

# Channel Islands Beach CSD

## Social Distancing Protocol

---

In compliance with the Ventura County Health Order dated April 9, 2020, the District has established the following social distancing protocol.

- The office is closed to the public to minimize person to person contact while accepting payments and conducting all other District business. All deliveries are to be left outside, in the mailbox, or inserted through the mail slot in the front door. All cash payments are to be coordinated with office staff by calling (805) 985-6021 during normal business hours.
- General Manager, Operations Manager, and Office Manager are working from home when all possible.
- Operations personnel have been segregated and do not report to work on the same days. An alternating schedule has been developed to ensure Ops staff remain segregated and to minimize any intermingling. During normal business hours (Mon-Fri 7:30 a.m. to 5:00 p.m.) one operations staff member is on site. After hours there is one operations staff member on-call.
- Customer service staff have been segregated and do not report to work on the same days. A schedule has been developed to ensure Admin staff remain segregated and to minimize any intermingling. During normal business hours, there is one Administrative staff member on site.
- All employees are to ride in vehicles alone. Only one employee to a vehicle.
- All employees must maintain at least 6 feet apart and wear a mask/face covering. This includes office personnel.
- The District has notified all contractors that they must abide by our social distancing requirements while working for us.
- No face to face meetings. All meetings, including office meetings, are conducted via Teams or Zoom. This includes Regular or Special Board Meetings.
- Hand sanitizer, soap and water are located in appropriate areas of the facility.
- Regular cleaning and disinfecting of high touch surfaces have been implemented.
- Employees who are sick are not to report to work.