TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance

PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

NOTICE OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 3, 2021
4:30 P.M. – 5:30 P.M.

NOTICE
Coronavirus COVID-19

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

> **TO ATTEND BY TELECONFERENCE:**
> **Toll-Free Dial-In Number: (866) 848-2216**
> **CONFERENCE ID 5193676302#**
>
> **Download Agenda Packet and Materials at www.todb.ca.gov/**

Internal Operations Committee Members
Michael Callahan
Carolyn Graham

A. ROLL CALL
    1. Call business meeting to order 4:30 p.m.
    2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)
During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED
    1. Approve DRAFT minutes of October 7, 2021 Internal Operations Committee Meeting.

D. PRESENTATIONS
    1. Internal Operations Update.

E. **DISCUSSION ITEMS**
1. Discussion Regarding Chair and Vice-Chair.
2. Discussion and Provide Possible Feedback Regarding the COVID-19 Prevention Program (CPP) and adding it to the Town of Discovery Bay's (the District) Existing Employee Injury and Illness Prevention Program Policy (IIPP).
3. Video Conferencing System.

F. **FUTURE DISCUSSION/AGENDA ITEMS**

G. **ADJOURNMENT**
1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Gold-Level of Governance

PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director- Ashely Porter

MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 7, 2020
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING
4:30 P.M. – 5:30 P.M.

NOTICE
Coronavirus COVID-19

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

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Internal Operations Committee Members
Chair Kevin Graves
Vice-Chair Ashley Porter

A. **ROLL CALL**
  1. Call business meeting to order 4:30 p.m.- By Chair Kevin Graves
  2. Roll Call- All present with the exception of Assistant General Manager Dina Breitstein.

B. **PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
  None.

C. **DRAFT MINUTES TO BE APPROVED**
  1. Approve August 5, 2020 Internal Operations Committee DRAFT meeting minutes.
  Motion made by Chair Graves to approve minutes as presented.
  Second by Vice-Chair Ashley Porter.

D. **DISCUSSION ITEMS**
  1. Discussion Regarding an Updated and Restated Employee Personnel Manual.
  General Manager Mike Davies discussed recommended amendments to the Personnel Manual. Recommended change to revise 457B plan for employees. Current Personnel Manual states employee is the sole contributor, amendment will reflect a match from the Town. The Town will also need to approve the amount of the match annually.
  Second recommended amendment to the Town's Personnel Manual is regarding employee vacation accrual. At this moment employees accrue one week of vacation per year, but they are not allowed to take it until after they have been an employee for a full year. Discussion will be to accrue two weeks per year and employee will be allowed to take one week of vacation in their first year of employment.
  Town is seeking recommendation to bring these items to the Board.
  Chair Graves clarified that these items have previously been discussed in negotiations and suggestions have been made to submit both amendments to the Board.

Chair Graves and Vice-Chair Porter agreed these two recommendations should be presented to the Board for review.

2.   Discuss Cancellation of the December 2, 2020 Regular Board Meeting and Internal Operations Committee Meeting.

General Manager Mike Davies discussed the upcoming Thanksgiving Holiday and the proceeding Internal Operations Committee meeting on December 2, 2020. Challenge is posed as agendas are posted on the Friday prior to Regular meetings. Due to the holiday, posting on this day would not be possible. Recommendation is for Town to cancel Internal Operations meeting on December 2, 2020 and schedule a Special Internal Operations Meeting if necessary.

Chair Graves asked if posting agenda prior to the holiday time off would be an option.

General Manager Mike Davies advised that Agendas usually take a week to prepare.

Chair Graves advised it is a reasonable request and a Special Internal Operations Meeting can be scheduled if the need arises.

General Manager Mike Davies said the same issue will present itself with all the committee meetings.

Vice-Chair Porter asked if the discussion pertained only to the meetings on December 2, 2020 or will this also be a discussion for the meetings on January 6, 2021.

General Manager Mike Davies advised that the recommendation being presented to the Board will include Board meetings in December and January.

E.   FUTURE DISCUSSION/AGENDA ITEMS

General Manager Mike Davies advised that the Town is in the process of updating its Emergency Procedures Manual. The update will be presented to the Internal Operations Committee prior to being brought to the Board for approval.

Chair Graves asked if the Manual will be updated by a consultant.

General Manager Mike Davies advised it will be done in-house.

Vice-Chair Porter asked when the last time was the manual was updated.

General Manager Mike Davies replied that the manual was written in 2015.

F.   ADJOURNMENT

1.   Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay
"A Community Services District"
STAFF REPORT

Meeting Date

February 3, 2021

Prepared By: Maddie Kibriya, Executive Assistant
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Provide Possible Feedback Regarding the COVID-19 Prevention Program (CPP) and adding it to the Town of Discovery Bay's (the District) Existing Employee Injury and Illness Prevention Program Policy (IIPP).

Recommended Action

Discussion and provide possible feedback for Staff to bring the item to the Board of Directors meeting on February 17, 2021, to approve the draft of the COVID-19 Prevention Program and adding it to Section 10 of the existing Employee Injury and Illness Prevention Program Policy.

Executive Summary

The District is required to have a current Employee Injury and Illness Prevention Program policy in place. As regulations change this policy is updated accordingly. The update presented and brought before the committee includes the Cal/OSHA requirement to have all California employers add a COVID-19 Prevention Program. The addition of this program is to protect employees from the virus in the workplace. As part of CPP employers are to identify any potential COVID-19 exposure risks at all worksite locations and prepare a plan for control. The intention of the COVID-19 addition is to be compliant with the California Code of Regulations, Title 8, Section 3205.   The IIPP policy applies to all District employees, consultants, contractors, and volunteers.

A draft of the COVID-19 Prevention Program is attached.

Specific Committee Action:

Provide feedback for Staff to ask the Board to take the following action at the February 17, 2021 meeting:

   a) Approve the draft COVID-19 Prevention Program Plan
   b) Approve adding the CPP plan to Section 10 of the existing Employee Injury and Illness Prevention Program Policy

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Previous Relevant Board Actions for This Item

August 15, 2018, Resolution No. 2018-11

Attachments:
Draft of Section 10.0 CPP addition to IIPP

AGENDA ITEM: E-2

COVID-19
Prevention Program (CPP)

2021

TOWN OF DISCOVERY BAY
INJURY AND ILLNESS PREVENTION PROGRAM
COVID-19 PREVENTION PROGRAM

REVISION HISTORY LOG

Date	Section	By	Correction Made
07-17-2014	All	Safety Committee	Entire document revision
07-25-2018	All	Du-All Safety	Review of entire document
07-03-2019	All	Ed Loyd; Du-All	Review of entire document; revisions to Appendices
01-04-2021	All	Human Resources	Addition of: Novel Coronavirus 2019 (COVID-19) Exposure Protocol
(Insert Date of Board Approval Here)	All	Human Resources	Addition of: COVID-19 Prevention Program (CPP)

10.0 COVID-19 PREVENTION PROGRAM (CPP)

COVID-19 Prevention Program (CPP) for The Town of Discovery Bay CSD

This program was last reviewed on (INSERT DATE OF BOARD APPROVAL HERE).

Pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c), all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP). All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

COVID-19 Prevention Program for The Town of Discovery Bay CSD

COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The virus spreads easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the symptoms of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

COVID-19 PREVENTION PROGRAM

The Town of Discovery Bay CSD is committed to protecting our employees and preventing the spread of COVID-19 in the workplace. The purpose of this COVID-19 Prevention Program (CPP) is to reduce our workers' risk of catching and spreading the novel coronavirus. Employees are encouraged to share information about potential COVID-19 hazards at the workplace and assist in evaluating these hazards. All workplace illnesses are investigated and workplace hazards that are identified are corrected. The Town of Discovery Bay operates the CPP under the direction of Contra Costa Public Health and recommendations made by national and local health agencies. We review and update this program as necessary.

DESIGNATION OF RESPONSIBILITY

The General Manager has overall authority and responsibility for implementing the provisions of the CPP in the workplace. Human Resources will work under the direction of the General Manager to implement and share the CPP with all employees. All managers and supervisors are responsible for implementing this program in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this program, use safe work practices, and assist in maintaining a safe work environment. The Town of Discovery Bay operates under the guidance of Public Health Orders from the State of California and Contra Costa Public Health.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

Managers and Human Resources regularly evaluate operations of the workplace to identify tasks that may have exposure to COVID-19. This includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace such as Board Members, contractors, and/or vendors.

EVALUATIONS INCLUDE:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, offices, bathrooms, hallways, aisles, walkways, and break rooms or eating areas.

- Existing COVID-19 prevention measures and whether we need different or additional control measures.

EMPLOYEE PARTICIPATION

Employees are encouraged to participate in this evaluation. Contact Human Resources to share information on potential COVID-19 hazards at the workplace or to assist in evaluating these hazards. Employees may confidentially inform Human Resources if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. Accommodations will be made, if feasible, to employees at higher risk of severe COVID-19 illness.

TABLE 1 – RISK ASSESSMENT

The jobs/tasks/activities at The Town of Discovery Bay CSD have been assessed as follows:

Work Area	Description of Exposure Risk
Entering workplace or passing through hallways	Employees in close proximity to each other when entering / exiting the building
Designated conference tables	Close interaction with another person for extended period of time

CORRECTION OF COVID-19 HAZARDS

All persons in the workplace are treated as potentially infectious, regardless of symptoms or negative test results. Feasible control measures are selected to minimize or eliminate employee exposure to COVID-19. Guidance regarding COVID-19 hazards and prevention include general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

TABLE 2 – CONTROLS TO REDUCE EXPOSURE

Managers and Human Resources inspect the workplace periodically to check that controls are effective are required to identify unhealthy work conditions or practices. Any deficiencies are corrected to ensure compliance with this program.

Work Area	Engineering Controls	Administrative Controls	PPE
Conference tables	No more than 4 people seated at each table; maintain 6 feet of distance	Face coverings required	Face coverings for everyone who enters building
Office area	Solid partitions between coworkers	Face coverings required indoors	Face coverings for everyone who enters building
Reception area	Glass doors are locked during business hours	Face coverings required; accept payments through locked door	Face coverings for everyone who enters building

ENGINEERING CONTROLS

Engineering controls in the workplace for COVID-19 include:

- Maximizing outdoor air for ventilation, when safe and feasible to do so, except when EPA's Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.

- When we re-open to the Public: installing cleanable solid partitions between employees and customers when 6 feet of distance cannot be maintained.

ADMINISTRATIVE CONTROLS

Administrative controls in the workplace for COVID-19 include:

- The District Office and Community Center are currently closed to the public. Access to the workplace to only necessary staff.

- All company-wide meetings have been canceled. Meetings are held virtually or in small group format.

- We prohibit any employee or visitor sick with any potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact their supervisor or manager and leave the worksite.

- When employees are at another worksite, the Town of Discovery Bay will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing.

PHYSICAL DISTANCING

Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible.

Methods for physical distancing include:

- o Reducing the number of persons in an area at one time (including visitors)

- o Visual cues such as signs and floor markings to show employee locations and paths of travel

- o Staggered arrival, departure, work, and break times

- o Adjusted work processes (such as reducing production speed) to allow greater distance between employees

- o Telework or other remote work arrangement

WEARING A FACE COVERING

Face coverings have been provided to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the Contra Costa Public Health Order. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snuggly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. Face coverings are not respiratory protection

and do not replace physical distancing requirements. Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any persons entering the workplace.

Employees are not required to wear a face covering in the following situations:

- o When an employee is alone in a room.

- o While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.

- o When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.

- o When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.

- o When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons.

PRACTICING GOOD HYGIENE

All employees are required to wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations are placed throughout the workplace. Facilities Maintenance is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.

CLEANING AND DISINFECTING FREQUENTLY

Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the EPA's criteria for use against coronavirus. Disinfectants are used according to manufacturer's directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are disinfected according to the following schedule:

- Items that employees come in regular physical contact with surfaces such as phones, headsets, desks, keyboards, writing materials, instruments and tools must not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee using them.

- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

- Disinfectants are used according to manufacturer's directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals.

TABLE 3 – DISINFECTION PRACTICES

Surfaces are disinfected according to the following schedule:

Surface/Area	Disinfection Method/Product	Frequency
Bathroom and Kitchen area - sinks, soap and paper towel dispensers, door handles, high touch surfaces	1. Use Turbo-Kill Antibacterial Spray or anti-bacterial wipes. 2. Wipe dry with a clean paper towel.	Twice a week

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

ILLNESS AT THE WORKPLACE

All COVID-19 cases are investigated in the workplace. Investigations include verifying COVID-19 case status, obtaining information on COVID-19 test results, identifying symptom onset and reporting when required by the regulations.

Personally identifiable information or employee medical information will not be revealed to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

NOTIFICATION

Employees must alert their manager or supervisor if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. The Town of Discovery Bay does not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, the following actions are immediately taken:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.

