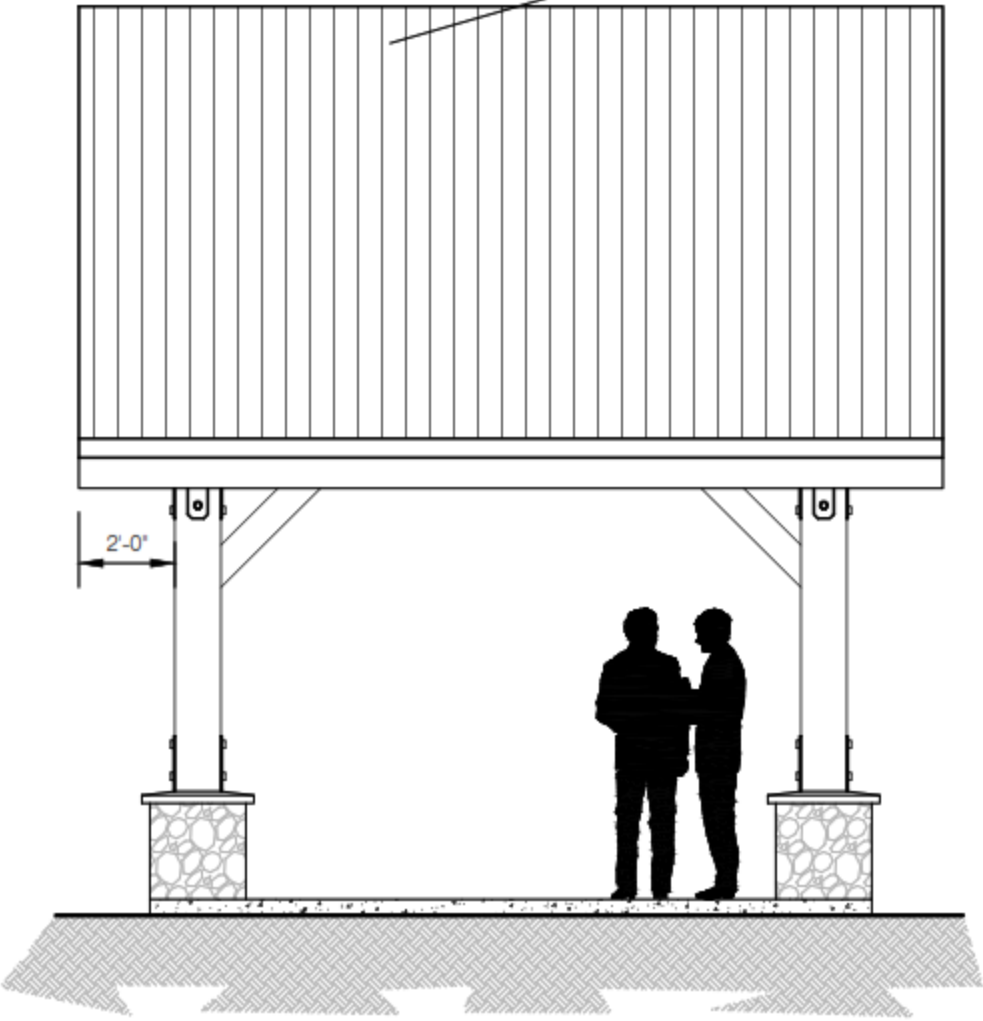


PEAK 17'-8" 

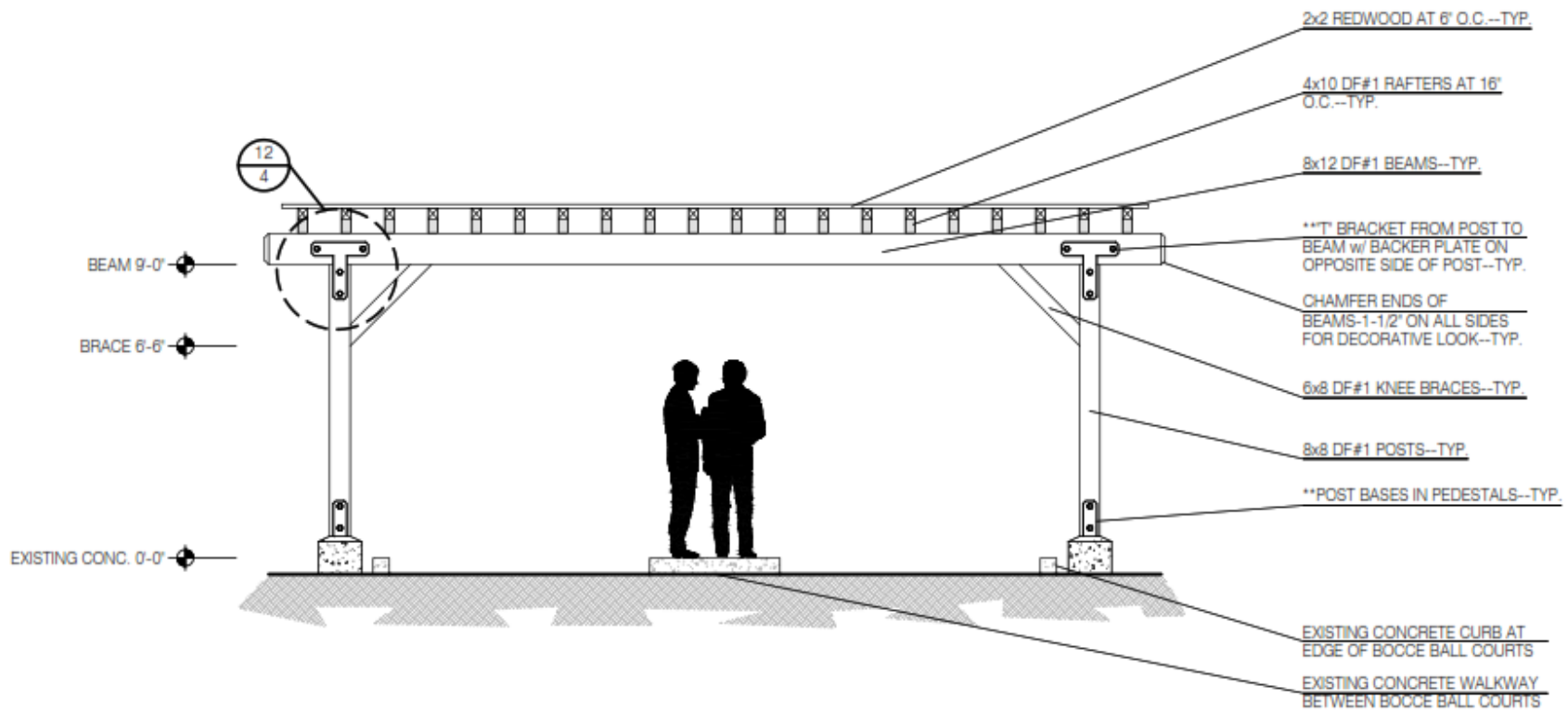
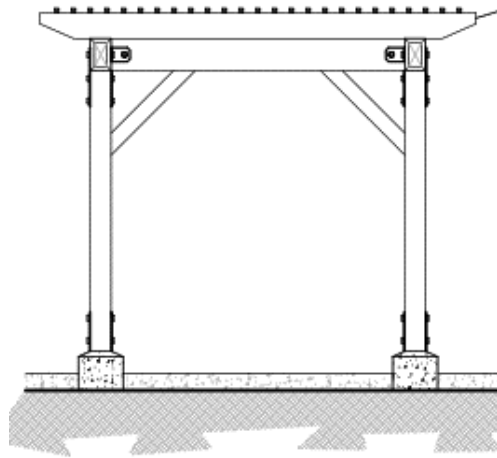


