

DISTRICT GUIDELINES

With the concern with COVID, having employees working in the same building and employee schedules, the following shall be put in place at our districts.

DISTRICT HEADQUARTERS

Front office (Administration and Construction)

To try and minimize exposure and to also make sure we are in compliance with the change in the Risk level associated with the COVID-19 on the North Dakota Department of Health we will need to keep the occupancy of this down to 50%. This is a safe approach but will give us consistency as we know this can change monthly or weekly.

ALL MAINTENANCE SECTION AND SHOP

The % of occupancy will not apply to these areas for now. For it to stay that way we need to implement many preventive measures and reinforce on a regular basis these measures.

- Additional cleaning
- Mask wearing, when social distancing cannot be maintained
- Hand sanitizer in many places throughout the building
- No larger gatherings
- No more than one person in a vehicle. If there is an operational need to travel together in the vehicle at one time, masks will be worn.
- Sanitization of trucks and vehicles on a regular basis
- The use of staggered start times to minimize the amount of employee's that are in the building at one time.
- Establish alternate work schedules where there is no overlap. (this is not required at this time but may be if other measures are not followed or effective)
- Equipment shall be fogged to sanitize before being brought into the shop to be worked on. Someone from the shop shall fog the equipment before it is brought into the shop and when it leaves.