

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS  
of  
JERICHO WATER DISTRICT

held remotely via telephone conference, on the 6<sup>th</sup> day of January 2021, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate James Asmus Patricia Beckerle
	Attorney	Michael F. Ingham
	Superintendent	Peter F. Logan
	Business Manager	Kathleen Cannon
	Asst. Business Manager	Amanda Blum
	Engineer	William Merklin

In response to the restrictions and concerns relative to the Coronavirus (COVID-19) pandemic, today's meeting of the Board of Commissioners and all meetings until further notice will be held via a phone-conferencing platform pursuant to Governor Cuomo's most recent Executive Order 202.79. A roll call was taken to assure that those listed were in attendance and that a quorum of the Board was present. Members of the public were given the opportunity to call in and listen to the meeting live. The Board Meeting was recorded and will later be transcribed. A notice was posted on the District's website, [www.jerichowater.org](http://www.jerichowater.org), stating same on April 6<sup>th</sup>, 2020.

Commissioner Abbate opened the Board Meeting with an update pertaining to continued efforts of the District to address the COVID-19 virus pandemic:

Miss Cannon and Mr. Logan reported regarding three (3) possible COVID-19 incidents (all service department employees) and the steps they are taking to keep the staff and consumers safe. An internal contact tracing form has been developed to be utilized when a possible case arises at the District. This form will be used to determine, if necessary, how long the employee must quarantine/isolate depending on the circumstances, identify any close contacts and will be available if questions arise from the health department.

Miss Cannon and Mr. Logan recommended to the Commissioners several actions to reduce staff exposure to the coronavirus. One such action is; employees are required to wear a mask/face covering when they are working closely with one another, especially when social distancing cannot be avoided, or when they are in an enclosed area. Violators of this directive will be immediately suspended for that day. If a service department employee who is assigned to ride in the same vehicle with another employee, are observed not wear a mask, both employees will be suspended for two (2) days. The Commissioners agreed and approved these actions and requested they prepare their plans to implement and share with the staff.

Miss Cannon then presented to the Commissioners a draft COVID-19 (Coronavirus) Sick Leave Policy for their review and approval. Miss Cannon explained that the policy includes up to date recommendations from both the CDC and NYS and includes the procedures that the District is following. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the COVID-19 (Coronavirus) Sick Leave Policy is hereby adopted by the Board of Commissioners. (Attached to the end of these minutes)

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Miss Cannon reported that on December 30<sup>th</sup>, 2020, Governor Cuomo extended the suspension of the in-person meeting requirement of the Open Meetings Law until January 29<sup>th</sup>, 2021 in Executive Order 202.87.

Minutes of the previous meeting(s) were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Deferral Application and Action Plan: The public notifications were approved by NYSDOH and NCDH and have been successfully implemented. The first quarterly report will be required on January 10<sup>th</sup>, 2021. A draft has been provided to JWD for review.
2. Well 20 & 21 AOP Treatment: D&B is working with JWD to develop a scope of work and proposal for the project.
3. Well 22 Facility Improvements & AOP Treatment: D&B is reviewing a draft proposal with JWD for submittal at the next Board meeting.
4. Kirby Lane AOP: Detailed design is underway.
5. Southwoods Road -New Well and Treatment Facility: The Contractor is abandoning the test well. D&B is preparing the Design Report and contract documents for construction of the permanent well. D&B has commenced with the design of the Well house and Treatment Facility.

6. PTAS at Well 6 & 16: Bids were opened on December 18<sup>th</sup>. D&B is reviewing references and evaluating the bids. A pre-award meeting was held with the apparent low bidders for the General Construction and Electrical Construction contracts. (J. Anthony Enterprises and Wire to Water, Inc.)
7. Well 17 GAC Treatment for Simazine Removal: Construction is underway.
8. Well 20 GAC Treatment for Simazine Removal: The shop drawings have been approved for the GAC pre-purchase contract. Bids for the Facility Construction Contract were received on December 18<sup>th</sup>. D&B has submitted a recommendation of award.