MOUNTAIN PAVILION
(16'x24' to match future TH Meadows Pavilion)

STANDING SEAM METAL
ROOFING --TYP.



MOUNTAIN PAVILION



COURT SHADE PERGOLAS
(Both ends of courts)



**RAIN WATER TANK
(Landscaping & Community Garden)**

Transparent Stains

Allow the wood grain to be seen while providing the least amount protection against UV rays that gray wood. Not recommended higher elevations.



Semi-Transparent Stains

Provide a balance between seeing the wood grain and providing enhanced UV masking properties.



Semi-Solids Stains

Allow minimal wood grain to be seen while providing the greatest amount of UV protection. Not for wood less than one year old nor furniture.



Hardwoods & Softwoods

Specifically designed for hardwoods but work equally as well on softwoods.













**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 20-28**

**DISCONTINUATION OF THE WATER SHORTAGE EMERGENCY FOR COMPLETION OF
DROUGHT-RELATED WATER SUPPLY PROJECTS**

WHEREAS, in response to the one of worst droughts in California's history, Governor Jerry Brown proclaimed a State of Emergency on January 17, 2014, directing local water agencies to reduce water usage; and

WHEREAS, on February 25, 2014, in response to the Governor's declaration and District-specific water shortage conditions, Twain Harte Community Services District (District) adopted Resolution #14-04, declaring a water shortage emergency in accordance to California Water Code Sections 71640-71644; and

WHEREAS, in response to limited surface water supply caused by the drought, the District undertook emergency projects to install three groundwater wells to improve water supply reliability for its customers; and

WHEREAS, although water supplies had somewhat recovered by 2017, Governor Jerry Brown issued Executive Order B-40-17, which authorized water suppliers in Fresno, Kings, Tulare and Tuolumne County to complete previously initiated drought-related projects under the exceptions made in previous executive orders; and

WHEREAS, the District has now completed its drought-related water supply projects; and

WHEREAS, it is now time to discontinue the Water Shortage Emergency declared in 2014 and continued for the completion of drought-related water supply reliability projects.

THEREFORE, BE IT RESOLVED, by the Board of Directors of the Twain Harte Community Services District that the Water Shortage Emergency declared and initiated by Resolution #14-04 be discontinued.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District on August 12, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Eileen Mannix, Board President

Kimberly Silva, Board Secretary



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

¹ Unless exempted by state guidelines for specific public settings

² Unless directed otherwise by an employee or healthcare provider



- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

###



COVID-19 INDUSTRY GUIDANCE: Campgrounds, RV Parks, and Outdoor Recreation

July 29, 2020

All guidance should be implemented only with county health officer approval following their review of local epidemiological data including cases per 100,000 population, rate of test positivity, and local preparedness to support a health care surge, vulnerable populations, contact tracing, and testing.



OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include hospitals, long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by workers (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training workers on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

PURPOSE

This document provides guidance for campgrounds, RV parks, and outdoor recreation areas and operators/providers to support a safe, clean environment for the public, workers, interns and trainees, and volunteers.

NOTE: Campgrounds with playgrounds, conference spaces, or meeting rooms should keep those areas closed until each of those types of establishments is allowed to resume modified or full operation. When allowed to reopen to modified or full operation, campgrounds and RV parks with these establishments should refer to guidance on such industries as it becomes available on the

[COVID-19 Resilience Roadmap website](#). The guidance does not apply to youth camps, team or contact sports, school and educational activities, and other public gatherings. For guidance on day camps, refer to the guidance on the [COVID-19 Resilience Roadmap website](#). All public events or concentrated gatherings at campgrounds or RV parks, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed until allowed to resume. Most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not permitted to the extent that they require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19. Members of the same household may engage in such activities and sports together.

The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage](#). The California Department of Parks and Recreation has an [online resource center for state parks](#) and operational updates, including safety information, are available for national parks on the [National Park Service webpage](#). CDC has additional guidance [for parks and recreational facilities administrators](#).

Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure.

People in California must wear face coverings when they are engaged in work, whether at the workplace or performing work off-site, when:

- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the

person's own household or residence) are present when unable to physically distance; or,

- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.

Complete details, including all requirements and exemptions to these rules, can be found in the [guidance](#). Face coverings are strongly encouraged in other circumstances, and employers can implement additional face covering requirements in fulfilling their obligation to provide workers with a safe and healthful workplace. Employers must provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them.

Employers should develop an accommodation policy for any worker who meets one of the exemptions from wearing a face covering. If a worker who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, they should be provided with a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, if feasible, and if the medical condition permits it.

Businesses that are open to the public should be cognizant of the exemptions to wearing face coverings in the [CDPH Face Covering Guidance](#) and may not exclude any member of the public for not wearing a face covering if that person is complying with the [guidance](#). Businesses will need to develop policies for handling these exemptions among customers, clients, visitors, and workers.



Workplace Specific Plan

- Establish a written, workplace-specific COVID-19 prevention plan at every location and/or facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each area to implement the plan. House all worksite-specific COVID-19 prevention plans on a centralized database for reference and centralized access.
- Incorporate the [CDPH Face Covering Guidance](#) into the Workplace Specific Plan and include a policy for handling exemptions.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among workers or visitors.
- Train and communicate with workers and worker representatives on the plan and make the plan available to workers and their representatives.
- Regularly evaluate all areas for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the necessary processes and protocols to be when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- Develop a process to implement quarantine measures for any campground or RV park workers that live on-site.
- Identify close contacts (within six feet for 15 minutes or more) of an infected worker and take steps to isolate COVID-19 positive worker(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause a facility to be temporarily impacted or closed.