2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.

3. Within one day of becoming aware of a positive diagnosis, Human Resources, will notify in writing all employees who were potentially exposed. Individuals with close contact will be instructed to quarantine at home. The CDC defines close contact as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated. When providing notice under this section, the identity of the infected person(s) will not be disclosed.

4. Employees with potential COVID-19 exposure will be provided information to access COVID-19 testing at no cost.

5. Employees are advised to follow recommended self-isolation guidelines and after receiving a positive test result.

6. An investigation is conducted whether any workplace factors contributed to the infection and how to further reduce that potential exposure. **Confidentiality will be maintained at all times.**

7. Information about COVID-19 related leave benefits are available from Human Resources.

DISINFECTION AFTER POSITIVE TEST/DIAGNOSIS

If it has been less than seven days since the sick employee has been in the facility, any areas used for extended periods of time by the sick individual will be closed off. If feasible, the area will be allowed to air out up to 24 hours. The area will then be thoroughly cleaned and disinfected using proper cleaning and disinfection procedures as outlined in this program.

EXCLUSION FROM THE WORKPLACE

The following employees will be excluded from the workplace:

- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, but are otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided to the employee by Human Resources at the time of exclusion.

RETURN TO WORK

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:

    o At least 10 days have passed since symptoms began, **AND**

    o At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, **AND**

    o Other COVID-19 symptoms have improved.

- Employees who test positive but never have symptoms can return to work:

    o After at least 10 days have passed since the date of positive specimen collection.

- Employees who have completed an order to isolate or quarantine by a local or state health official. If the period of time was not specified, then it is 10 days from the issuance of an order to isolate or an order to quarantine.

- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

- A negative test result is not required for an employee to return to work.

REPORTING, RECORDKEEPING, AND ACCESS

REPORTING TO THE LOCAL HEALTH DEPARTMENT

This requirement also complies with AB 685**.** Within 48-hours of knowledge, Human Resources will notify SDRMA

of any workplace outbreak of COVID-19. This is in compliance with SB-1159 Workers' Compensation: COVID-19

Critical Workers. **Click here** to view the full bill.

An outbreak is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the Contra Costa Public Health Services to carry out contact tracing and follow all recommendations including temporary closure of our business if advised.

REPORTING TO OUR CLAIMS ADMINISTRATOR

Under Federal Bill **SB 1159,** the health and safety of all employees and the public are protected by facilitating the provision of workers' compensation benefits for employers with five or more employees. The statutes take effect immediately and remain in effect through January 1, 2023.

Human Resources will report when an employee has tested positive for COVID-19 to the workers' compensation claims administrator. This report will be made within three days of knowledge of an employees' positive test result.

CAL/OSHA RECORDING/REPORTING

All work-related COVID-19 cases that meet one of the following criteria are recorded on CAL/OSHA FORM 300: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional. Any serious COVID-19 illness that required inpatient hospitalization or resulted in death is reportable to Cal/OSHA as soon as possible, but in no case more than eight hours after knowledge.

RECORDKEEPING & ACCESS

The Town of Discovery Bay CSD maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

A Record of all COVID-19 cases are created. All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

COMMUNICATION SYSTEMS

All employees are asked to confidentially report to Human Resources, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. An employee can make a confidential report of his/her own high risk condition to Human Resources.

If an employee is suspected of having a workplace exposure to COVID-19, Human Resources provide information about access to COVID-19 testing at no cost to the employee. The affected employee will be informed of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through Contra Costa Health Services.

EMPLOYEE TRAINING AND INSTRUCTION

Training is provided regarding the COVID-19 illness and exposure control methods in the workplace including:

- Acceptable PPE and proper use.
- Information on how COVID-19 spreads and infects people.
- Identifying symptoms of COVID-19.
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Risk of exposure to COVID-19 on the job.

- Cleaning and disinfection schedules and procedures for the workplace.

- What to do if they are sick and how to obtain a COVID-19 test.

- Control measures to protect employees from exposure and infection:

    o Requiring employees to stay home when sick.

    o Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.

    o Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.

    o Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.

APPENDIX A - MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS

The following procedures will be followed whenever there are three or more COVID-19 cases in the workplace within a 14-day period or the workplace has been identified by Contra Costa Public Health Services as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at the workplace for a 14-day period.

TESTING

The Town of Discovery Bay CSD will provide information on where to obtain testing at no cost or expense to the employee. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual.

EXCLUSION FROM THE WORKPLACE

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided by Human Resources at the time of exclusion.

WORKPLACE INVESTIGATION, REVIEW, AND HAZARD CORRECTION

All workplace illnesses will be investigated to determine potential factors that could have contributed to the COVID-19 outbreak. Additionally, relevant COVID-19 policies, procedures, and controls will be reviewed to implement changes needed to prevent further virus spread. These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. Changes to this program will be made after reviewing these investigations and correcting workplace hazards.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of sick leave policies and practices
- Review of COVID-19 testing policies.
- Investigation into feasibility of physical distancing.

NOTIFICATIONS TO CONTRA COSTA PUBLIC HEALTH SERVICES

Reporting will continue to Contra Costa Public Health Services until there have been no detected COVID-19 cases for 14 days.

Video Conferencing System

TOWN OF DISCOVERY BAY, CSD

Video Conferencing Software Selection Criteria

Ease of Use & Flexibility

Number of Attendees
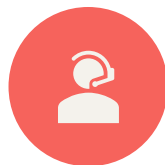
Controls

Camera & Sound System Options and Integration

Cost

Two Room Solution (Board & Committee Meeting Rooms)

Training and Support

Customer Service

Video Conference Solutions of Our Surrounding Cities

- City of Brentwood – Webex, Meetings In-house, Do not save video recorded meetings

- Byron Bethany Irrigation District – Zoom, Meetings from home, Do not save video recorded meetings

- Rec 800 – Zoom, Meetings from home, Do not save Video recorded meetings

- Diablo Water – Teams/Vimeo, Meetings from home, Do not save video recorded meetings

- Mountain House CSD – Granicus, Meetings In-house, Video recorded meetings stored on website

- City of Stockton, Meetings In-house, Video recorded meetings stored on website

- City of Clayton – Zoom, Meetings from home, Video recorded meetings stored on website

Staff's Recommendation

GoToWebinar Pro - by LogMeIn

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- Supports up to 1,000 Attendees Plus
- Recording Capabilities
- Unlimited Storage with LogMeIn or/and;
- Ability to Publish on your own Platform
- Branding and Logo Abilities
- Meeting Notifications
- Regulate Public Comments to 3 Minutes
- Numerus Control Capabilities
- Customizable Registration Page