Mr. Merklin then presented to the Commissioners a letter from Anthony Eagan, P.E of D&B Engineers and Architects, P.C. stating that he reviewed the six (6) bid proposals received on December 18th, 2020 for Contract No. C7-20 Installation of Granular Activated Carbon Adsorption System at Well No. 20. Bensin Contracting of Holtsville, New York was the low bidder for the contract with a total bid price of \$1,378,000.00 (which includes a \$5,000.00 fee for EFC grant compliance). Bensin Contracting is a Veteran Owned Business so some of the M/WBE, EEO and SDVOB requirements for EFC grant compliance can be satisfied in-house. Based on his findings of the contractor's past and present performances, and his review of the bid proposals, Mr. Eagan recommended award of the contract for the Installation of Granular Activated Carbon Adsorption System at Well No. 20 be made to Bensin Contracting for the total amount of \$1,378,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that Contract No. C7-20, Installation of Granular Activated Carbon Adsorption System at Well No. 20 be awarded to Bensin Contracting of 652 Union Avenue, Holtsville, New York the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the bid amount of \$1,378,000.00 to be paid from Capital Account No. H-8397-019-2305 Well Nos. 17 & 20 GAC Treatment.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

9. Split Rock Tank Rehabilitation and Booster Station: The tank rehabilitation work is underway. Preparation of contract documents for the Booster Pumping Station and Drainage Improvements is underway.
10. Syosset Tank Condition Assessment: A draft report was submitted to JWD earlier this week.

11. Jericho Tank Condition Assessment: D&B is waiting for the interior inspection report for inclusion in our report.

12. Woodbury Tank Altitude Valve: Bids will be advertised on January 8<sup>th</sup> and opened on January 29<sup>th</sup> at 9:00AM. The contract documents have been submitted to NCDH for approval.

After discussion, the Commissioners then set a bid date for Friday, January 29<sup>th</sup>, 2021 at 9:00AM.

13. 2020 EFC Grant Applications: No update from last meeting.

14. Requirements Contracts: CBS/PBS Tank Alarm Maintenance & Repairs – Bids will be advertised on January 8<sup>th</sup> and opened on January 29<sup>th</sup>. Water Service Gooseneck Replacements – JWD is reviewing draft.

After discussion, the Commissioners then set a bid date for Friday, January 29<sup>th</sup>, 2021 at 9:00AM.

15. Wells 4 and 31 Pump Rehabilitation: Well 31 pump is scheduled for installation on January 11<sup>th</sup>. Well 4 cleaning and video inspection have been completed. The Well 4 pump design has been updated to maximize the performance of the well.

16. McCoun's Lane Water Main Improvements: All work has been substantially completed. Some open punch list items remain. D&B is working with Bancker to close out the contract. D&B's subconsultant has completed the easement surveying work.

17. Glen Head Water Main Improvements: No update from last meeting.

#### Status of Proposed Development Projects – Engineers Report

1. Marriott at Milleridge Inn Water Main: No update from last meeting.

2. LIU Post Water Distribution Improvements: Bids were opened on December 4<sup>th</sup>. D&B has prepared a letter of recommendation.

Mr. Merkin, of D&B Engineers and Architects, P.C., then presented a letter stating that he reviewed the six (6) bid proposals received on December 4<sup>th</sup>, 2020 for Contract No. I3-20, LIU Post Water Main and Service Improvements. All Allen Industries, Inc., of Amityville, New York was the low bidder for the contract with a total bid price of \$581,430.00. Based on his findings of the contractor's past and present performances, and his review of the bid proposal, Mr. Merkin recommended the award of the contract for LIU Post Water Main and Service

Improvements be made to AII Allen Industries, Inc. for the bid amount of \$581,430.00. After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. I3-20 LIU Post Water Main and Service Improvements be awarded to AII Allen Industries, Inc., 510 Broadway, Amityville, New York, the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the amount of \$581,430.00 to be paid from Installation Fund Account No. H-8398-888-2300 CW Post Veterinary School of Medicine contingent upon receipt of funds from the developer to cover the cost of the water main installation.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
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Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

3. Country Club Developers: No update from last meeting.
4. Tam O'Shanter Development: No update from last meeting.
5. Aveley Residential Development: No update from last meeting.
6. Amazon Warehouse (former Cerro Wire Site): No update from last meeting.
7. Silver Path Estates Request for Water Availability: No update from last meeting.

