Farmers Irrigation District

Covid-19 Emergency Operations Plan

In order to protect our staff, patrons, and the community, Farmers Irrigation District will take the following precautions and make the following changes to operations until further notice:

1. The office will be closed to the public. People are encouraged to call or email for any interactions.
2. Office staff will work remotely as much as possible. All essential programs and documents are available from remote locations. The office phone can be forwarded to cell phones on a rotating basis if necessary.
3. Field staff will minimize interactions with each other and with the general public. Work required to operate the hydro facilities and to prepare the system for delivering water on April 15th will be the priority. Any work that can be delayed will be put off until later in the year. Outside of ensuring core functions, field staff will work on an on-call basis.
4. A field staff schedule will be established and updated as necessary. The General Manager will coordinate with the Crew Foreman or any other staff necessary to establish a reasonable schedule that shares the work load as evenly as possible.
5. The General Manager will communicate daily with staff to ensure essential functions are maintained and any issues that arise are handled appropriately.
6. FID staff will properly sanitize all high contact surfaces within the office at least twice per day and follow CDC guidelines for hand washing (frequent, with a minimum of 20 seconds of scrubbing). All vehicle high contact surfaces will be sanitized each day.
7. Good communication will be essential for FID to function safely and efficiently under these conditions. System information and status will need to be communicated between field staff on a daily basis with any status information written on the board in the back room as well as recorded in the daily log. A group text message (to include all staff members) will be sent out at the end of each day giving an update on the system (designate one person each day to provide the summary). A minimum of two staff members will be working in the field at any given time and will be responsible for communicating with each other regarding location and status. Crew will notify the General Manager when starting daily system checks and then when completing work for the day.
8. If any staff member shows signs of sickness or is knowingly exposed to someone with suspected or confirmed Covid-19 they will: 1.) Stop coming to work and self-quarantine, 2.) Notify the entire staff at FID

The following describes essential functions that will be maintained in the office:

* Taking and posting payments. One person will be available for regular office hours to receive credit card payments over the phone. The mail will be collected daily and any payments by check will be processed and posted.
* Receiving accounts payable information. Both emails and physical mail with bills will be received and processed. FID will continue to follow the normal monthly schedule for creating an AP list to be approved by the Board of Directors.
* Receipt of and response to locates. FID will continue to deploy staff to respond to locates as they come in (unless it is an emergency locate, locates can be done every other day or every third day).
* Answering the phone and checking messages: Staff will continue to answer the phone as available to respond to patrons and others. When unable to answer the phone, staff will regularly check the messages and respond as needed. When checking messages, record information on the notepad next to the main office phone. Indicate in the notes if the issue has been dealt with or not and what was done or needs to be done.
* Process payroll: The Office Manager will continue to collect time sheets and process payroll on the normal schedule. Also, the associated reports will continue to be filed such as PERS.
* Process title report/requests for property sales.
* Building permit sign-off: Any building permit signatures can be accomplished by appointment only. The documents should be transmitted electronically for review by FID staff and questions or concerns should be handled via telephone or email. This will minimize exposure to staff and patrons.
* Recording of documents: Recording of documents related to water rights sign offs or any other official documents requiring filing with the County will be put on hold until further notice due to closure of the County offices.

The following describes functions that will be maintained remotely:

* Filing of any permit reports
* Filing of any grant reports
* Filing of any reports, forms, or other documents as needed that can be completed remotely
* Managerial reports for the Board
* Board meetings: Board meetings will be conducted via conference call. Board packets will be mailed and emailed for review. FID staff will provide a conference call number for Board members to utilize.
* General operational planning and financial planning/monitoring

The following describes daily system operations duties to be completed by field staff:

* Daily hydropower plant checks: routine check of all plant functions and maintenance of plant logs. Plants should be checked remotely several times per day.
* Daily pump station check: As spray water is delivered and then irrigation comes on line, the pump station needs to be physically looked at for any visual issues or concerns and then monitored remotely.
* Daily screen checks: The screens at each forebay (verticals and horizontal at P3 and verticals and horizontal at forebay 3) must be checked and cleaned daily. Water depth over the Ditch Creek Screen must be maintained at approximately 2.5 inches. Adjust the butterfly valve at the entrance to FB3 to maintain. The Davenport screen and the head gate need to be physically checked on a daily basis.
* Canal: The Farmers Canal needs to be checked on a daily basis (at least once, more if weather or conditions warrant it). All grates need to be cleaned and the water surface elevations checked against the SCADA system.
* Reservoirs: The reservoirs will be checked at least 3 times per week and the conditions recorded on the board in the back room.
* Diversions: All diversions will be checked at least 3 times per week.
* Regular Facilities Maintenance: Includes building maintenance, easement maintenance, site maintenance (weed eating) will be discussed and prioritized. Crew Foreman to communicate with General Manager on a weekly basis and provide a list of work to be completed.
* Charging the system: The Crew Foreman will provide guidance on daily work necessary to prepare the system to deliver water. The Crew Foreman will provide a schedule and plan for charging the system, starting with main lines and then working out through laterals and sub-laterals. Once the system is charged, PRV’s will need to be included in the daily system checks.
* Locates: Field staff will complete any locates as they arise.
* Maintain SCADA/telemetry system: Perform all work necessary to ensure proper operations of the remote monitoring system. This system allows for operation of the FID hydro and irrigation systems with minimized crew presence.