THE CITY OF JANESVILLE'S

RECOMMENDATIONS
FOR THE WORKPLACE

TRANSPORTATION BUSINESS

**BEST PRACTICES FOR REOPENING
DURING THE COVID-19 PANDEMIC**
IN ACCORDANCE WITH CDC, DHS, AND WEDC RECOMMENDATIONS

CITY OF JANESVILLE
Wisconsin's Park Place

GENERAL GUIDELINES

PROTECT EMPLOYEES

- Have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults and people of any age with serious underlying medical conditions. In workplaces where it is not possible to eliminate face-to-face contact, assign higher-risk employees work tasks that allow them to maintain a six-foot distance from others.

- It is critically important that all employees assume personal responsibility for reducing the spread of respiratory viruses by not reporting to work when ill, **including if they only have mild symptoms that would not normally cause them to miss work**. Employers should reinforce the message that during the current pandemic, the usual tendency for staff to "push-through" and come to work when mildly ill is not acceptable.

- If an employee is sick with no COVID-like symptoms or confirmed exposure to COVID-19, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of a fever-reducing medications and improvement in respiratory symptoms.

- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee should seek a COVID-19 test. If the test results are negative, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of fever-reducing medications and improvement in respiratory symptoms and at least seven days have passed since symptoms first appeared.

- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee will be quarantined for 14 days.

- If a member of your household has traveled domestically or internationally and is symptomatic, then the employee will be quarantined for 14 days even if the employee is asymptomatic.

- If the employee has a member of their household who meets symptom criteria related to COVID-19, than the sick member of the household should seek a COVID-19 test and the employee will not be able to work until one of the following is met:

  o If the sick family member's COVID-19 test result is negative, then the employee will return to work immediately.
  o If the sick family member's COVID-19 test result is positive, then the employee will not return to work for at least 14 days.

- Self-monitoring identifies illness early and encourages self-isolation at home to reduce the potential of transmission to co-workers and other visitors to the business. Monitoring should include temperature monitoring and query for symptoms of COVID-19-like illness which include any of the following:

  o Measured temperature greater than 100.0°F (37.8°C) or subjective fever (non-oral thermometer preferred)
  o New or worsening cough
  o New or worsening shortness of breath
  o Sore throat
  o Myalgia (sore muscles)

- Screening employees is recommended for businesses, including temperature checks. If temperature checks are performed, employees taking temperatures should take precautions. The most protective methods involve maintaining a distance of six feet from others and/or use of physical barriers to minimize close contact with employees. If employee screens are performed, follow CDC guidelines.

- Employees who develop symptoms while at work should be instructed to notify their direct supervisor, limit exposure to others, and leave work for the day.

- Provide appropriate personal protective equipment (PPE) and supplies for cleaning and disinfecting workspaces.

  o The CDC recommends wearing cloth face coverings in public, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks and respirators are required.
  o Train workers who need to use PPE on how to properly apply, use/wear it, and remove correctly. Training material should be easy to understand and available in the appropriate language.
  o Employees should continue to follow their routine policies and procedures for PPE that they would ordinarily use for job tasks.
  o PPE for workers will vary by work task and the types of exposures workers have on the job.
  o Gloves can be a source of contamination if they are not removed properly. Without training, gloves may pose a greater risk of contamination than not wearing. Use of gloves is not always recommended for every industry or job task. Wash hands immediately after removing gloves.

GENERAL GUIDELINES (continued)

INFORM AND EDUCATE
WORKERS AND CUSTOMERS

- Place posters at your business where employees and customers are likely to see them. The CDC has printable resources available.

- Post signage on the front door to let customers know about changes to your policies and instruct them to stay away if they are experiencing COVID-19-like symptoms.

- Provide regular updates to let employees and customers know what they can expect.

KEEP YOUR BUSINESS
SAFE AND SANITARY

- Wash your hands with soap and water for at least 20 seconds.

- Provide soap and water in the workplace. Consider scheduling hand washing breaks so employees can wash their hands with soap and water for at least 20 seconds.

- Provide tissues and no-touch trash receptacles.

- Use hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. Place hand sanitizer in multiple locations to encourage good hand hygiene practices.