Topics for Worker Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work:

- If a worker has symptoms of COVID-19 as described by the CDC, such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, OR
- If a worker was diagnosed with COVID-19 and has not yet been released from isolation, OR
- If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation).
- To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 72 hours. A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when workers cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Face coverings must cover the nose and mouth.
 - Workers should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings must not be shared and should be washed or discarded after each shift.

- Information contained in the [CDPH Guidance for the Use of Face Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the employer's policies on how people who are exempted from wearing a face covering will be handled.
- Ensure any independent contractors, temporary or contract workers, or volunteers, including camp hosts, are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers or volunteers.
- Information on paid leave benefits the worker may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and workers' compensation for COVID-19](#), including workers' sick leave rights under the [Families First Coronavirus Response Act](#) and workers' rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20 while that Order is in effect](#).



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors or contractors entering the campground, RV park, or outdoor recreation facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Worker Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers must provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Employers must take reasonable measures to remind workers that they should use face coverings and frequently wash their hands with soap and

water or use hand sanitizer.

- Contact visitors with reservations at campgrounds and RV parks before their scheduled arrival to confirm the reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the visitor answers in the affirmative reschedule or cancel the reservation.
- Campground and RV park operators should take steps to ensure visitors are fully aware of the park's new policies and procedures prior to their arrival. Such policies should include the right for campground and RV park operators to cancel reservations for parties with symptomatic visitors; new check-in procedures; physical distancing requirements; and cleaning and disinfecting schedules for accommodations, amenities, and common areas like the check-in/registration area and the park general store or visitor center.
- Outdoor recreation operators should take steps to make the public aware of new protocols at the facilities. This could include using social media, website, texts, email, newsletters, etc., to communicate the steps being taken to protect visitors and workers so that they are familiar with updated policies (e.g. the use of face coverings and physical distancing requirements) before arriving at the facility.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning on all high traffic areas such as guest check-in areas and lobbies, visitor centers, break rooms, restrooms, and areas of ingress and egress, including stairways and handrails, throughout the day.
- Frequently disinfect commonly used surfaces and items including golf cart or vehicle steering wheels and gear shifts, keys, tools, water spigots, trash receptacles, lounge chairs, shared equipment, doorknobs, countertops, toilets, and handwashing facilities.
- Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces. Encourage visitors to bring and use their own equipment wherever possible.
- Equip guest reception and check-in areas and workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.
- Amenities, including trail maps, books, magazines, coffee, water, self-serve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions. Trail maps and other printed informational materials may be distributed to visitors on arrival for their individual use.

- Difficult to clean and commonly-touched items, including shared board games or books, should not be loaned out to visitors, if possible. If loaning out such items, consider placing returned items in a storage container for at least three days before loaning to a different visitor.
- Follow [CDC guidelines](#) to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.
- Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol for use in these facilities. If provided, make sure portable handwashing stations are maintained and soap, towel, and water supplies are kept full.
- Clean restroom facilities on an accelerated schedule to keep them clean and encourage campers and visitors to use them, thereby avoiding campers rejecting dirty and unsanitary restrooms and using the outdoors instead. Where possible, provide disposable seat covers in restrooms.
- Encourage visitors to pack out what they pack in, wherever possible, to minimize the amount of trash workers must dispose of at the campsite, park, trailhead, or other facility.
- Water filling stations, RV dump stations, and propane filling stations must be cleaned and disinfected each day and workers should wipe down the equipment after each use. If possible, place hand sanitizer near these facilities for visitor and worker use.
- Workers should avoid sharing tools, phones, electronics, and office supplies as much as possible and, where feasible, ensure workers have dedicated workstations for their personal use. Never share PPE.
- When choosing disinfecting chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide workers training on the chemical hazards, manufacturer's directions, ventilation requirements, and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health and ensure proper ventilation.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as

part of the worker's job duties. Consider procuring third-party cleaning services where feasible and appropriate.

- Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- Consider installing portable high-efficiency air cleaners for offices or other workspaces, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected. This includes BBQ grills, chairs, all secondary seating (e.g. swings or benches), water spigots, and RV electrical and water hook-ups.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between and among workers and visitors. This could include installing a Plexiglas barrier between workers and visitors in stores, lobbies, reception areas, or visitor centers or using visual cues to guide visitors where to stand or queue. Visitors should also be directed where to stand, using visual and/or verbal cues as appropriate, when waiting to use water filling stations, RV dump stations, propane filling stations, and other similar service locations.
- Wherever possible, implement staggered worker shifts, work in assigned teams, vary arrival and departure, and stagger breaks in compliance with wage and hour regulations to avoid interaction or grouping among workers.
- Avoid shaking hands, bumping fists or elbows, and other physical contact.
- Consider offering workers who request modified duties options that minimize their contact with visitors, customers, and other workers (e.g., managing inventory or managing administrative needs through telework).
- Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed. These areas might include sports fields, skateparks, basketball courts, tennis courts, trail heads, popular day use areas, and picnic areas. Post signs on physical distancing requirements and discourage groups from gathering in larger numbers than are currently recommended or allowed by the local county.
- For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the

facility.

- Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible. Post signs at the park's entrance to communicate with visitors what they need to do upon arrival. List a phone number, for example, for visitors to contact rather than entering the registration area. Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.
- If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts. Where necessary, escort or direct visitors directly to their site upon arrival following physical distancing requirements. Only one household should occupy each campsite or rental unit and non-registered visitors should not be permitted entry to the campground or RV park.
- Consider implementing a process for visitors to pre-purchase items from the general store, including firewood, food items, or other goods, and have workers deliver items to the visitor's campsite or RV.
- Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multi-person seating (including seating around fire pits) to discourage visitors from congregating. Playgrounds should also remain closed.
- All public events and/or concentrated gatherings, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed.
- Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing-related restrictions (e.g., limit use to one household at a time).
- Review campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.
- Adjust any workers meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines. Hold meetings with workers over the phone, via webinar, or outdoors wherever possible. Consider virtual interviewing and on-boarding for new workers when possible.



