



Rivergrove Water District Air Quality Conditions Policy

Policy Brief & Purpose

The purpose of this policy is to ensure the safety of District personnel when environmental factors such as elevated levels of ozone pollution, smog, or other conditions affect air quality.

Scope

This policy applies to all employees, contractors, volunteers, and anyone who has authorization to perform duties for the District.

Policy Elements

- The General Manager will keep employees informed of air quality conditions by sending updates every 60 minutes via direct telephone communication or text message
- The District will shut down outside operations when the air index exceeds 151
- Employees will download AirNow.gov on their District cell phone and monitor air quality conditions every 30 minutes while working outside
- The District will provide N95 masks, or similar quality, to employees working outside
 - The District will exhaust all means to keep the mask in stock; if the District experiences a shortage, guidance will be provided to employees on wearing the mask and reusing it even when it has exceeded its life
 - A used N95 mask is still more effective against a cloth or single-layer mask
 - An alternative mask to use when the N95 mask is unavailable is a disposable three-layer filter protection mask which will be provided by the District
- Outdoor operations will be limited to emergency or essential operations as directed by the General Manager
- If an employee feels sick from exposure to deteriorating air quality to include wildfire smoke, they will immediately notify the General Manager
- Windows and doors of buildings and vehicles will be kept shut
- If any employee has an underlying medical issue, they will immediately notify the General Manager who may take the following action(s):
 - Permit the employee to stay home; this time is computed as sick leave
 - Offer the employee office duties where exposure is minimal
- While inside an office setting, the vacuum will not be used as it stirs particulate matter into the air
- Other safety measures will be implemented as needed at the direction of the General Manager


Janine Casey
General Manager
Rivergrove Water District