

PURPOSE:

Chatham Area Transit (CAT) takes the health and safety of our employees very seriously. With the spread of COVID-19, we all must remain vigilant in mitigating the outbreak, especially as we begin to return to the workplace. To be safe and maintain operations, we are implementing this COVID-19 Exposure Prevention, Preparedness, and Response Policy (“Policy”).

CAT may modify this Policy when necessary to comply with the most recent Center for Disease Control and Prevention (CDC) and State and Local Health Department Guidance, the Occupational Safety and Health Administration (OSHA) as well as Georgia Executive Orders and Mandates.

DEFINITIONS:

1. ***Exposure to COVID-19:*** CAT follows the CDC definition of exposure, which is described as:
 - a. Being within 6 feet of someone who has COVID-19 for at least 15 minutes
 - b. Providing care at home to someone who is sick with COVID-19
 - c. Having direct physical contact with a person who is sick with COVID-19 (touched, hugged, or kissed them)
 - d. Sharing eating or drinking utensils with a person who is sick with COVID-19
 - e. A person who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you

SPECIFICS:

CAT has performed a risk assessment of all work areas specific to this worksite. The Chief Administrative Officer (CAO) is designated to implement the Policy, update it as needed, and continue to monitor compliance with the Policy. The CAO, through appropriate Human Resource staff, will investigate any COVID-19 illness and determine if any work-related factors could have contributed to the risk of infection.

Any questions concerning this Policy, please contact David Stearns, CAO at 912-629-3958 or david.stearns@catchacat.org.

PROCEDURE:

I. Employee Safety and Hygiene Protocols

To minimize the spread of COVID-19, we all must do our part. As set forth below, CAT has instituted various health monitoring, social distancing, and other best practices. All employees must follow these protocols. If an employee has a specific question, or sees an opportunity to improve our workplace safety precautions, please contact Erica Franklin, Director of Safety and Training, at 912-346-6315 or erica.franklin@catchacat.org.

Workplace Hygiene

1. Employees are encouraged to take precautions to help prevent the spread of COVID-19:
 - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
 - Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

2. Employees should be aware that COVID-19 symptoms may appear 2-14 days after exposure. COVID-19 symptoms include:
 - Cough
 - Shortness of breath, difficulty breathing
 - Fever or chills
 - New loss of taste and/or smell
 - Muscle or body aches
 - Sore throat
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Employee COVID-19 Related Notice Requirements

To reduce the spread of COVID-19, employees who are sick with COVID-19 or COVID-19 symptoms, or were potentially exposed to COVID-19, must stay home and call **Human Resources at 912-629-3906** or hr@catchacat.org before returning to work.

EMPLOYEES MUST CONTACT HUMAN RESOURCES IF:

- **Experiencing any COVID-19 symptoms or suspect they have COVID-19**
- **Awaiting results of a COVID-19 test**
- **Someone in their household has COVID-19**
- **Have come in contact with someone who has, or is suspected of having, COVID-19.**

In addition, if an employee begins to feel sick or experience COVID-19 symptoms while at work, an employee must immediately isolate, inform Human Resources (by phone if possible) and leave work.

Employees who knowingly violate this COVID-19 Notice Policy may be subject to disciplinary action.

Face Coverings

Employees must use face coverings at all times while at work unless: an employee is on break and needs to remove the face covering to eat or drink, is in a private office or enclosed space when working alone, or is a maintenance technician working alone on a vehicle and is more than six (6) feet from another person.

If it is necessary for a maintenance technician to work within six (6) feet of another person, then face coverings must be worn. Employees should never share face coverings.

CAT will have a supply of masks you can use. Alternatively, you can wear your own face covering. See tips for properly wear and handling of face coverings and instructions for making them at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

If you cannot meet this requirement, please contact **Human Resources at 912-629-3906** or hr@catchacat.org to see if an exception can be granted. Such requests will be handled on a case by case basis.

Personal Protective Equipment

Employees will be directed by their supervisor or HR if they are required to wear Personal Protective Equipment (“PPE”). All PPE is supplied by Maintenance, and they can be reached at 912-661-7539 or by email at facility@catchacat.org. Employees, who are directed to wear PPE, must use PPE at all times while at work unless an employee is in a private office when working alone or during breaks in which the employee is eating or drinking. Department supervisors are responsible for instructing employees regarding the proper use of PPE. All PPE must be put on and taken off while off the clock.

II. Screening and Testing Protocols

All employees will be asked to certify to a series of screening questions related to COVID-19, COVID-19 symptoms and COVID-19 exposure before starting work each day.

Employees must contact HR and not come into the office if they are unwilling or unable to complete the self-certification prior to starting work each day. Employees must immediately contact HR if they experience COVID-19 symptoms or test positive for COVID-19 whether during or outside of work hours.

Operators are required to report to CAT central or the ITC prior to starting their shifts for a temperature check and health screening certification.

Marine employees must report to the Director of Marine Services prior to starting their shifts for a temperature check and health screening certification.

Health Screening Questionnaire:

Employees will be asked:

1. Have you experienced any of the following “new” or “unexpected” COVID-19 symptoms in the last 14 days: cough, difficulty breathing, fever or feeling feverish (chills, sweating), new loss of taste or smell, muscle or body aches, sore throat, vomiting, or diarrhea?