- Maintaining social distancing is one of the most important ways to reduce the risk of infection.   Physical space should be increased between employees and customers to maintain at least six-foot distance at all times.

  - Consider options to increase physical space between employees and customers, such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.

  - Implement touchless payment options to minimize handling of cash, credit cards and mobile or electronic devices when possible.

  - Deliver products through curbside pick-up or delivery.

  - Decrease footprint.

  - Discourage workers from sharing phones, desks, offices, and other work tools and equipment if possible. Instruct employees to sanitize shared workplace items before and after each use.

Please review **Rock County Reopening Phased Plan** for specific guidance on the occupancy capacity of businesses.

KEEP YOUR BUSINESS
SAFE AND SANITARY (continued)

- Sanitize your business to limit the spread of virus to your employees and customers. Minimize exposure by involving as few employees in this process as possible.

  - Clean and disinfect all areas. Give special attention to tools, workstations, restrooms, food service areas, phones, computers, and other electronics.
  - Disinfect common and high traffic areas such as door handles, desks, light switches, and faucets.
  - Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace. Never mix household bleach with ammonia or any other cleaner. Always wear gloves appropriate for the chemicals being used.
  - Increase fresh air intake of the HVAC system. Replace HVAC air filters following the manufacturer's guidance. Businesses should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19.
  - Ensure that all water systems and features are safe to use.

TRANSPORTATION RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth face mask.

- Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.

- Emphasize effective hand hygiene, including washing hands for at least 20 seconds, especially before preparing or eating food, after going to the bathroom, and after blowing your nose, coughing, or sneezing.

- Always wash hands with soap and water. If soap and water are not readily available, then use hand sanitizer containing at least 60 percent alcohol.

- Avoid touching your eyes, nose, and mouth.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTH FACE COVERINGS

- Develop a plan to have sufficient PPE on hand for both routine operations and emergencies (e.g. offering an ill employee or customer a face mask until they can leave the workplace).

- Workers who have frequent, close contact with members of the public or other workers may need to wear some combination of protective clothing, a face mask, a face shield and/or goggles.

- CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks or respirators are required.

- Implement temperature checks and/or symptom screening to identify and isolate sick individuals.

- Provide a face mask to the ill individual and ask them to wear it. More information is available in Publication 3990 from the U.S. Occupational Safety and Health Administration (OSHA).

BUSINESS OPERATIONS

- Allow remote work for specific jobs and tasks when possible.

- Widen physical distance between workstations to a minimum of six feet.

- Avoid in-person meetings.

- Stagger start times for drivers to prevent crowding at terminal locations.

- Remove or modify proof-of-delivery signature requirements.

- Discourage workers from sharing tools and equipment.

BUSINESS OPERATIONS (CONTINUED)

- Provide disposable wipes to allow operators to frequently disinfect common touch points (e.g. rails, doors, buttons, etc.).

ADDITIONAL CUSTOMER PROTECTIONS

- Post signage at entrances to facilities, on digital customer communications, or in vehicles letting customers know about changes to your policies and reminding individuals experiencing COVID-like symptoms to stay home.

- When available require face masks or cloth coverings while in public and particularly when using mass transit.

BUS TRANSPORTATION

- Passengers
  - Wisconsin transit systems across the state have new guidelines to protect drivers and passengers, including new limits on rider capacity. Riders need to know about these guidelines:
    - Maintain a six-foot distance from others.
    - Only take the bus for essential trips.
    - Wear a mask, if possible.

- Bus Drivers, Transit Maintenance Workers, and Transit Station Workers
  - Potential sources of exposure for bus drivers, maintenance workers, and transit station workers include having close contact with passengers or coworkers with COVID-19 or contacting surfaces touched or handled by a person with COVID-19 and then touching their mouth, nose, or eyes. The CDC Bus Driver Fact Sheet contains best practices and helpful information for drivers and employers, including information on routine cleaning and disinfection of the driver cockpit, along with suggestions to manage passenger movement. Fact sheets are also available for transit maintenance workers and transit station workers.

TRUCKING AND OTHER DRIVING SERVICES

- Require a cloth face mask is worn while interacting with others.

