



STANDARD OPERATING GUIDELINE

TO: Authority Leadership & Management

COPY: General Authority Distribution

FROM: Brian J. Valentino
Chief Executive Officer

DATE: 20 March 2020

RE: **STANDARD OPERATING GUIDELINE 2020.1**

IMPLEMENTATION GUIDELINE FOR OPERATIONS DURING A STATE OF EMERGENCY

I. PURPOSE

This guideline is issued in order to uniformly implement the COVID-19 State of Emergency

II. INTENT

During the present national emergency, it is the intent of the Authority to:

- Protect the Health, Safety, Welfare and Morals of all areas of responsibility therein, specifically including (but in no way limited to) that of our families, colleagues, partners, customers, vendors and the general population; and
- Meet all statutory, legal, regulatory, and ethical responsibilities and criteria; and
- Pursue the Authority's Mission and Vision without interruption; and
- Implement Continuity of Government and Continuity of Operations; and
- Ensure proper span-of-control is maintained while keeping our dedicated professionals fully employed, insured and available for service.

This Standard Operating Guideline shall be formally implemented, effective at 0700 hours on 23 March 2020.

III. DIRECTION

- a. INCIDENT COMMAND SYSTEM

WESTERN MONMOUTH UTILITIES AUTHORITY



- i. *Authority.* Pursuant to law, the National Incident Management System and the Incident Command System are hereby mandated for the duration of the emergency.
- ii. *Command.* The Chief Executive Officer, subject to the policies and procedures adopted or that may be adopted by the Board of Commissioners, shall retain full statutory authority over all operations of the Authority, including any and all operations, plans, logistics, financial and administrative functions undertaken through the Incident Command System. He shall have the authority to assume command (or unilaterally implement a Unified Command) from or with any Incident Commander.
- iii. *Incident Commanders.* Any Authority employee who assumes command under ICS must comply with applicable law and established procedures, except that any emergency action may be taken to protect the Health, Safety, Welfare, and Morals of any human being.
- iv. *Transfer of Command.*
 1. **It shall be the explicit responsibility of the Incident Commander to convene an Incident Briefing at the end of his/her operational period with his/her relief and file a complete Incident Briefing form ICS-201 and any other applicable forms with the new Incident Commander.**
 2. **All transfers of command must:**
 - a. Be done face to face and in writing via ICS-201.
 - b. Be relayed verbally or electronically to the Chief Executive Officer and to the OIC assigned to Wastewater Treatment Plant Operations; and
 - c. Form ICS-201 will be logged in the Control Room log in the Filter Building; and
 - d. Be relayed via radio by the OIC assigned to WWTP to all receivers; OR
 - e. If the transfer of command is announced via radio by both the outgoing and oncoming Incident Commanders, it shall be acknowledged and repeated via radio by the OIC in WWTP.
- v. *Forms.* Copies of all ICS forms with instructions may be found on the WMUA Network at <S:\ICS – INCIDENT COMMAND FORMS> and “fillable” forms are available in both Word and PDF format on the internet at < <https://training.fema.gov/icsresource/icsforms.aspx> >

TRANSFER OF COMMAND EXAMPLES:

- ONCOMING I.C. “I am ready to relieve you as Incident Commander”
- CURRENT I.C. “I will now review Form ICS-201 with you and answer any questions about your orders for the next Operational Period.”
- BOTH PARTIES REVIEW FORM ICS-201
- CURRENT I.C. “If you have no further questions, I am ready to be relieved.”
- ONCOMING I.C. “I relieve you as Incident Commander, I will notify the CEO and the WWTP OIC of this transfer and will cause Form ICS-201 to be logged in the Control Room.”



