



March 19, 2020

PROMULGATION OF ORDERS AND REGULATIONS
DUE TO A LOCAL EMERGENCY CAUSED BY THE CORONAVIRUS PANDMIC

To the Board of Trustees, Staff, and Residents of San Mateo County:

Nothing is more important to us than the health of our employees and the community we serve. As you know, we are in a state of emergency, as established by the Governor on March 4 via Proclamation, and a local emergency, as established by the San Mateo County Director of Emergency Services and Board of Supervisors on March 3 and 10, respectively, via Resolution. On March 16, 2020, the San Mateo County Public Health Officer issued a shelter in place order which affects our entire service area and requires alterations to our normal business practices.

Under the Emergency Services Act, Government Code Section 8634, during a local emergency, a political subdivision may promulgate orders and regulations that are necessary to provide for the protection of life and property. As the General Manager and Director of Emergency Services for the San Mateo County Mosquito and Vector Control District, in consultation with our General Counsel, I have determined that our District provides Essential Governmental Functions because the mosquito and vector control services provided are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities and Essential Business, as those terms are defined in the Public Health Order. Therefore, the District must remain operational, while still complying with social distancing requirements, to the extent possible.

To that end, on March 16, 2020, the District developed the attached SMCMVCD COVID-19 Plan ("Plan"). The Plan establishes alternative staffing levels for administrative staff, laboratory staff, and vector control technicians, among other things. The Plan specifies the measures that will be used to ensure social distancing and maintain proper hygiene. These operational changes are being implemented to comply with Social Distancing Requirements in the Public Health Order.

The Plan also calls for the temporary closure of District facilities to the public and imposes physical barriers to ensure essential deliveries can be made while maintaining proper distancing. Starting Tuesday, March 17th, the District is no longer responding to resident service requests, but vector control technicians will continue to monitor and treat for mosquitoes. Laboratory staff will continue to conduct invasive mosquito and disease surveillance programs. Additionally, public information programs will continue online through social media and the District's website. Outreach and community events will be suspended until further notice. Steps have been taken to ensure that staff are able to complete their work while maintaining appropriate social distancing. **The public can still contact District staff by calling (650) 344-8592 or submitting an online request** to report mosquitoes or standing water at <https://www.smcmvcd.org/node/839>.

The Plan may be updated from time to time as may be necessary to respond to changing federal, state and local orders and to implement best practices designed to ensure the public health. A copy of the Plan and other coronavirus related materials can be found on the District's website at <https://www.smcmvcd.org/covid19>.

We can all take actions to keep ourselves and others healthy. Please follow actions recommended by the WHO, CDC and Public Health Officer and use good judgment.

The San Mateo County Mosquito and Vector Control District will continue to operate according to the Plan until further notice or there are changes in the orders from the County Public Health Officer to ensure the continued provision of Essential Governmental Functions while doing its part to help stop the spread of COVID-19.

Sincerely,



Dr. Chindi Peavey
District Manager

Attachments:

SMCMVCD COVID-19 Plan (March 16, 2020 version)

SMCMVCD COVID-19 Plan as of March 16, 2020

1. Administrative staff will work at home as much as feasible, but may come to the office when strictly necessary. All calls to desk phones are being forwarded to staff cell phones
2. Laboratory staff will continue to work in the laboratory and in the field, but will implement social distancing measures, including:
 - a. Staffing will be reduced from three staff members to one
 - b. No sharing of workstations or other individual equipment
 - c. Wiping down of shared equipment before and after use
 - d. For rooms that are too small to allow appropriate social distancing (insectary, PCR room, etc.), only one staff member will work in the room at a time
 - e. Laboratory staff will wear gloves when working in shared areas and are cautioned to not touch their faces
3. Vector control technicians will continue to work, but with the following measures to allow social distancing:
 - a. Staffing will be reduced from nine technicians and two supervisors, to four or five technicians (depending on operational needs) and one supervisor; additional technicians may be asked to work if needed. Staff who are not on duty are directed to stay home and work on assigned tasks such as data validation or reading background material and preparing reports.
 - b. Staggered shifts, 7:30am-4pm and 8:00am-4:30pm
 - c. Technicians keep clean uniforms in their lockers, not in the shared uniform closet
 - d. Technicians are distributed between the three locker rooms and the two staggered shifts to allow appropriate social distancing when changing into/out of uniforms at the same time
 - e. Shift meetings held outdoors, or in garage during inclement weather
 - f. The District has discontinued resident service requests, but will continue to accept resident reports of standing water or mosquito problems
 - g. In the event of face-to-face contact with a resident, technicians will maintain a distance of at least 6'; non-essential interaction with residents will be avoided
 - h. Residents specimens for insect ID will be picked up from their doorstep, instead of dropped off at District office
4. Public access to the lobby at the District office has been discontinued; packages and specimens for insect ID will be dropped off at the entrance to the lobby to allow appropriate distancing from the reception desk. Tables have been set up in the lobby to distance the receptionist for people coming to the District
5. Hand sanitizer stations provided in upstairs and downstairs lobbies at District office
6. Disinfectant wipes are available for staff to use on their workstations, work vehicles, and other items

7. Staff are reminded to abide by other recommendations from the CDC and SMC Health, including washing hands frequently, not touching your face and staying home when sick
8. This plan will remain in effect until further notice or changes in orders from the County Public Health Officer or the Governor's office.