Additional Considerations for Outdoor Recreation

- Campground, RV park, and outdoor recreation operators should take steps to assess the risk inherent in the recreational activities that take place at their facilities. There are a number of actions operators can take to help lower the risk of COVID-19 exposure and reduce the spread during activity. The more person-to-person interaction, the closer the physical interaction, the more sharing of equipment there is by multiple participants, and the longer that interaction, the higher the risk of COVID-19 spread. Therefore, risk of COVID-19 spread can be different, depending on the type of activity. Operators should take steps to ensure that higher risk activities, including those not yet recommended by CDC guidelines, are not occurring on their properties.
- For most outdoor recreation activities, this guidance assumes that use of face coverings while playing or engaged in physical exercise may not be feasible.
- Persons engaged in outdoor work or recreation activities, such as swimming, walking, hiking, bicycling, and running, are not required to wear face coverings, as long as they maintain a distance of at least six feet away from persons who are not members of the same household. Customers/guests/visitors should have face coverings with them and ready to put on when they cannot maintain physical distancing.
- Evaluate the processes for renting and loaning recreational equipment and determine whether there is adequate workers capacity and available cleaning and disinfecting supplies to reopen such operations. All rented or shared equipment and items must be cleaned and disinfected between visitor use, including sports equipment, kayaks, surf or paddle boards, canoes, bikes, fishing gear, helmets, life vests, and other items.
- Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented. Such measures will be specific for the type of activity and the capacity of the facility but some examples include:
 - Encourage visitors to bring all of their own equipment, wherever possible, to minimize sharing of equipment.
 - Individual campsites should be occupied by members of the same household.
 - Remove all shared, on-site equipment that cannot be cleaned and disinfected between uses, where possible. This could include

removing the rakes from golf courses or chalk or writing utensils for posted scoreboards. Facility-provided games and equipment that are intended for communal use, e.g. horseshoe or cornhole sets at campgrounds or RV parks, should be removed.

- At equine facilities, clean and disinfect gate latches, spray nozzles, cross tie snaps, pitchforks, wheelbarrows, and other frequently used items regularly or after contact with personnel.
- For-hire fishing and small group charter operations must ensure customers have access to handwashing facilities or proper hand sanitizer on the vessel.
- Clean and sanitize arrows before and after use at archery ranges.
- Remove all score tenders at tennis and volleyball courts to prevent touching. Facilities should consider restricting tennis or volley balls to a particular group, court, or day of the week. This could include labeling them with a permanent marker.
- Cleaning and disinfecting “soft goods,” such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges. Such equipment requires an effective cleaning procedure or sufficient equipment inventory to allow for sufficient “down time” of at least three days between uses to minimize risk of COVID-19 transmission.
- High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intermural sports activities, races, or dances.
- Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, basketball and volleyball games, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.
- Modify outdoor recreational activities, where necessary, to allow for multiple households to utilize the facility or the equipment while maintaining physical distancing. Such modifications will be specific for each activity and depend on the capacity of the facility but some examples include:
 - Stagger tee times at golf courses and require one household per golf cart.
 - Limit the capacity on small group guided fishing, hunting, or chartered boat trips or reconfigure seating on boats or other vehicles.
 - Set up a schedule of access times to limit the capacity of people in a

barn or equine facility if demand requires scheduling to maintain physical distancing.

- When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, workers should maintain physical distance. Where possible, workers should demonstrate how to properly don and doff equipment rather than breaking physical distance to assist.
- Campground, RV park, and outdoor recreation operators should review additional guidance on Family Entertainment Centers on the [COVID-19 Resilience Roadmap website](#).



Additional Considerations for Communal Restroom and Shower Facilities

- Campground, RV park, and outdoor recreation operators should consider staffing and other capacity and resource needs to ensure that shared, public restrooms can be cleaned and disinfected throughout the day. Maximum occupancy for the campground, RV park, or recreation area should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.
- Shared restroom facilities should be cleaned regularly using [EPA-registered disinfectants](#) throughout the day. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected. Workers should be trained on the hazards and proper use of new products per Cal/OSHA requirements, and be provided with any required protective equipment for the specific cleaning products in use, such as eye protection or gloves.
- Create and post a cleaning schedule in every open restroom facility. Post the cleaning schedule on the front of the door so visitors know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.
- Consider using a checklist or audit system to track how often cleaning is conducted.
- Only allow shower room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks, faucets, soap dispensers, sanitizer dispensers, and paper towel

dispensers.

- Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, prop the door open and/or place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act. Make sure trash cans are emptied regularly.
- Campground, RV park, and outdoor recreation visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.
- Campground and RV park management should encourage guests staying in vehicles with toilets and showers/bathing equipment to use their own facilities rather than shared ones, if possible.
- Provide information on how to wash hands properly, including hanging signs in restrooms.



Additional Considerations for Swimming Pools and Aquatic Venues

- Campground, RV park, and outdoor recreation operators with swimming pools and splash pads should take additional steps to ensure those facilities are properly cleaned and disinfected for visitor use, according to [CDC guidelines](#).
- Campgrounds, RV parks, and outdoor recreation operators that have swimming pools which include water slides, water rides, or other water attractions must keep those areas closed until such operations can resume. Swimming pools themselves can remain open.
- Please note that saunas, steam rooms, and hot tubs should remain closed until such operations can resume.
- For indoor pools, face coverings must be work when out of the water or shower areas, unless exempt from the CDPH guidance. Cloth face coverings can be difficult to breathe through when they are wet. Face coverings should be put away when not in use so they are not accidentally touched or picked up by others.

- For outdoor pools, face coverings must be worn when out of the water whenever six-foot physical distancing cannot be maintained, unless exempt under the CDPH guidance.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- Consult with the company or engineer that designed the aquatic venue to decide which [List N disinfectants approved by the EPA](#) are best for the aquatic venue. Ensure the [safe and correct use](#) and storage of disinfectants, including storing products securely away from children.
- Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected are kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- Encourage visitors to bring and use their own towels. If towels are provided, launder them and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.
- Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Limit the use of the equipment to one patron at a time and clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to workers, visitors, or swimmers.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.
- Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that workers, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- Where feasible, install impermeable physical barriers such as Plexiglas where workers and patrons must interact and physical distancing is difficult.

- Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full-lanes for individual lap swimming and half-lanes for individual household use.
- Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another worker.
- Aquatic venues should avoid activities that promote group gatherings and should be aware of local policies on gathering requirements to determine if aquatic fitness classes, swim lessons, swim team practices, swim meets, or pool parties can be held.
- CDC's [Model Aquatic Health Code](#) has more recommendations to prevent illness and injuries at public pools in parks.



Additional Considerations for Cabins and Rental Units

- Campgrounds and RV parks with cabins or other rental units should take the proper steps to clean and disinfect those areas after each use. This includes wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- All linens must be removed and laundered between each visitor stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, ensure workers wear disposable gloves when handling dirty laundry and then discard after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens in the rental unit. Provide such items only on request.
- Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items

completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.

- Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay. Provide adequate dish soap and new, unused sponges for each visitor upon arrival. Consider replacing utensils with one-time use

dinnerware, if feasible.

- Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.
- Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.
- Additional guidance for the Hotel and Lodging industry is available on the [COVID-19 Resilience Roadmap website](#).