- CURRENT I.C. “I stand relieved,” then via radio, “This is (state your name), I am transferring command to (New IC Name).”
- ONCOMING OIC “This is (state your name), I am the Incident Commander. I am establishing my Command Post at (state location of Command Post.)”

b. AUTHORITY OPERATIONS & EXPECTATIONS OF EMPLOYEES

- In General.* The intent of this Authority is to provide essential services with our employees having as normal a work experience as possible.
- Compensation.* All employees will be compensated for at least their regular 40 or 35 hour work week without regard for how many hours are actually worked on-site.
- Expectations of Employees.* All employees will be expected to remain available for immediate recall for emergency service during their regular working hours without regard for what hours they are actually working on site.
- “On-Call”* To the extent feasible, the Authority will continue to use established “On Call” lists for Emergency Call Outs.
- Holidays.* Official holidays will continue to be recognized as “paid days off” with Holiday pay applicable.

c. SCHEDULE

- Managers.* With limited exceptions, all Managers will serve onsite in one week blocks. The balance of the time will be served “at home.” This is a **“ONE WEEK ONSITE-THREE WEEKS ‘AT HOME’ SCHEDULE”**.
 - Specific Assignments.* Beginning at 12:01 AM on Monday, 23 March 2020, the following weekly rotation will be utilized:

Week 1

CHIEF OFFICER	LEATHERMAN
MANAGEMENT TEAM	MARTINDELL & RIVERA

Week 2

CHIEF OFFICER	WARSHAUER
MANAGEMENT TEAM	BAGADINSKI & KASTERNAKIS

Week 3

CHIEF OFFICER	CARR
MANAGEMENT TEAM	C. WEBER

Week 4

CHIEF OFFICER	VALENTINO
MANAGEMENT TEAM	YEH & KOVACS



EXAMPLES:

- Week 1 (March 22-28)
 - REPORT TO WORK: LEATHERMAN, MARTINDELL, RIVERA
 - WORK FROM HOME: WARSHAUER, BAGADINSKI, KASTERNAKIS, CARR, WEBER, VALENTINO, YEH, KOVACS
- Week 2 (March 29-April 4)
 - REPORT TO WORK: WARSHAUER, BAGADINSKI, KASTERNAKIS
 - WORK FROM HOME: LEATHERMAN, MARTINDELL, RIVERA, CARR, WEBER, VALENTINO, YEH, KOVACS
- 2. *Exceptions.* In order to ensure continuity of operations and regulatory compliance, Section Heads are ordered to report to work, *as necessary*. Rosemary Fillimon will report for Lab Duty pursuant to the Plant Schedule unless other arrangements are authorized.
- 3. *Manager of the Day.* The ranking manager for each week shall also hold the position of “Manager of the Day” and shall be responsible to the CEO for the operations of the Authority during their week of responsibility.
- 4. *Incident Commander.* The Ranking Manager or his/her designee shall assume command from the current Incident Commander upon arriving at work pursuant to Section III(c) herein. They shall see that an updated Form ICS-201 is completed for the next operational period, shall conduct a face to face Incident Briefing at the end of their shift and shall formally transfer command to their relief before leaving the facility.
- ii. *Clerical Unit Union Employees.* Except as may be so stated in future directives, all members of the Clerical Unit will work from home on WMUA supplied computers and peripherals. Employees are expected be dedicating their regularly assigned work hours during their regularly assigned schedules. This is a
- iii. *Plant Unit Union Employees.* With limited exceptions, all Operating Section Employees will serve onsite in 12-hour blocks. The balance of the time will be served “at home.” This is a “12 Hours Onsite-132 Hours ‘At Home’ Schedule”.
 1. *In General.* For every given day, there will be two 12-hour shifts, namely 7:00 AM – 7:00 PM and 7:00 AM – 7:00 PM.
 2. *Assigned Roles.*
 - a. *WWTP Operators (1 per shift)*
 - b. *Maintenance Operators (1 or 2 per shift)*
 - c. *Engineering Staff (0 or 1 per day)*



- d. Lab Operator (1 per day)
3. Specific Assignments. Beginning at 12:01 AM on Monday, 23 March 2020, the following Six Day rotation will be utilized:

DAY 1

LABORATORY	J. VanPELT		
AM WWTP	FABIAN	PM WWTP	STURT
AM MAINTENANCE	ARCE	PM MAINTENANCE	BENZ & J. HART

DAY 2

LABORATORY	MANNINO	PM ENGINEERING	BROWN
AM WWTP	NATALE	PM WWTP	T. VanPELT
AM MAINTENANCE	GREEN & HERMANN	PM MAINTENANCE	MEGILL

DAY 3

LABORATORY	FILLIMON		
AM WWTP	H. HART	PM WWTP	PEAL
AM MAINTENANCE	RUSSO	PM MAINTENANCE	D'AGOSTA & LAMBERSON

DAY 4

LABORATORY		PM LAB	J. VanPELT
AM WWTP	CHEETY	PM ENGINEERING	COONS
AM MAINTENANCE	PALA & TETA	PM MAINTENANCE	SMITH & MATANO

DAY 5

LABORATORY	MANNINO		
AM WWTP	ANGLEY	PM WWTP	FURSLEW
AM MAINTENANCE	KANE	PM MAINTENANCE	WITT

DAY 6

LABORATORY	FILLIMON		
AM WWTP	ALLEN	PM WWTP	DIMINO
AM MAINTENANCE	STRONG & McNULTY	PM MAINTENANCE	WEBER

4. In the absence of a formally designated (appointed) Officer in Charge, the Ranking Union Employee on each shift shall assume the duties of Officer in Charge (OIC) pursuant to contract.
5. NOTE. This schedule will repeat beginning with Day 7.

EXAMPLES:

Day 1. At 0700 the following employees report to work:

J. VanPELT, FABIAN & ARCE

Then, at 1900, the following employees relieve them:

STURT, BENZ & J. HART

Until DAY 2 at 0700 when they are relieved by:

MANNINO, NATALE, GREEN & HERMANN



- iv. *Vacancies.* In the event any person calls out sick, the OIC shall notify the Manager of the Day who will determine if another employee shall be called in. In the absence or unavailability of the Manager of the Day, the Chief Operating Officer shall be notified, or the Chief Executive Officer.
- v. *Emergency Calls.* Calls for emergency service will be routed to the on-call Facilities Maintenance manager pursuant to normal operations. The on-call manager is authorized to call in whatever resources are necessary for proper operations.

IV. POLICIES, RULES & REGULATIONS

- a. *State of Emergency.* Pursuant to various Declarations, a State of Emergency currently exists in the area served by the WMUA. Emergency Actions necessary to enact those Declarations and public law are authorized by these declarations and all individuals, particularly those in the public service, are duty-bound to earnestly execute those actions to the best of their ability.
- b. *Repealed.* The previously issued special order regarding Utility Workers assigned to rotating cleaning/disinfecting assignments is hereby repealed effective 0700 23 March 2020.
- c. *Cleaning & Disinfecting.* It shall be the responsibility of the Incident Commander to include cleaning and disinfection of all “touch surfaces” to be cleaned and disinfected on an ongoing basis. This assignment shall be included in all Incident Action Plans until further notice.
- d. *Due Diligence.* All employees are expected at all times and in all ways to comply with the spirit and the letter of the States of Emergency, the Values & Mission of the WMUA, all applicable laws, statutes, regulations, rules, guidelines and other directives. The cooperation of all employees to do whatever needs to be done, when it needs doing will be our guiding principle. In short, do not wait to be assigned—take the initiative.
- e. *Questions, Concerns, Suggestions.* Any employee with a question, concern or suggestion for improvement is directed to their individual supervisors, managers, directors and Section Chiefs without regard for whom is assigned “Manager of the Day.” When in doubt, call the Chief Executive Officer directly at 732-904-2953.
- f. All applicable tables, resolutions, policies, procedures, rules & regulations not included in this document or its annex remain in full force and effect.
- g. The Chief Executive Officer, or in his absence any Section Chief or the Incident Commander, may take whatever emergency action is necessary to protect the health, safety, welfare and morals of the public.

BY ORDER OF:

A handwritten signature in blue ink, reading 'Brian J. Valentini', with a long horizontal flourish extending to the right.

Chief Executive Officer