Mr. Merklin then presented the Commissioners with a proposal for analyzing laboratory sampling results for inclusion in the 2020 Annual Water Quality Report, (AWQR), for the District in the not to exceed amount of \$7,900.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approved D&B Engineers and Architect's proposal for engineering services for analyzing laboratory sampling results for inclusion in the 2020 Annual Water Quality Report, (AWQR), for the District in the not to exceed amount of \$7,900.00 to be charged to Operating Account No. A-8340-000-4430 Engineering Services.

VOTE	AYES:	3	NOES:	0	ABSENTIONS:	0
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Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Mr. Ingham reported regarding the New York State Sick Leave (NYSSL) Law (Section 196-B) which became effective September 30<sup>th</sup>, 2020 and has been discussed at previous meetings. After further research into the new law, it was determined that Federal, State and Local government employees are exempt from the new law and the District will not need to comply.

Monthly report of Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period December 16<sup>th</sup>, 2020 to January 5<sup>th</sup>, 2021, had been completed and all were within state and federal standards.

Mr. Logan then reported that he received the invoices from Bancker Construction for the repair of two (2) broken mains. The first repair, from December 15<sup>th</sup>, 2020 (between Hunters Drive and Farm Hill Lane on Route 106 in East Norwich) cost \$32,434.20. The second repair, from December 25<sup>th</sup>, 2020 (on Fairbanks Court, Woodbury) cost \$17,972.18. Mr. Logan reported that he had reviewed the invoices and believed it to be fair and accurate based on the line items in the District's Requirements Contract for Emergency Repairs to Water Distribution Systems. Miss Cannon indicated that the repairs required a blanket purchase order increase in the amount of \$25,226.38 (nunc pro tunc) to cover both invoices. Both repairs were approved by the Commissioners via email after they occurred. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the emergency repair work on Route 106 in East Norwich in the amount of \$32,434.20 and Fairbanks Court, Woodbury in the amount of \$17,972.18 to be charged to Operating Account No. A-8340-000-4650 Repairs to Wells & Distribution.

VOTE                      AYES:              3              NOES:              0              ABSENTIONS:              0

Commissioner Abbate      AYE  
Commissioner Asmus      AYE  
Commissioner Beckerle    AYE

Mr. Logan then requested authorization to renew the maintenance contract for the District's eight oil burners and hot water heaters with United Metro at the cost of \$329.00 per unit for a total cost of \$2,632.00. Mr. Logan also mentioned that United Metro, a NYS OGS contractor, is the company that the District currently purchases #2 heating oil and diesel fuel from. After discussion, the Commissioners authorized Mr. Logan to renew the Maintenance Agreement with United Metro to service the District's oil burner and hot water heaters.

Mr. Logan then presented to the Commissioners a copy of the letter sent from Mr. Joseph Todaro, P.E. of H2M architects + engineers on behalf of the District to the New York State Department of Health (NYSDOH) formally submitting their

engineering report for Wellhead Treatment for 1,4-Dioxane Removal at Well Nos. 9 & 14, dated December 2020.

Mr. Logan updated the Commissioners on the illegal use of a fire hydrant located in front of 7 Elm Street, Woodbury which was reported to the District on October 24<sup>th</sup>, 2020. The homeowner was charged a \$250.00 fine for each violation, totaling \$1,250.00 and was given 30 days to pay. Mr. Logan mistakenly reported at the last board meeting that the homeowner had not made payment on the violations, however District did in fact receive payment in full on November 19<sup>th</sup>, 2020 (paid on their water bill).

Mr. Logan reported that he wished to reinstate the approval of H2M architects+engineers to redesign the HVAC for the Nitrate Removal Facility at Well Nos. 9 & 14 in the amount of \$5,600.00. The proposal was originally approved by the Commissioners on August 15<sup>th</sup>, 2018 but then rescinded on September 14, 2018 due to LiRo agreeing to review and correct or redesign the plans as required at no additional cost to the District which was left uncompleted. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners reinstate the approval for H2M architects+engineers to redesign the HVAC for the Nitrate Removal Facility at Well Nos. 9 & 14 in the amount of \$5,600.00 to be charged to Capital Account No. H-8397-008-2303 Nitrate Removal Facility – Well Nos. 9 & 14.