- Minimize interaction between drivers and customers by leaving deliveries at loading docks, doorsteps, or other locations that do not entail person-to-person interactions.

- Clean and disinfect high-contact areas like door handles, keys, steering wheels, switches, and in-vehicle communication devices. Incorporate end-of-shift wipe down procedures for all shared spaces.

- Maintain social distancing guidelines to avoid spreading the virus within the warehouse.

TRANSPORTATION RECOMMENDATIONS (CONTINUED)

TRUCKING AND OTHER DRIVING SERVICES (CONTINUED)

- Allow remote work when the work function allows it (e.g. remote entry of orders), even if this is not feasible for an employee's entire job, thus helping to minimize workers' contact with common equipment and facilities.

- Instruct employees to take care when handling packages and avoid touching their faces.

- Mail and parcel delivery drivers' potential sources of exposure include having close contact with coworkers or delivery recipients, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose, or eyes. The CDC offers best practices and helpful information on its webpage for mail and parcel delivery drivers.

- Potential sources of exposure for ride share, taxi, limo and other drivers for hire include having close contact with passengers, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC webpage for drivers for hire offers best practices and helpful information.

- COVID-19 resources and fact sheets for truck drivers:

  o Social distancing truckers' fact sheet from Washington State - lni.wa.gov

  o OSHA fact sheet on COVID-19 for delivery truck drivers - www.osha.gov.

  o Resources for truckers from a commercial association - https://www.trucking.org/COVID19/health

AIRLINES AND AIRPORTS

- Require all employees to wear a cloth face mask.

- Air crew must report passenger illnesses to the CDC for symptoms associated with COVID-19:

  o Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher) that has persisted for more than 48 hours, by itself or with one of the following: persistent cough, difficulty breathing, or passenger appears obviously unwell.

  o Additional requirements for minimizing contact between air passengers, cabin crew, and the sick person and disinfecting the aircraft can be found on the CDC's COVID-19 webpage for air crew.

THE CDC OFFERS SPECIFIC GUIDANCE AND FACT SHEETS FOR OTHER AIRLINE WORKERS

- Customer service representatives' and gate agents' potential sources of exposure include assisting an infected person with close contact or handling passenger items such as baggage, boarding passes, identification documents, credit cards, and mobile devices, then touching mouth, nose, or eyes. The CDC fact sheet for customer service representatives and gate agents contains best practices and helpful information.

- Potential sources of exposure for airport custodial staff include handling solid waste or cleaning public facilities (e.g. waste bins, tables, chairs, basins, or toilets) that have been used by an infected person and then touching mouth, nose, or eyes. The CDC fact sheet for airport custodial staff contains best practices and helpful information.

- Aircraft maintenance workers could be exposed through close contact with an infected person or by touching surfaces (e.g. changing air filters or repairing aircraft interiors or lavatory) that have been touched or handled by an infected person, then touching mouth, nose, or eyes. The CDC fact sheet for aircraft maintenance workers contains specific guidance for these situations.

- Additional COVID-19 guidance for airline/airport workers can be found on this CDC webpage.

RAILROADS

- Require all employees to wear a cloth face mask.

- Potential sources of exposure for rail transit operators include having close contact with an infected passenger or contacting surfaces touched or handled by an infected person, then touching mouth, nose, or eyes. See the CDC rail transit operator fact sheet for best practices and helpful information.

COMMUNITY RESOURCES

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

- OSHA – Guidance on Preparing Workplaces forCOVID-19
  https://www.osha.gov/Publications/OSHA3990.pdf
- OSHA – Additional Resources -
  https://www.osha.gov/SLTC/covid-19/additional_resources.html

CENTERS FOR DISEASE CONTROL (CDC)

- Resources for Businesses and Employers -
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

- Small Business Guidance -
  https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

- Grocery and Food Retail -
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html

- Food and Grocery Pick-up/Delivery -
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html

- Community and Faith Based Organizations -
  https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html

- Recreational and Sports -
  https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC)

- Relief and Recovery Resources for Your Business –
  wedc.org/reopen-guidelines

STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS)

- dhs.wisconsin.gov

CITY OF JANESVILLE

- www.ci.janesville.wi.us