Additional Considerations for Food and Dining

- Dine-in restaurants, bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for such establishments on the [COVID-19 Resilience Roadmap website](#). All self-service food stations should be closed, including coffee machines, soda fountains, or toasters.
- Where possible, visitors should order food items online or over the phone and food should be available for pick-up. Walk-up snack bars or concession services should be available for pick-up of pre-ordered items. If pre-ordering is not available, ensure visitors maintain physical distancing when ordering food items.
- Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible. Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, cup, or box.
- Encourage the use of credit cards or accept payment over the phone, if possible, for food items.
- Outdoor recreation operators should not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served or shared, provide items in single-serve, disposable containers whenever possible. Workers or volunteers serving food should wash hands frequently and wear disposable gloves.



Additional Considerations for Campground and RV Park Laundry Facilities

- If necessary, adjust the operating hours for laundry room facilities to ensure that workers have adequate time to frequently clean and disinfect the laundry machine lids and doors, lint screens, tabletops and counters, chairs or benches, soap dispensers, vending machines, change machines, sinks, and other areas.
- Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.
- Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.
- Consider developing an appointment-type system for the laundry facilities so that workers know when the facilities are being used and visitors can avoid unnecessary interaction. Keep the laundry facilities locked between scheduled appointments to ensure adequate time for cleaning.
- If not possible to implement an appointment-type system, maintain physical distancing by closing every other machine so that six feet of physical distance can be maintained between visitors. Encourage visitors to wait outdoors while laundry is being washed/dried. Alternatively, use visual cues to direct visitors where to stand and limit access so individual visitors can use multiple machines that are together. Determine what the maximum capacity should be for the room size and post a sign on the door that states how many individuals can be in the room at one time, along with the cleaning and disinfecting schedules.



Additional Considerations for Ground and Building Maintenance

- Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow the complete [CDC guidelines for cleaning and disinfection](#).
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.
- Minimize or eliminate use of shared equipment and tools. If tools are shared, disinfect between each use, according to [CDC guidelines](#).

Disinfect all tools at the end of the work day.

- Require workers to wash hands or use hand sanitizer between the use of shared equipment, such as workstation tools, radios, mobilized carts, and other items.
- Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been. Qualified third-party qualified cleaning services are recommended for decontamination of affected areas.
- Any area where an infected person has been must be closed and ventilated for 24 hours, if possible, before workers can enter for cleaning. If not possible, ventilate the area for the maximum time possible, but never less than 3 hours. Alternatively, any contaminated area where access can be effectively restricted can be closed for seven days to let the virus die.
- If janitorial or custodial workers are asked to disinfect an area with known COVID-19 cases, they must not start operations until the campground or RV operator has provided the proper protective equipment and hazard training, or a refresher training. Janitorial or custodial workers must wear disposable gloves for all tasks in the cleaning process, including handling trash. Workers should be reminded to wash hands with soap and water immediately after taking off the gloves, or use hand sanitizer. Additional PPE might be required, including eye goggles, based on the cleaning/disinfectant products being used and whether there is a risk of splash. Janitorial workers must be provided training and information on the hazards of cleaners and disinfectants used, the availability of the safety data sheets, PPE required, and ventilation required.
- Workers should have enough ventilation (air flow) in areas where they are cleaning. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health.
- Workers conducting cleaning should be supplied with first aid supplies, including bandages or other items to cover any cuts, scratches, or open wounds on skin and have sufficient supply to change the bandages often.
- Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial workers on the maintenance team. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able

to share such information without fear of reprisal or retaliation.

- Campground and RV park operations should evaluate if the dog park on the grounds is large enough to accommodate visitors and their animals while maintaining proper physical distancing. If the space is not sufficient, dog parks must be expanded, occupancy-limited, or closed.
- Ground crews and building workers should refer to additional guidance on limited services available on the [COVID-19 Resilience Roadmap website](#).



Additional Considerations for Visitors

- When camping or engaging in outdoor recreation, visitors should make sure they plan ahead. When possible, visitors should make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site. Cash-less and minimal-contact transactions are becoming a common operating procedure in many establishments to avoid lines and person-to-person interactions. This will help protect visitors and workers.
- Visitors should be prepared to be as self-contained and self-sufficient as possible. For example, arrive prepared with your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper. It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities. Bring your own sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible. Visitors should bring plastic table cloths for picnic tables that can be disposed of or taken back home for washing.
- To ensure physical distancing can be maintained, visitors should set up their campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.
- Visitors should be prepared to follow all rules and updated policies at campgrounds, RV parks, and other outdoor recreational areas, including public parks, walking trails, and marinas. These new rules and policies could include:
 - Come to the park or facility prepared. Many programs and facilities will be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival. For example, some outdoor recreation areas may not open immediately due to the time required for gates to be unlocked, sites to be serviced, and potential for crowding.
 - Observe all cleaning protocols for self-service facilities and amenities before using them.
 - Leave furniture, such as picnic tables and chairs, as they were found as park workers may have appropriately spaced these items to

encourage physical distancing.

- Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, at overlooks, and around other confining spaces.
- Plan your travel in a safe and responsible way. Be mindful that backcountry and rescue operations require many emergency responders and extra demands on those healthcare resources puts everyone at risk.

¹Additional requirements must be considered for vulnerable populations. Campgrounds, RV parks, and outdoor recreation operators must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers must be prepared to alter their operations as those guidelines change.





Twain Harte Community Services District

P. O. Box 649 ▪ Twain Harte, CA 95383
Phone: (209) 586-3172 ▪ Fax: (209) 586-0424
www.twainhartecsd.com

Directors: Eileen Mannix ▪ Bill McManus ▪ Richard Knudson ▪ Gary Sipperley ▪ Kathryn deGroot

GENERAL MANAGER OBJECTIVES

Fiscal Year 2020/21

Infrastructure Optimization

Objective [SP 1.1, 1.2, 1.3]: Water System Assessment

1. Complete a hydraulic model of the water system.
2. Utilize hydraulic model to evaluate options to eliminate Laurel Pump Station.
3. Utilize hydraulic model to identify fire flow deficiencies.
4. Conduct a condition assessment of the water treatment plant.
5. Obtain funding for a water system assessment with the primary goal of reducing water loss.

Objective [SP 1.6, 1.7, 1.8]: Sewer System Assessment

1. Complete CCTV sewer system assessment.
2. Complete a hydraulic model of the sewer system.
3. Utilize sewer assessment to identify critical degradation and sources of inflow and infiltration.

Objective [SP 1.10]: Upgrade Water and Sewer SCADA System

1. Assess existing SCADA system and design upgrades to monitor and control critical water and sewer facilities.
2. Initiate SCADA programming and installation.

Objective [SP 1.12]: Develop a plan for regular hydrant testing.

Emergency Preparedness

Objective [SP 2.1]: Add generators to critical facilities

1. Install generator at Well #1.
2. Install generator at Well #3.

Objective [SP 2.6, 2.7]: Improve vegetation/fuels management.

1. Explore creative ways to encourage/assist community with local fuels management.
2. Assist community groups in forming Fire Wise Communities.