- Monitoring Meeting Attendees
- Residents can Join via Listen Only Mode
- Hand Raise Feature
- Public Engagement with Polling, Surveying and Chat Features *(can turn off)*
- Meeting Locking Features *(closed session meetings)*
- Detailed Reporting
- In Depth Training
- Easy to Use
- Customer Service

GoToWebinar

COSTS:

GoToWebinar Service Pro

36 Month Contract Term

$199 Per month, $2,338 Annually

The costs will be shared between Water, Wastewater, Community Center, Zone 8 and Zone 9
    Water & Wastewater will pay for 80% of the annual cost
    The Community Center, Zone 8 and Zone 9 will pay for 20% of the annual cost

Video & Audio Equipment Selection Criteria

Ease of Use and Set Up

Capabilities & Functionality (Video & Sound Quality)
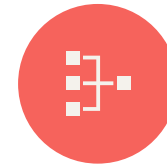
Multi-Platform System Integration

Cost & Payment Options (Rental/Lease or Ownership)

Two Room Solution (Board & Committee Meeting Rooms)

Training and Support

Customer Service

Warranty

Video Equipment Reviewed

Poly

Epiphan Video

BoxCast

Stand-Alone Camera and Microphone Solutions

Staff's Recommendation

Poly Visual & Audio System

Poly Boardroom G7500 with Eagle Eye IV 12x Camera + TC8 and Poly Studio X30 Video Bar

Board Meeting Room

Two Administrative Controllers

Committee Meeting Room

Poly Video Equipment

Costs: Two Options

OPTION 1

Precision IT Purchase Equipment

Three-Year Warranty

Total Cost $11,785

Installation Costs Estimate $125/hour

OPTION 2

Lease to Own Equipment from LogMeIn

Three Year Warranty

36 Month Contract $483/Month = $17,359

Installation Costs Estimate $125/hour

The costs will be shared between Water, Wastewater, Community Center, Zone 8 and Zone 9

Water & Wastewater will pay for 80% of the annual cost

The Community Center, Zone 8 and Zone 9 will pay for 20% of the annual cost

GoToWebinar
by LogMeIn

Make every webinar your best.

Whether you're hosting webinars for marketing, training or internal company meetings, GoToWebinar makes it easy and gives you the confidence to put on your best webinar every time.

Plan the easy way

Planning and scheduling a webinar is simple. Choose an event date and GoToWebinar will walk you through the rest.

- **Event management:** View all your upcoming webinars and easily adjust settings.
- **Flexible scheduling:** Set up a one-time live event, series or on-demand experience.
- **Webinar templates:** Save time by using the same settings from past webinars for new events.

Promote and draw in the crowds

Promote your webinar with our customer webinar invitations, registration page and automated email reminders.

- **Branding:** Add your logo and images on your webinar materials.
- **Customer registration:** Capture the registrant information you want.
- **Channel page:** Your Channel page is your branded webinar library.

Engage your audience

Put the fun back into webinars! With interactive features you can ensure your attendees stay engaged.

- **Polls and Q&A:** Launch polls and let your attendees ask questions throughout the webinar.
- **Video sharing:** Liven up any presentation with a video that will play seamlessly during your event.
- **Handouts:** Provide relevant, downloadable materials right in your webinar.

- **Webcam**: Share your webcam to make a personal connection.

Convert registrants

Get more value from your webinars. Record and reuse your webinars and use our suite of integrations to make sure your audience can take the next step.

- **Automatic recording:** Automatically record your webinars so you can drive value from them after the live event.
- **Pre-recorded events:** Create interactive, on-demand webinars that feel as vibrant as the live event.
- **Integrations:** Integrate with your CRM, marketing automation or other systems and manage everything in one place.

Analyze your results

Generate reports on who attended, how interested they were and how they engaged.

- **Attendee reports:** Comprehensive reports let you know who attended.
- **Event analytics:** Get an overview of webinar performance with key metrics.
- **Source tracking:** Discover which channels drive sign-ups.

Present with confidence and peace of mind

Webinars can be kind of scary, but GoToWebinar gives you peace of mind with reliable audio and visual technology.

- **2.7 million webinars** are hosted every year with GoToWebinar.
- **Over 50,000 customers** trust GoToWebinar to power their online events.
- **Our mobile app** makes it easy for attendees to join on any device.
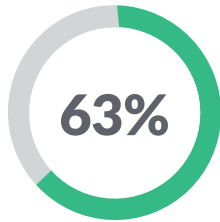
Toll-free audio service

Add integrated toll-free audio service with convenient toll-free packages from OpenVoice (requires additional purchase).
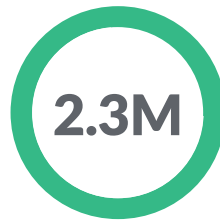
Try it free!

Visit gotowebinar.com or call 1 888 646 0014.

Make every webinar your best.

63%

63% of content marketers say webinars are their most effective tactic.

2.3M

Organizations like yours trust GoToWebinar to host 2.3 million webinars every year.

25%
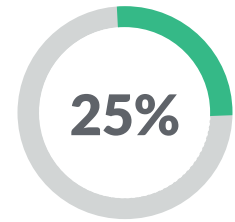
With GoToWebinar, most customers generate over 25% more qualified leads.

Reinvent the way you inspire your audience

Whether you need to engage prospects, train new customers or present to a remote audience, GoToWebinar can give you the tools and confidence you need to inspire.

Streamline your workflow
Scheduling webinars is a breeze with our intuitive dashboard, responsive design and robust integrations.

Engage and influence
Present to thousands, share anything on your screen and engage your audience with interactive features.

Capture insightful analytics
Get practical webinar and audience data to measure success and make a big difference to the bottom line.

Get your own webinar library
Get more from your recorded webinars with your own webinar library with easy sharing and customizable privacy settings.

Create on-demand experiences
Create interactive, pre-recorded webinars that have all the impact of a live event.

