

(sent via email 9/14/21)

Date: September 14, 2021
To: All WSO Employees
From: Brent M. Yamasaki, Water System Operations Group Manager
Subject: Ensuring a Safe and Successful Shutdown Season

As we enter the 2021-22 shutdown season, I'd first like to thank all of you who have been involved in the extensive planning required to get us here. Shutdown season is an important time of year for Metropolitan to do the critical work necessary to maintain, refurbish, and improve our infrastructure and systems. I truly appreciate the high level of coordination required to plan for and execute shutdowns of our complex systems—working across multiple groups within our organization and partnering with our member agencies, Department of Water Resources, and many others. These collaborative efforts are vital to ensure we maintain our commitment to the region for delivering reliable, high-quality water now and well into the future.

While there are many important objectives as we enter shutdown season, safety is always our top priority. Work in the field no doubt has inherent hazards—we particularly see that during shutdowns with unique and complex activities, along with tight schedules. It's critical not to let your guard down—develop clear plans and foster an open exchange of ideas to ensure all safety considerations are met. I encourage every employee to speak up for safety and you can refer to this [Safety Talk](#) for various ways to communicate safety concerns. Remember, at no time should trying to meet a shutdown schedule compromise safety. We must always keep safety top of mind and take appropriate actions to keep employees safe, which may include extending or postponing a shutdown when necessary.

We are also entering our second shutdown season during the ongoing COVID-19 pandemic. I'm very proud of the effort by all of you over the past year and a half to get the necessary work done while staying safe during the most challenging of conditions. As noted in the General Manager's August 25 memo, the Delta variant continues to spread throughout our region with cases at Metropolitan increasing as well. We have been successful at limiting the spread within our workplace with COVID-19 prevention measures in place, but it's critical that we stay vigilant on all these safety measures—particularly with the concentrated efforts and longer hours that are often associated with shutdowns.

Please keep in mind a few key points of COVID-19 prevention as we prepare for the upcoming shutdown season:

- Perform a self-health screening before reporting to work. If you are ill or exhibiting symptoms of COVID-19, do not come into work. Consult with Human Resources (email AskHR@mwdh2o.com or call 213-217-7738) before returning to work and keep your manager apprised of your work status.
- Continue the use of micro-teams, face masks, physical distancing, job-appropriate PPE, and other protective and sanitary measures.
- Some shutdowns require micro-teams to work in confined or enclosed spaces where physical distancing may not be possible. We encourage employees to utilize additional PPE such as air purifying respirators or voluntary N95/P100 respirators in these situations.

- Facility access request forms are required for any employee reporting to a non-regular work location. Access to shutdown sites must be coordinated with the Shutdown Project Manager and restricted to those employees with a clear business need to be at the worksite.

Please refer to the COVID-19 Prevention Plans that are located on the [IntraMet](#) for additional information. There is also a [Safety Talk](#) and [Prevention Plan](#) template that focuses on COVID-19 safety during shutdowns. These plans continue to be updated considering the latest public health guidance and Metropolitan's requirements.

I appreciate all of your continued efforts to ensure a safe and successful shutdown season. Thank you for everything you do to keep our essential workforce safe and our system reliable.