



COVID-19 PANDEMIC

SOCIAL DISTANCING PROTOCOL

On March 17, 2020, the Mid-Peninsula Water District (MPWD) closed its offices and facilities to customers and the public during the declared emergency – *Coronavirus-19 Pandemic* – and San Mateo County shelter-in-place order. The County’s shelter-in-place order was rescinded on June 17, 2020 to align with the state’s reopening guidelines.

Under California Department of Health Guidelines, face masks are always to be worn while out in public. Therefore, **NO ONE CAN ENTER THIS BUILDING WITHOUT WEARING A FACE MASK AND IT MUST BE WORN AT ALL TIMES WHILE INSIDE THE BUILDING.**

1. When necessary, the General Manager or their designee shall limit the number of individuals that may enter this facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
2. Should two (2) or more individuals approach this facility, the MPWD will mark six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
3. Should individuals be permitted into its facility, the MPWD will provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
4. The MPWD provides for several contactless payment methods, including online at www.midpeninsulawater.org, or by mail to Post Office Box 129, Belmont, CA 94002, or via the drop box at the MPWD Operations located at 3 Dairy Lane in Belmont, CA 94002, or at Carlmont Shopping Center;
5. The MPWD requires regular disinfection of all high-touch surfaces; and
6. The following protocols are already in place for MPWD employees and all individuals are expected to abide by the same rules:
 - Avoid entering the MPWD’s premises and facilities if you have a cough or fever;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into one’s elbow;
 - Do not shake hands or engage in any unnecessary physical contact; and
 - **WEAR A FACE MASK!**