Attract your audience
- ✓ Email automation
- ✓ Custom branding
- ✓ Practice sessions

Engage your audience
- ✓ Participant interaction
- ✓ Videos and handouts
- ✓ Mobile apps
- ✓ Webcam sharing
- ✓ Pre-recorded events

Influence your audience
- ✓ Webinar recording
- ✓ Reporting and analytics
- ✓ Lead management
- ✓ Full integration suite

Research by TechValidate

PRODUCT COMPARISON

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
KEY USES	SALES DEMOS COLLABORATION	BUSINESS PHONE SYSTEM COMMUNICATION & COLLABORATION	LEAD GENERATING MARKETING PRESENTATIONS	PAID TRAINING OPTION
MEETING CAPACITY *(PRICED BY TIER)*	UP TO 250 ATTENDEES	UP TO 250 ATTENDEES	UP TO 3,000 ATTENDEES	UP TO 200 ATTENDEES

ADMIN PORTAL CAPABILITIES

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Controls on Feature Settings	●	●	●	●
User Management Settings (Add, Delete, Assign Roles)	●	●	●	●
Single Sign On (SSO)	●	●	●	●
Automated User Provisioning (3rd Party Integrations - Azure, Okta, OneLogin, GSuite)	●	●	●	●
Active Directory Connector Integration (On Premises)	●	●	●	●
Custom Email Templates (Welcome Email)	●	●	●	●
Reporting & Analytics	●	●	●	●

AUDIO

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Built-in Audio with VoIP and Toll	●	●	●	●
Background Noise Suppression	●	●		
Included Toll-Free & Call Me (Limited Countries)		●		
Toll-Free (Add-On)	●		●	●
Call Me & Dial Out (Add-On)	●			

INSTANT ONLINE MEETINGS

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
HD Video	●	●	●	●
Instant Meetings and Scheduled Meetings	●	●	●	●
One-Click Meetings	●	●	●	●
Simultaneous Webcams	25	25	6	6
Desktop/Application Sharing	●	●	●	●
Add Co-Organizers	●		●	●
Change Presenters	●	●	●	●
Unlimited Cloud Recording	●	●	●	●[1]
Join from Mac, PC, Chromebook, Linux or Mobile Devices	●	●	●	●
In-Session Chat	●	●	●[2]	●
Preview Your Webcam	●	●	●	●
Multiple Camera Layouts (i.e. Active Speaker)	●	●	●	●
Encrypted Sessions	●	●	●	●
Web-Based Meetings (No Download)	●	●	●	●
Dismiss Attendees	●	●	●	●
Start Meetings from MS Office, Email and Instant-Messaging Tools	●		●	●
Keyboard & Mouse Sharing	●		●	●
Drawing Tools (including Pointer and Spotlight)	●		●	●
Personal Meeting Room(s)	●	●		
Meeting Lock	●			
Commuter Mode	●			

CONFERENCE ROOM EQUIPMENT

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
GoToRoom Equipment by Dolby	●			
GoToRoom Equipment by Poly	●			
Intelligent Scene Framing	●			
Whiteboard View	●			
High Dynamic Range (HDR) Video Mapping	●			
Dynamic Leveling	●			
Full-Room Pickup	●			
Voice Placement	●			

LARGE GROUP EVENTS

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Mute All Attendees	●	●	●	●
Custom Registration			●	●
Automated Emails			●	●
Polls and Surveys			●	●
Hand Raising			●	●
Engagement Dashboard			●	●
Guest Presenters			●	
Pre-Session Green Room (Confer With Organizers Via Audio)			●	
Q&A			●	
Practice Mode			●	

PRODUCT COMPARISON

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
KEY USES	SALES DEMOS COLLABORATION	BUSINESS PHONE SYSTEM COMMUNICATION & COLLABORATION	LEAD GENERATING MARKETING PRESENTATIONS	PAID TRAINING OPTION
MEETING CAPACITY *(PRICED BY TIER)*	UP TO 250 ATTENDEES	UP TO 250 ATTENDEES	UP TO 3,000 ATTENDEES	UP TO 200 ATTENDEES

INTERACTIVE TRAININGS

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Online Course Catalogs			●	●
Payment Processing			●	●
Handouts			●	●
Breakout Collaboration				●
Configurable Class Size				●
Content Library				●
Timer				●

POST SESSION MANAGEMENT

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Share Recorded Sessions Online	●	●	●	●
Transcription	●	●	●	
Video Editor			●	
Video Embedding			●	●
Certificates			●	●
Custom Channel Page URL			●	
Note Taking	●			
Slide to PDF	●			
Business Messaging	●	●		

VOICE

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Conference Bridge	●	●	●	●
Unlimited Auto-Attendants		●		
Call Recording		●		
Custom Greetings		●		
Custom Hold Music/Messages		●		
Dial Plan Editor		●		
Custom Schedules		●		
Embedded With Softphone		●		
Hot Desking		●		
Call Analytics		●		
Call Queues		●		
Presence Monitoring		●		
Ring Groups		●		
Shared Line Appearance		●		
Speed Dial		●		
Call Monitoring		●		
Unlimited Extensions		●		
Virtual Fax		●		
Voicemail		●		
Call Forwarding		●		
SMS		●		
Find Me/Follow Me		●		

SUPPORT CENTER CAPABILITIES

	GoToMeeting	GoToConnect	GoToWebinar	GoToTraining
Interactive Voice Response		●		
Automatic Call Distribution (ACD)		●		
Agent Login/Log Out		●		
CRM Integrations		●		
Prioritize Inbound Calls		●		
Supervisor Features		●		
Real-Time Queue Report		●		
Historical Call Reports		●		
Historical Contact Reports		●		
Historical Agent Report		●		
Contact Resolution Report		●		
Report Exports		●		
One Day Deployment		●		
Queue Dashboards		●		
Agent Dashboards		●		
One-Touch Queue Login		●		
Pause Queue Calls		●		
Additional Call Information		●		

SEE THE DETAILS YOU NEVER KNEW EXISTED.

BENEFITS

- Simplify the user experience by combining video conferencing and content sharing in one solution

- Make people feel like they are together in the same room with Ultra HD 4K for amazing richness and clarity when sharing content

- Minimize background noise from disrupting meetings with advanced audio technology including NoiseBlockAI

- Native support for cloud video platforms like like Zoom, StarLeaf and GoToRoom means no room PC or Mac is required

POLY G7500

Help teams share ideas and express themselves clearly—in Ultra HD 4K. No ideas get left behind, because anyone can share wirelessly, annotate and capture content for later use. With detailed visuals and rich audio, people feel like they're together in the same room. With noise cancellation built-in, audio distractions like background noise and side conversations are a thing of the past. G7500 is deployment friendly too, with an intuitive user interface and flexible set-up that increases adoption and utilization. The G7500 runs cloud service applications natively or the Poly Video app for standards-based calling and connection into any provider or video system.