VOTE                      AYES:            3            NOES:            0            ABSENTIONS:    0

Commissioner Abbate    AYE  
Commissioner Asmus     AYE  
Commissioner Beckerle   AYE

Mr. Logan provided an update regarding the request from consumer E. Schwartz on Account No. 50121600-0 for relief on his water bill due to “negligence on behalf of the District” when the consumer’s meter was changed (in August 2019) and allegedly caused a leak in the meter pit several months later. Mr. Schwartz allowed Mr. Logan to have someone pick up the valve so that he could get a closer inspection. Mr. Logan was able to confirm that it had a small stress fracture on the inside of the ringstyle valve. Mr. Logan advised the Commissioners that it was his professional opinion that the meter change did not cause the stress fracture inside the valve.

Mr. Logan provided an update regarding Mr. Jeffery Ellis’ request for irrigation related utility data from the District. Mr. Logan discussed the request with the District’s Account Representative at Badger Meter, Ken Dahlinger, who spoke with Mr. Ellis regarding his request and also consulted with Badger’s Solutions Architect Group who determined Badger could not share any utility Beacon or EyeOnWater data with consumers. The District does not have the ability through

Beacon or EyeOnWater to provide a report to satisfy the request. The majority of the District's 19,000 accounts are not irrigation only accounts. There is no way to isolate irrigation usage from domestic usage and the database does not store information regarding sprinkler systems/permits. The District produced a report showing annual meter reading consumption for each month in 2020 for all accounts, with an overlaid temperature and precipitation graph. The Commissioners instructed Miss Cannon forward the information to Mr. Ellis to comply with the FOIL request.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of January 4<sup>th</sup>, 2021. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between December 15<sup>th</sup>, 2020 and January 4<sup>th</sup>, 2021. After discussion, the report was ordered filed.

Miss Cannon then reported that the Bank Reconciliations for the month of December 2020 were completed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then requested authorization to transfer \$250,000.00 to \$500,000.00 from the General Fund Checking Account to the District's Investment Account to maximize earned interest. After discussion, the Commissioners authorized Miss Cannon to transfer the funds.

Miss Cannon then requested that the Commissioners approve the following budget transfer:

To Fund Print Order for Bills and Envelopes etc (nunc pro tunc)

A-8310-000-4470	Printing	\$2,500.00
A-8310-000-4640	Repairs to Wells & Distribution	(\$2,500.00)

To Fund Fire Alarm Maintenance Contract for the last quarter of 2020 (nunc pro tunc)

A-8340-000-4610	Alarm Protection Systems	\$1,000.00
A-8340-000-4620	Road Patch – Permanent	(\$1,000.00)

To Fund Insurance Deductible for Claim 12-31-2020 (nunc pro tunc)

A-8310-000-4300	Insurance	\$ 200.00
A-8310-000-4350	W/C- First Aid Option	(\$ 200.00)

RESOLVED that the Commissioners authorize the above listed budget transfers.

VOTE            AYES            3            NOES            0            ABSENTIONS            0



Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon informed the Commissioners that she received the following two (2) requests to waive penalties:

1. Account No. 55490310-0 in the amount of \$50.10
2. Account No. 45571400-0 in the amount of \$52.65

Miss Cannon informed the Commissioners that no penalty on any of the above accounts has been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive penalties on the accounts listed above and instructed her to send revised bills to the consumers.

At 9:45 a.m. Joseph Todaro and Anthony Trombino from H2M architects+engineers joined the meeting to provide their monthly engineer's project status report:

1. New Elevated Tank at Wheatley Road Site: Caldwell's "scope of work" to complete the painting portion of the project was received on 12/23/20. H2M provided a response on 1/5/21. The tank demolition contractor (Wargo) has mobilized to the site and is expected to begin tank demolition this week. A site meeting was held on Monday, 1/4/21 with H2M, JWD, D&B and Wargo to discuss logistics and staging, etc.
2. Woodbury Villas Water Main Installation: Phase 1 of the water main construction has been completed except for pavement restoration of Jericho Tpke. The Developer is not ready for Phase 2. Phase 2 will need to be re-packaged and bid out when the developer is ready to move forward.
3. Well Nos. 9 & 14 Nitrate and VOC Removal Facility: Phillip Ross Industries (PRI) has formally asked for an extension of the contract completion date to March 26<sup>th</sup>, 2021. The backpressure valve (latest change order) was installed last week. PRI is scheduling H&T to return to site and resume startup of the nitrate removal system. The remainder of the testing and start up will continue thereafter. The gas service is active at Merry Lane. The gas meter is scheduled to be set at Tobie Lane on Thursday 1/7/2021.
4. Electric Service at Pumphouse No. 12: Project has been completed. Bancker to send a revised Maintenance Bond to JWD for final closeout.
5. Well Nos. 9 & 14 Emerging Contaminant Treatment: Pilot Study Report and Engineering Design Report submitted to NYSDOH and NCDH. The design is 75% completed. Drawings are expected to be submitted to the health department in February.

6. **GPS Training:** Project is closed. H2M provided District staff with in-person online GIS technology and Trimble GPS equipment training. H2M also created and provided custom training documentation which included the District's configuring settings to enable them to field verify and correct the locations of water infrastructure.
7. **GIS Data Development:** Project is ongoing. H2M provided GIS data creating services to digitize the point infrastructure (hydrants, valves) throughout the District from available plans. H2M also used this contract as a mechanism for supporting other GIS initiatives like the District's public, online irrigation map. Consumers can search by their customer account number or address to determine their approved watering schedule. The remaining funds, which were recently increased, will be used for the digitization of the remaining distribution network once the District staff has field-verified the point locations with GPS.
8. **GIS Voter App:** Project is complete. Using the District's ArcGIS Online account as a means of storing and accessing data remotely, H2M first completed a customer data reconciliation with the County's list of registered voters. A mobile app was created to allow the District to track eligible voters within their District. The app was used successfully on election night, supporting the District's drive-up election to instantaneously confirm the eligibility of all 224 voters and track their participation in the election.

Mr. Todaro, P.E. of H2M architects+engineers then presented to the Commissioners a letter regarding the Well Nos. 9 & 14 AOP Pilot Study decreasing their original fee for engineering services from \$170,000.00 to \$153,500.00, a reduction of \$16,500.00. After discussion, the Commissioners thanked Mr. Todaro and H2M for passing through this savings to the District.

Mr. Todaro, P.E. of H2M architects+engineers then presented to the Commissioners a letter dated December 30<sup>th</sup>, 2020 requesting additional engineering fees for the Well Nos. 9 & 14 Nitrate and VOC Removal Facility. The additional fee requested is due to the slow progression to bring the facility on-line in the net amount of \$16,145.00. After discussion, and upon motion dully made and seconded, it was

**RESOLVED** that the Commissioners approve H2M's request for additional engineering fees for the Well Nos. 9 & 14 Nitrate and VOC Removal Facility in the net amount of \$16,145.00 to be charged to Capital Account No. H-8397-008-2303 Nitrate Removal Facility – Well Nos. 9 & 14.

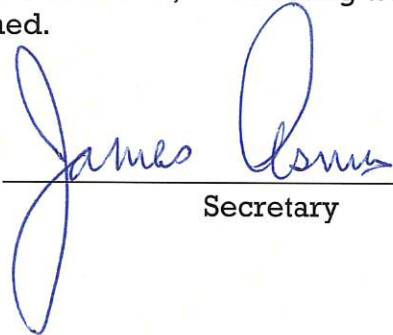
VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			

Commissioner Asmus                    AYE  
Commissioner Beckerle                AYE

The Board went into Executive Session at 10:24 a.m. to discuss pending litigation matters and personnel and reentered with no action taken.

The following claims were then audited and approved for payment: General Fund #25058 to #25143, Construction Fund #2538 to #2541 and Installation Fund #4118 to #4121.

There being no further business, the meeting was, upon motion duly made and seconded and adjourned.