Objective [SP 2.8]: Improve functionality of the emergency alert horn.

Objective [SP 2.14]: Promote and conduct training exercises with local cooperator agencies.

Objective [SP 2.15]: Identify key community AED sites and develop a plan for funding installation.

Expanded Park Facilities

Objective [SP 3.1, 3.2]: Twain Harte Meadows Park Development

1. Obtain funding for Twain Harte Meadows Park.
2. Construct the Bocce Court Improvements (Phase 1 of TH Meadows Park).

Objective [SP 3.1, 3.2]: Park Engagement

1. Create a plan to promote park facility rental and simplify the rental process.
2. Develop methods to easily collect continual resident input on park facilities.

Community Engagement

Objective [SP 4.4, 4.5]: Promote District activities and customer education.

1. Increase social media presence with pictures and web articles of District activities.
2. Create short videos about projects, staff or other District activities of interest.
3. Generate regular billing inserts and messaging to educate and improve customer engagement.

Objective [SP 4.8, 2.9]: Improve customer information access and experience.

1. Implement paperless billing and conduct outreach on billing and payment options.
2. Utilize paperless billing outreach to begin developing a customer email contact list.

Organizational Sustainability

Objective [SP 5.1, 5.2, 5.3, 5.4]: Organization needs, structure and staffing

1. Hire an experienced/qualified Fire Chief and Operations Manager to improve management depth and organizational reliability/efficiency.
2. Explore options to create a full-time engineer position on each fire shift.

Objective [SP 5.9]: Develop a District-wide wellness program.

Objective [SP 5.7, 5.8, 5.9]: Standard Operating Procedures (SOP)

1. Write and compile SOP's for the most critical administrative functions.
2. Identify gaps in SOPs for water/sewer/park operations and begin developing SOPs as needed.

Objective [SP 5.9]: Central Filing System

1. Amend the District's Records Retention Policy to simplify management of District records.
2. Complete central filing system structure based on records management requirements and initiate filing system organization.

Objective [SP 5.13, 5.14]: Policy and Ordinance Update

1. Review and update (as needed) Section 3000 of the District Policy Manual.
2. Review and update the District's Water Ordinance.

Objective [SP 5.18]: Develop an easily accessible source for common employee forms and information.

Objective [SP 5.20]: Explore opportunities improve efficiencies by collaborating with other fire agencies.

Twain Harte Community Services District Field operations report June 2020

Water

Service Orders: 8 consisting of leak checks, data logs, register replacement and emergency shutoff.

Projects/ Field Operations Update:

- *6 service line leak.*

Sewer

	<i>Previous month</i>	<i>Year to Date Calendar</i>
<i>Lines Cleaned:</i>	<i>0 Ft</i>	<i>9,000 Ft</i>
<i>Lines Videoed:</i>	<i>0 FT</i>	<i>50 FT</i>

Service Orders: 5 consisting of 4 customer lateral inspections and 1 inspection.

Projects/ Field Operations:

- *The Dogwood sewer line replacement has been completed and is on line.*

Park and Recreation

Projects/ Field Operations Update:

- *Regular maintenance is ongoing.*

Year: 2020 THCSD Operations Manager Monthly Report

Month	*Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	**Total Recycled (Gal)	***Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	1,663,959	1,156,516	2,010,038	0	261,063	4,830,513	8,304,262	41.83%	0.72	7
Feb	1,506,960	1,129,663	2,019,731	0	177,163	4,656,354	5,836,362	20.22%	0.08	Trace
Mar	1,019,292	1,188,431	2,177,329	0	172,090	4,385,052	5,776,198	24.08%	7.32	8.4
Apr	2,487,376	1,198,525	1,359,793	0	256,516	5,045,694	6,737,931	25.12%	5.23	7
May	5,474,411	1,238,596	0	0	466,108	6,713,007	9,624,851	30.25%	2.98	0
Jun	6,854,002	1,176,488	0	44,931	425,706	8,030,490	11,912,958	32.59%	0.12	0
Jul	7,087,435	1,192,783	1,023,102	678,717	490,986	9,303,320	14,740,484	36.89%	0	0
Aug						0	14,605,710	100.00%		
Sep						0	10,891,827	100.00%		
Oct						0	9,867,000	100.00%		
Nov						0	6,638,895	100.00%		
Dec						0	7,410,084	100.00%		
Total	26,093,435	8,281,002	8,589,993	723,648	2,249,632	42,964,430	112,346,562	61.76%	16.45	22.4



Fire Division



Monthly Operations Report For July, 2020

INCIDENTS

- Monthly emergency call total: **33**
- Public Contacts/Non Fire Agency Assists total: **0 (Due to COVID restrictions at the fire house)**
- Please see attached statistics for incident response information

PERSONNEL

- **17** personnel on roster – one Firefighter Intern and Intern Operator resigned and were hired by Cal Fire as seasonal Firefighters, 1 New Intern Fire Fighter started on B-shift
- Intern Klayton Rothrock was deployed to the Hog incident as a Line EMT. He returned safely

EQUIPMENT AND APPARATUS

- All apparatus in service
- U-720 - out of service
- New batteries for AED ordered
- New temporal thermometers were ordered for COVID screening

FACILITIES

- Station seasonal staining and painting has been completed
- Public access to the station has been restricted due to COVID

TRAINING PROGRAM: Staff completed over **100** hours of combined training during the month

- Assisted and hosted live fire training for Tuolumne County Volunteers final skills test
- All large gathering trainings have been canceled due to COVID
- Quarterly Rope Rescue drills have been completed by all shifts
- July training topic: Apparatus drivers training, all Operator Interns have completed 10 hours of defensive driving training

FINANCIAL

- Two Assistance to Firefighter Grants have been submitted and awaiting approval. Both for Structural PPE
- California Firefighters grant was submitted for rescue equipment; RIC bags and new Thermal Camera for E-723