- Premium audio quality and voice clarity
- Share content wirelessly from any device
- Content annotation and digital whiteboarding
- Customization and security for room control using REST APIs

POLY G7500

SPECIFICATIONS

PACKAGE INCLUDES

- G7500 codec
- EagleEye IV camera or EagleEye Cube USB
- Poly IP Microphone
- Bluetooth® remote control
- Cable bundle

VIDEO STANDARDS AND PROTOCOLS

- H.264 AVC, H.264 High Profile, H.265
- H.239
- H.264 video error concealment

VIDEO INPUT

- 1x HDCI
- 1x HDMI
- 3x USB
- Camera switching via touch interface

VIDEO OUT

- 2x HDMI
- Touch display compatible

PEOPLE VIDEO RESOLUTION

- 4K, 30 fps (TX and RX) from 2048 Kbps
- 1080p, 60 fps from 1740 Kbps
- 1080p, 30 fps from 1024 Kbps
- 720p, 60 fps from 832 Kbps
- 720p, 30 fps from 512 Kbps
- 4SIF/4CIF, 60 fps from 512 Kbps
- 4SIF/4CIF, 30 fps from 128 Kbps
- SIF (352 x 240), CIF (352 x 288)
- From 64 kbps
- QCIF (176 x 144) from 64 kbps
- w288p from 128 Kbps
- w448 from 384 Kbps
- w576p from 512 Kbps

CONTENT VIDEO RESOLUTION

- Input
  - UHD (3840 x 2160)
  - HD (1920 x 1080p)
  - WSXGA+ (1680 x 1050)
  - UXGA (1600 x 1200)

  - SXGA (1280 x 1024)
  - WXGA (1280 x 768)
  - HD (1280 x 720p)
  - XGA (1024 x 768)
  - SVGA (800 x 600)
- Output
  - UHD (3840 x 2160)
  - WUXGA (1920 x 1200)
  - HD (1920 x 1080)
  - WSXGA+ (1680 x 1050)
  - SXGA+ (1400 x 1050)
  - SXGA (1280 x 1024)
  - HD (1280 x 720)
  - XGA (1024 x 768)
- Content frame rate
  - 5–60 fps (up to 4K resolution at 15 fps in call)

CONTENT SHARING

- Poly Content App support
- Apple AirPlay
- Miracast
- 1x HDMI input

AUDIO INPUT

- Up to three 1x IP microphone arrays (20 ft pickup range each)
- Up to 4x Clink2 Microphones or SoundStructure (using Poly Microphone IP Adapter)
- 1x HDMI
- 1x 3.5 mm stereo line-in
- USB support for SHURE microphones

AUDIO OUTPUT

- 1x HDMI
- 1x 3.5 mm stereo line-out

OTHER INTERFACES

- 3x USB 3.0
- 1x USB-C[1]
- 1x RS-232, 8-pin mini-DIN
- Bluetooth 5.0
- WiFi 802.11a/b/g/n/ac (MIMO) Multichannel Concurrency

AUDIO STANDARDS AND PROTOCOLS

- 22 kHz bandwidth with Polycom Siren 22 technology
- 20 kHz bandwidth with G.719 (M- Mode) and Polycom Siren 22 technology
- 14 kHz bandwidth with Polycom Siren 14 technology, G.722.1 Annex C
- 7 kHz bandwidth with G.722, G.722.1
- 3.4 kHz bandwidth with G.711, G.728, G.729A

NETWORK

- IPv4
- IPv6
- 1x 10/100/1G Ethernet
- Auto-MDIX
- 3x 10/100/1G LLN supporting POE+/PSE
- H.323 and/or SIP up to 6 Mbps
- Polycom Lost Packet Recovery (LPR) technology
- Dynamic bandwidth allocation
- Reconfigurable MTU size
- RS232 with REST and CLI API support
- Web Proxy support—Basic, Digest and NTLM
- Simple Certificate Enrollment Protocol (SCEP)

SECURITY

- Media encryption (H.323, SIP): AES-128, AES-256
- H.235.6 support
- Authenticated access to admin menus, web interface and APIs
- PKI/Certificate Management:
  - TLS 1.2, 1.1, 1.0
  - Self-signed and CA-signed certificate support
  - CRL and OCSP-based certificate revocation checking
- Local account password policy configuration
- Security profiles
- Local account and login port lockout
- Secure defaults
- Remote logging with support for TLS
- Active directory external authentication

OPTIONS

- Poly TC8
- Poly IP Table Microphone
- Poly Microphone IP Adapter
- EagleEye Cube USB
- EagleEye Director II
- EagleEye Producer

INTEROPERABILITY

- Support for Zoom Rooms, StarLeaf and GoToRoom
- All cloud service providers through Poly Video App mode
- USB Device Mode

ELECTRICAL

- Auto sensing power supply
- Typical operating voltage/power
  - 37VA @ 120V @ 60 Hz
  - 37VA @ 230V @ 50/60 Hz
- Typical BTU/h: 65

ENVIRONMENTAL SPECIFICATION

- Operating temperature: 0 to 40 °C (32 - 104 °F)
- Operating humidity: 15 to 80%
- Non-operating temperature: -40 to 70 °C (-40 to 158 °F)
- Non-operating humidity (non-condensing): 5 to 95%
- Maximum altitude: 10,000 ft

PHYSICAL CHARACTERISTICS

- G7500 base box
  - 13.75" L x 1.5" H x 5.5" D in (34.92 x 3.81x 13.97 cm)
  - 2.1 lbs (.95 Kg)

WARRANTY

- One-year return to factory parts and labor

[1] For future use

Certain features may only be available with certain apps or in Poly Video mode

LEARN MORE

For more information on G7500 visit **www.poly.com/g7500**

DATA SHEET

Polycom® EagleEye™ Series Cameras

High definition video imaging

Polycom® EagleEye™ cameras provide the ultimate experience to optimize video collaboration. EagleEye™ IV and EagleEye™ Acoustic cameras are designed to meet your varying environments and applications in conjunction with Polycom® RealPresence® Group Series video systems. From huddle rooms, to desktops, classrooms to customized board rooms, Polycom EagleEye cameras deliver best in class video quality to all participants.

All Polycom EagleEye cameras offer the following features:

- High definition video transmission
- Clear, crisp natural colors from precisely tuned optics
- Quick, fluid movements with sharp focus
- Camera power supplied by Polycom RealPresence Group Series video system eliminating the need for a power supply

Multiple camera options to meet your needs

EagleEye IV

The Polycom EagleEye IV 4x and 12x cameras have a completely digital camera sensor to capture incredible detail for more natural communication. With a wide field of view, these cameras are flexible enough to use in any room environment, from a small huddle room to a large boardroom. With the optional Polycom EagleEye Digital Extender, the cameras can be mounted up to 330 feet away from the video system, providing you the flexibility to move the camera where you need it. Combine the EagleEye IV camera with EagleEye™ Producer or EagleEye™ Director II for an automated camera experience.