  
\_\_\_\_\_  
Secretary

**JERICHO WATER DISTRICT**  
**COVID-19 (CORONAVIRUS) SICK LEAVE POLICY**  
Adopted by the Board of Commissioners: January 6<sup>th</sup>, 2021

In March of 2020, COVID-19 (Coronavirus) started the United States, to the extent that the Center for Disease Control (CDC) and the New York State Department of Health (NYSDOH) declared a pandemic. At that time, the District took preventative measures to ensure that all of its employees were given a safe environment with which to work in. This consisted of making sure that Personal Protective Equipment (PPE) was available in sufficient supply, and that guidelines set forth by the CDC and NYSDOH were followed. Masks are to be worn whenever an employee enters the main office or the shop, and when they are closely working with other employees. This policy clearly states what procedures will be followed if an employee is exposed to COVID-19, or if they become infected themselves.

**Daily COVID-19 Screening and Health Assessment**

The temperature of each employee will be taken each morning before their shift starts. If their temperature registers 99.5 degrees or higher, they will immediately be sent home.

In addition to temperature checks, employees must attest that they have no COVID-19 symptoms and must answer “no” to all of the questions below in order to proceed with their work-day (by checking the box on the temperature sheet).

1. Within the past 14 days have you tested positive to COVID-19?
2. Within the past 14 days have you been in close contact with anyone who tested positive for COVID-19 or is suspected to be positive for COVID-19?
3. Within the past 14 days have you had any symptoms of COVID-19?
4. In the past 14 days, have you or anyone in your home had a fever with a temperature of 100.4 degrees Fahrenheit or higher?
5. Have you traveled, in the past 14 days, to any non-contiguous state or internationally?

**Symptoms of COVID-19**

As per the CDC, people with COVID-19 have experienced a wide range of symptoms reported – ranging from mild symptoms to severe illness. The following symptoms can be indicative of COVID-19:

- |                                                 |                         |
|-------------------------------------------------|-------------------------|
| 1.) Fever                                       | 2.) Cough               |
| 3.) Shortness of breath or difficulty breathing | 4.) Fatigue             |
| 5.) Muscle or body aches                        | 6.) Headache            |
| 7.) New loss of taste or smell                  | 8.) Sore throat         |
| 9.) Congestion or runny nose                    | 10.) Nausea or vomiting |
| 11.) Diarrhea                                   |                         |

If an employee experiences multiple or all of these symptoms, they are to immediately notify District management to their condition, and immediately self-quarantine at home. The District will send for PCR COVID-19 Test.

The District perform internal contact tracing and will request from the employee the following:

1. A list of individuals that came in “close contact” (see page 2 for definition) with him/her during the two days prior to the onset of symptoms. This list would include employees, vendors, customers, and any other business contacts.

**JERICHO WATER DISTRICT  
COVID-19 (CORONAVIRUS) SICK LEAVE POLICY**  
Adopted by the Board of Commissioners: January 6<sup>th</sup>, 2021

2. Synopsis of the situation
3. Date symptoms began

The District will communicate with these specific individuals and work with the Health Department if necessary, to contact trace. If the employee tests positive for COVID-19, the District will send all employees from the “close contact” list home to be tested and will be required to quarantine for 10 days from the date of close contact (as long as no symptoms develop). \*As long as the District can still function providing essential services to our residents.

**COVID-19 Testing (Two Options)**

**Option 1:**

JWD Employees (and their immediate family members living in same household) now have access to free COVID-19 Testing via a PCR Nasal Swab Test through the Town of Oyster Bay utilizing the employee’s health insurance plan.

**Location:** Hicksville Community Center  
28 West Carl Street  
Hicksville, NY 11801  
(516) 733-8412

<b>Days/Times:</b>	Mondays	9:00 AM to 5:00 PM
	Wednesdays	2:00 PM to 8:00 PM
	Fridays	9:00 AM to 5:00 PM
	Sundays	10:00 AM to 2:00 PM
	Please Arrive 1 hour before end time	

**How to Get Tested:**

- Sign in on the Water District Sheet
- Clearly print your e-mail address next to your signature (this is how you will receive your test results)
- Bring your JWD Employee ID
- Bring your Driver’s License
- Bring your Health Insurance Card

Results will be available 24 to 30 hours from the time of test

**Option 2 (would be used if option 1 was unavailable):**

The District has contracted with a testing facility in order to expedite and streamline employee test results at the cost of the District. Employees can take advantage of this contract if their symptoms warrant a COVID-19 RT-PCR Nasal Swab Test and can complete a HIPPA release to forward the results directly to the District. Test results should be received within 24-48 hours.