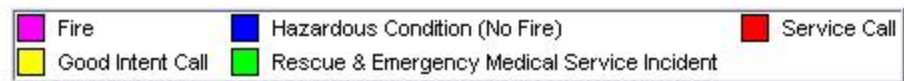
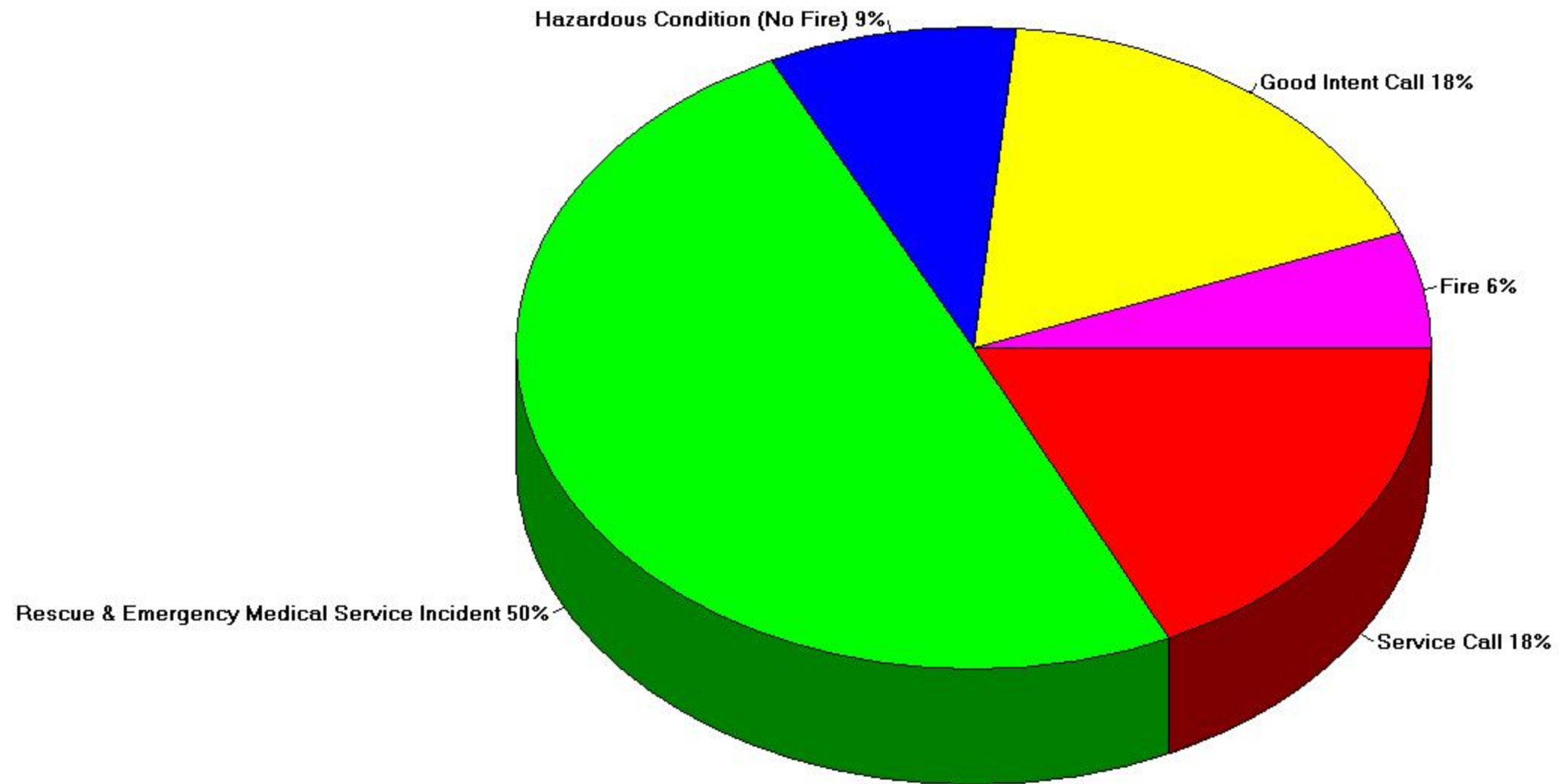
TUOLUMNE COUNTY CHIEF OFFICER'S ASSOCIATION

- Talks with other local agencies regarding potential JPA agreement
- County Fire Tax delayed until March 2021

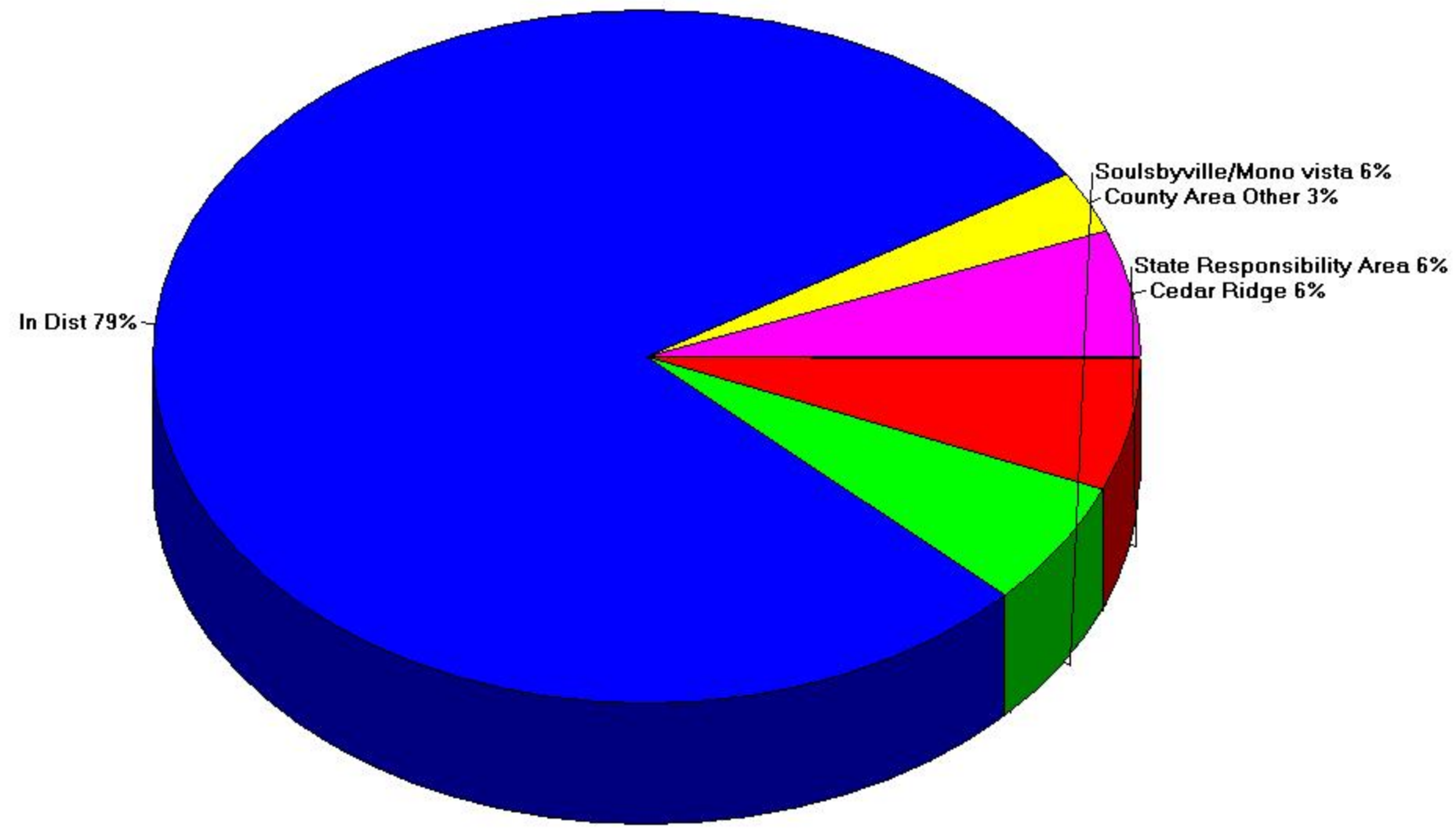
FIRE PREVENTION PROGRAM/PUBLIC EDUCATION

- All shifts are working on District business inspections
- All staff is working with Kim to frequently promote department activity on the District Facebook page