EagleEye Acoustic

The Polycom EagleEye Acoustic camera is an optimal solution for a smaller environment. With built-in microphones and small footprint, this camera will easily blend into an executive office or huddle room.

Polycom EagleEye IV 12x Camera (silver)

Polycom EagleEye IV 4x Camera (black)

Polycom EagleEye Acoustic Camera

	EagleEye IV	EagleEye Acoustic
Camera type	1/2.33" CMOS	1/2.7" CMOS
H/V resolution	1920 x 1080	1920 x 1080
Output	SMPTE 296M 1280 x 720p60, SMPTE 274M 1920 x 1080p, 60/50	SMPTE 274M 1920 x 1080p, 30/25
Lens focal length	f=3.76–37.6 mm	f=4.37 mm
Lens F#	1.2	2.0
Zoom	4x optical (black), 10x/12x (silver) optical/digital	2x digital
Focus	Auto	Auto
Horizontal field of view	65°, 85° with wide angle adaptor	67°
Vertical field of view	39°	39°
Min. illumination	50 lux	50 lux (F2.0)/50 IRE
Exposure	Auto-iris, AGC	AGC
SNR	50 dB	50 dB
Pan range	+/-100°	+/-24°
Tilt range	+20/-30°	+/-14°
I/O	Mini-HDCI— Hirose DH60-37P	HDCI, 60 pin (incl: power, Comm, IR, HDMI, audio)
IR detectors	•	•
Power consumption	12 v @ <1.2A power	200 mA @ 12V DC
Dimensions (W x H x D)	218 x 138 x 118 mm	45.4 x 43 x 111 mm
Built-in-microphones		•
Video system compatibility	RealPresence Group Series	RealPresence Group Series
Room size	Small, medium, large	Small

* All camera data is subject to change without notice and performance may vary based upon environmental conditions.

Automated camera options

EagleEye Producer Kit—Utilizing the latest in facial recognition technology, the system continually scans the room and seamlessly commands the MPTZ camera to appropriately frame the users. This intelligent method of dynamic framing greatly improves the user experience and solves the common problem of wide angle shots that fail to immerse participants in a meeting. EagleEye Producer enables you to see true expressions and vital non-verbal communications for more naturally effective meetings.

Compatible with EagleEye IV 4x and 12 cameras. The EagleEye Producer mounting kit uses the Universal Camera mount to mount the EagleEye Producer and the EagleEye camera on the wall, display or tripod.

EagleEye Director II Kit—Changes the face of group video communications by enabling close-up views of every speaker in a video conference, regardless of their location or the number of people in the room. By highlighting, zooming in, and framing active speakers, everyone can clearly see critical facial expressions and read the subtle body language which enables deeper engagement and more effective meetings.

Compatible with EagleEye IV 12x cameras.

Available accessories

Wide angle lens—extends the field of view for EagleEye IV to 85°

Cables—The EagleEye IV camera uses a mini-HDCI to HDCI cable which comes in a variety of different sizes to meet your needs:

- 300mm (2457-64356-030)
- 457mm (2457-64356-018)
- 1m (2457-64356-100)
- 3m (2457-64356-001)
- 10m (2457-64356-101)

EagleEye Digital Extender—allows EagleEye IV or EagleEye Acoustic, sans audio, to be mounted 330 feet away with a Cat6a cable to extend the video, control and power from the source to the destination.

Digital Breakout Adapter—breaks out the EagleEye IV or EagleEye Acoustic to HDMI type connector and DB9 connector. One version at the camera also provides power to the camera. At the codec the Digital Breakout Adapter connects to an available HDCI input.

Universal Mounting Shelf—supports the EagleEye IV cameras. Provides necessary parts to mount the EagleEye IV on the wall, a tripod or a display.

Codec Shelf Mounting Kit —allows the RealPresence Group Series 300, 310 or 500 and EagleEye™ IV camera to be mounted together in conjunction with the Universal Mounting Shelf.

Privacy Cover—For added security, the privacy cover for either the EagleEye IV or the EagleEye III secures to the camera allowing you to open and close the cover as needed.

VIDEO CONFERENCING, MEET RADICAL SIMPLICITY

BENEFITS

- Get any small room up and running in minutes, with a simple setup process and all-in-one design

- Make it easy for anyone, even guests, to share content wirelessly from any personal device—with no special apps or tools needed

- Powerful audio pickup and incredible noise blocking technology allows every word to be heard without distractions

- On-board support for cloud video platforms like Zoom and Microsoft Teams means no room PC or Mac is required

POLY STUDIO X30 VIDEO BAR

Meet the Poly Studio X30, an all-in-one video bar for huddle and small rooms. It's radically simple to use with support for leading cloud video services built right in—no PC or Mac required. Voices are crisp and clear, thanks to a beamforming microphone array and acoustic chamber design. Built-in, wireless content sharing lets users share from their devices without the need for cables or pucks. Setup, management, and maintenance are all streamlined, too. Say hello to lower IT costs.

- Ideal for huddle and small sized rooms
- Compact, lightweight design easily fits on top or underneath display
- Affordable price delivers excellent huddle room performance without breaking the bank

POLY STUDIO X30

SPECIFICATIONS

PACKAGE INCLUDES:

- Poly Studio X30
- Cable bundle
- Monitor clamp
- Privacy cover

VIDEO STANDARDS AND PROTOCOLS

- H.264 AVC, H.264 High Profile, H.265

VIDEO INPUT

- 1x HDMI

VIDEO OUT

- 1x HDMI
- Touch display compatible

PEOPLE VIDEO RESOLUTION

- 4K, 30 fps (TX and RX) from 2048 Kbps
- 1080p, 60 fps from 1740 Kbps
- 1080p, 30 fps from 1024 Kbps
- 720p, 60 fps from 832 Kbps
- 720p, 30 fps from 512 Kbps

CONTENT VIDEO RESOLUTION

- Input
  - UHD (3840 x 2160)
  - HD (1920 x 1080p)
  - WSXGA+ (1680 x 1050)
  - UXGA (1600 x 1200)
  - SXGA (1280 x 1024)
  - WXGA (1280 x 768)
  - HD (1280 x 720p)
  - XGA (1024 x 768)
  - SVGA (800 x 600