Island Occupational Medical Resources, P.C.

**JERICHO WATER DISTRICT**  
**COVID-19 (CORONAVIRUS) SICK LEAVE POLICY**  
Adopted by the Board of Commissioners: January 6<sup>th</sup>, 2021

Dr. Jorge L. Gardyn, M.D., F.A.C.P.  
618 Broadway, Amityville, New York 11701  
Phone: 516-691-6000

In order to utilize service, the District must send over pre-authorization for the test including the Employee's Name, Birthdate and Photo ID. Employees are instructed to enter the back-parking lot of the facility and call the office upon arrival. A nurse will meet the employee at their vehicle to perform the test.

The employee may choose to, on their own, take an additional rapid test for interim guidance but return to work decisions will only be made based on the PCR test results.

**Confirmed COVID-19 Case**

**Isolation**

If an employee tests positive for COVID-19 they must isolate and stay home. When they receive their test results, a copy must be forwarded to the Superintendent or Business Manager as soon as possible.

**Return to Work Protocols**

Employees who tested positive can return to work after the following:

- 10 days since symptoms first appeared **and**
- 72 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving, and have been cleared by the Health Department or your doctor

Employees who tested positive for COVID-19 but had no symptoms, can return to work after 10 days have passed since the date of their positive test.

Employees who have become severely ill with COVID-19 may need to stay home longer than 10 days and up to 20 days after symptoms first appear. Your healthcare provider will let you know if you can resume being around other people based on the results of a re-test.

**COVID-19 Exposure**

**Quarantine**

Employees who have been in close contact with someone who has COVID-19 must quarantine. The District will send for PCR COVID-19 Test.

Close Contact includes:

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with the person (hugged or kissed them)
- Sharing eating or drinking utensils
- Person sneezed, coughed, or somehow got respiratory droplets on the employee

**JERICHO WATER DISTRICT**  
**COVID-19 (CORONAVIRUS) SICK LEAVE POLICY**  
Adopted by the Board of Commissioners: January 6<sup>th</sup>, 2021

\* People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

**Return to Work Protocols**

Employees who have had close contact with someone with COVID-19 must stay home for 10 days after their last exposure with that person (if no symptoms have been reported during the quarantine period) regardless if their COVID-19 test is negative. After day 10 is reached, individuals must continue to monitor symptoms through day 14 and if any develop, they should immediately self-isolate and contact the health department or healthcare provider. If the COVID-19 test is positive, the employee will follow the “Confirmed COVID-19 Case” instructions on Page 2.

**Time off for sick leave during the COVID-19 Pandemic:**

When an employee has been confirmed to have COVID-19, the time off necessary for the individual to recover from the illness will not be charged to that employee. Proof of having contracted COVID-19 must be provided to the Superintendent or Business Manager. If no proof has been provided, then the time off will be charged to the employee. Likewise, if an employee must self-quarantine due to another member of his immediate, live-in family, being confirmed COVID-19 positive, the time off required for the quarantine period will not be charged to the employee. Proof of confirmed COVID-19 infection must be provided.

It is the employee’s responsibility to inform the District of any and all updated information as it relates to COVID-19 symptoms, exposure, or positive test results for themselves or anyone in their household. Additionally, employees must share with the District if they are issued a mandatory isolation order or precautionary quarantine order from the Nassau County Department of Health or contacted by a contract tracer.

Employees who call in for a sick day that is not related to COVID-19 will be charged sick time as usual. If symptoms continue and the employee contracts COVID-19 the District will reverse the sick time charged to the employee’s accrual bank as long as documentation is provided.

It is at the discretion of the District to ascertain if an employee may continue to work from home, especially if under a precautionary quarantine due to a positive COVID-19 case within the household (and not due to a positive case themselves).

**\*Policy subject to change as per directive from the CDC, NYS Governor or Health Department.**