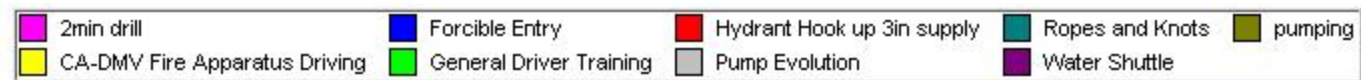
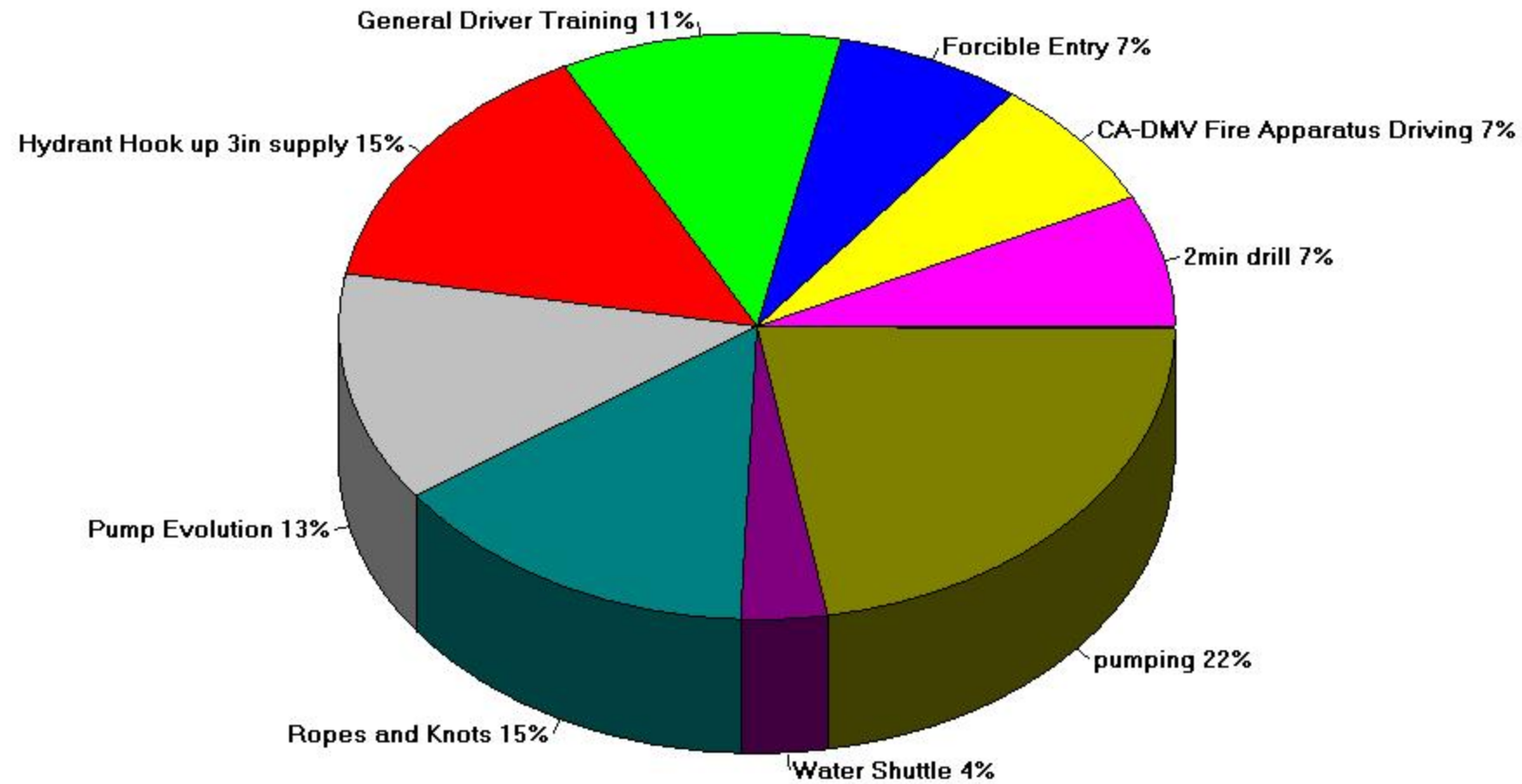
Alarm Date Between {07/01/2020} And {07/31/2020}



Incidents by District
Alarm Date Between {07/01/2020} And {07/31/2020}



Average Attendee Hours by Training Category
Date Between {07/01/2020} And {07/31/2020}





GENERAL MANAGER'S REPORT

August 12, 2020

Administration / Operations

- *Filing System and Intranet Development*
- *Fire Chief Hiring*
- *Fire JPA/Parcel Tax*
- *Water Ordinance*

Planning Projects

- *Sewer System Evaluation/Analysis – In process.*
- *Water System Hydraulic Model – In process. Anticipated completion in August.*

Capital Projects

- *Well #3 (Sherwood Forest) – Online! Generator is the last thing to complete.*
- *Dogwood Bench Sewer Line Replacement – Complete.*
- *Jim Johnson Bocce Improvements – Started last week. Anticipated October completion.*
- *Water/Sewer Materials Bins – Anticipated completion in September.*
- *Vantage Pointe Equipment Building – Awarded. Anticipated October completion.*

Funding Opportunities

- *Prop 1 Stormwater Grant – TH Community Stormwater Enhancement (\$5,000,000)*
 - *Submitted Application / \$100M available / \$10M max / 10% match*
- *Prop 68 Per Capita Park Grant – Park revenue enhancement (\$177,952)*
- *SWRCB Water System Planning Grant – Analysis of Water System (\$500,000)*
 - *Funding Agreement expected by end of 2020*
- *Prop 68 Rural Recreation & Tourism Program – Twain Harte Meadows Park (\$2,500,000)*
 - *Opens Summer 2021 / \$23M available / \$3M max / No Match*

Meetings of Interest

- *Lawsuit Depositions – 8/25/20*
- *Soroptomist Meeting Presentation – 8/11/20*