- Output
  - UHD (3840 x 2160)
  - WUXGA (1920 x 1200)
  - HD (1920 x 1080)
  - WSXGA+ (1680 x 1050)
  - SXGA+ (1400 x 1050)
  - SXGA (1280 x 1024)
  - HD (1280 x 720)
  - XGA (1024 x 768)
- Content frame rate
  - 5–60 fps (up to 4K resolution at 15 fps in call)

CONTENT SHARING

- Poly Content App support
- Apple Airplay
- Miracast
- HDMI input
- Whiteboarding

CAMERA

- 5x digital zoom
- 120° FOV
- UHD 2160p (4K) capture resolution
- Automatic people framing
- Automatic speaker tracking

AUDIO INPUT

- Four MEMS microphones
- Microphone pickup range 15 ft

AUDIO OUTPUT

- Single Speaker

OTHER INTERFACES

- 1x USB-A (3.0)
- 1x USB-C
- Bluetooth 5.0**
- WiFi 802.11a/b/g/n/ac (MIMO) Multi-channel Concurrency**

AUDIO STANDARDS AND PROTOCOLS

- 22 kHz bandwidth with Polycom Siren 22 technology
- 20 kHz bandwidth with G.719 (M- Mode) and Polycom Siren 22 technology
- 14 kHz bandwidth with Polycom Siren 14 technology, G.722.1 Annex C
- 7 kHz bandwidth with G.722, G.722.1
- 3.4 kHz bandwidth with G.711, G.728, G.729A

NETWORK

- IPv4
- IPv6
- 1x 10/100/1G Ethernet
- Auto-MDIX
- H.323 and/or SIP up to 6 Mbps in Poly App video mode
- Polycom Lost Packet Recovery (LPR) technology
- Dynamic bandwidth allocation
- Reconfigurable MTU size
- Web proxy support—basic, digest, and NTLM
- Simple Certificate Enrollment Protocol (SCEP)

POLY STUDIO X30

SECURITY

- Media Encryption (H.323, SIP): AES-128, AES-256
- H.235.6 support
- Authenticated access to admin menus, web interface, and APIs
- Local account password policy configuration
- Security profiles
- Local account and login port lockout
- Secure defaults
- Remote logging with support for TLS
- Active directory external authentication

OPTIONS

- VESA and wall mount kit
- Stand
- Poly TC8
- Poly Bluetooth remote control
- Poly Trio
- Inverted mount kit
- TAA, JITC and no radio versions available**

INTEROPERABILITY

- Zoom Certified
- Microsoft Teams Certified
- All cloud service providers through Poly Video App mode
- USB Device Mode
- Support for native 3rd party applications includes Zoom, Microsoft Teams, 8x8, GoToRoom, RingCentral and StarLeaf

ELECTRICAL

- Auto sensing power supply
- Typical operating voltage/power
  - 37 VA @ 120 V @ 60 Hz
  - 37 VA @ 230 V @ 50/60 Hz
- Typical BTU/h: 65

ENVIRONMENTAL SPECIFICATION

- Operating temperature: 0 to 40 ˚C
- Operating humidity (non-condensing): 15 to 80%
- Non-operating temperature: -40 to 70 ˚C
- Non-operating humidity (non-condensing): 5 to 95%
- Maximum altitude: 16,000 ft

PHYSICAL CHARACTERISTICS

- 17.39 W x 2.46 H x 2.42 D (inches) 441.8 W x 62.5 H x 61.6 D (mm)
- 1.6 lbs/.73 kg

WARRANTY

- One-year return to factory parts and labor

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*Some features may only be available with certain native apps or in Poly video mode

**Not available on no radio versions

Product details and specifications are subject to change.

LEARN MORE

To learn more information about Poly Studio X30, visit **poly.com/studiox**

CONTROL YOUR COLLABORATION WITH EASE

BENEFITS

- Integrated calendar so it's easy to find your meeting and connect

- Intuitive interface makes it easy to personalize the experience for more productive meetings

- Power over Ethernet means only one cable is required, keeping your table clean

- Easy setup as it's pre-paired out of the box when purchasing as part of a full Poly video solution

POLY TC8

This intuitive touch interface provides easy access to Poly video conferencing solutions. The sleek design features an 8" high-resolution touch display to ensure that the control options are clear and accessible. A single cable carries both power and data to reduce clutter. After using the Poly TC8, you'll never stress about getting your meeting going again. Having confidence that you can easily initiate, join, or share content lets you focus on better collaboration.

- Integrated calendar for one touch to join a call
- Easily share content, adjust the camera, and change participant layouts
- Compatible with Poly Studio X family and Poly G7500

POLY TC8

SPECIFICATIONS

PACKAGE INCLUDES:

- Poly TC8 and RJ45 (LAN) cable
- Setup sheet
- Printed warranty statement

PHYSICAL CHARACTERISTICS

- Physical dimensions: 205 W x 123 H x 79 D mm (8.07" W x 4.84" H x 3.11" D in)
- Micro-B USB 2.0 (diagnostics)
- Mechanical locking mechanism (Kensington lock)
- Weight: 812 g (1.79 lb)

OPERATING ENVIRONMENT

- Temperature: 0 to 40 °C (32 - 104 °F)
- Non-operating: -20 to 60 °C (-20 - 140 °F)

ALTITUDE

- Operating: 0 to 10,000 ft ASL
- Non-operating: 0 to 35000 ft ASL

COMPATIBLE SYSTEMS

- Poly G7500 (min 3.0 software)
- Poly Studio X30 and Studio X50

USABILITY

- Display: 8-inch screen
- Aspect ratio: 16 x 10
- Resolution: WXGA (1280 x 800)
- Designed with built-in stand support—no external stand required

- Viewing angle: 75 degrees (U/D/L/R)
- Positioning/placing angle: 60 degrees
- Tap and touch control to access call controls and administrative menus
- Intuitive user interface

TECHNOLOGY

- Capacitive touch sensor supports multi-touch functionality
- Direct API command through network
- LCD panel with LED backlighting
- IPS (In-Plane Switching)
- Ultra Sonic Emitter (for auto pairing)

ELECTRICAL

- Power over Ethernet (PoE), compatible with IEEE 802.3af Class 3
- Low-power sleep mode

WARRANTY

- One-year return to factory parts and labor
- 90-day software warranty

PART NUMBER

- 2200-30760-001

LEARN MORE

For more information on Poly TC8 visit **www.poly.com.**