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2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has COVID-19?
4. Have you traveled to an area that has a CDC or a State or Local Travel Advisory in effect the past 14 days?

Temperature Monitoring:

All employees will be required to have their temperatures checked before entering the office or beginning their workday. An employee's temperature must be 100.4°F or lower.

If an employee answers “NO” to every question AND does not have a fever, they will be cleared to proceed to work.

If an employee answers “YES” to a screening question, additional questions will be asked to determine whether the employee can be cleared to proceed to work.

If an employee has a fever, they will be asked to leave the premises immediately, to seek medical advice and to contact the HR Team. Employees will not be permitted to return until cleared in accordance with Return to Work Protocols.

All responses and information gathered during pre-work screenings will be kept confidential and maintained, if at all, in the employee's confidential medical file. Providing false information during the screening process may result in discipline up to termination.

III. Social Distancing and Frequently Touched Object Protocols

Physical Distancing Protocols

Employees must always maintain appropriate social distancing (minimum 6 feet separation) when possible at work. The following practices should be followed while at work:

- Avoid meeting people in close quarters. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to

conduct business as much as possible, even when participants are in the same building.

- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other, if possible.
- Employees are discouraged from engaging in handshakes, hugs, or other physical contact.
- Employees should adhere to taped off areas placed in all common areas to assist with distancing efforts.
- Gatherings in groups is discouraged. Do not congregate in workrooms, small break rooms/pantries, copier rooms or other areas to socialize.
- Employees are encouraged to eat lunch at their desks or at least 6-feet from others. CAT will stagger breaks and lunches, if practicable. Employees must continue to practice social distancing during breaks and lunches. If possible, employees are encouraged to spend breaks and lunches outside.
- Employees should avoid using co-workers' phones, desks and office equipment. To the extent equipment must be shared, CAT will provide alcohol-based wipes to clean tools before and after use by each person.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Restroom occupancy limit: Only two (2) employees may use the restroom at a time.
- Elevator occupancy limit: Only one (1) employee may enter the elevator at the same time.
- No more than two (2) people permitted in the control center hallway at one time – this will allow 6 feet distancing
- Transportation staff should use the break room door (closest to the garage) as the entrance to reduce crowding near the control center.
- The exterior door closest to control center will be an exit only.
- Admin, Relief, and support vehicles - only one person is permitted in sedan- sized vehicles.
- Revenue service vehicles will operate at 50% capacity.
- Vans and SUVs are limited to two-person max - one person as a driver, one person in the backseat on the passenger side.
- Additional space for seating during lunch and breaks will be set up in lobby and outside with coverings and chairs for outdoor seating.
- Signage will be used on buses and in facilities to indicate the required amount of space between individuals in breakrooms and common areas.
- CAT is making time clock modifications where possible to reduce the

need to touch timekeeping equipment. Employees still should ensure they wash their hands or use hand sanitizer both before and after using timekeeping equipment.

- No one other than three (3) transportation supervisors are allowed in the control center
- NO VISITORS allowed in CAT facilities.

Passenger Management

CAT has implemented the following practices concerning its vehicles to limit the spread of infection:

- Fare-free until further notice on all modes.
- 50% capacity on fixed-route signage on seats to encourage passengers to spread one.
- Rear door boarding on fixed-route except for passengers using a wheelchair, mobility device, or if they request to use the ramp for any other reason.
- ADA accessible seats should be stowed to give the operator additional space until a passenger with a disability requires to be seated in the area.
- Barriers between operator and fare-box will be installed on fixed-route buses over the coming weeks.

Travel

All non-essential business travel is prohibited until further notice.

CAT also discourages non-essential personal travel at this time. If an employee travels, they should follow CDC and state travel guidelines during their trip. In addition, they must notify Human Resources of any out of state travel plans before returning to work. CAT may require an employee to remain out of work for up to 14 days if they travel to a current CDC or State Travel Advisory area.

Commuting to Work

If employees are able, they should walk, bicycle or drive to work. If employees take public transportation or carpool, they should take all safety precautions including wearing masks and gloves. Employees who use public transportation should follow CDC public transportation guidance, which includes washing hands as soon as possible after the trip.

Employees should contact to Human Resources to discuss potential variations in work schedules to avoid peak commuting times if public transportation is the only viable option.

Telework

CAT may decide to utilize telework from time to time as deemed appropriate by CAT leadership. While teleworking employees shall:

1. Adhere to the requirements of all applicable policies and procedures;
2. Account for and report time spent teleworking in the same manner as if the employee reported for duty at their normal work location.
3. Satisfactorily complete all assigned work according to established standards and guidelines.
4. Follow normal department policies and procedures regarding the requesting and approval of overtime, compensatory time, and leave.
5. Follow normal sick leave policies.

Staggered Work Schedules

In order to maximize social distancing in the office, CAT may assign days that employees are able to work in the office. If an employee needs to work in the office on a day they are assigned to telework, they must obtain permission before reporting to the office from their Department Director.

Visitors/Customers

CAT will be restricting visitors/vendors from interior facilities at this time. Only essential visitors and/or vendors may come into the office at this time. In addition, the following protocols must be met.

- All visitors/vendors/customers will be asked health-screening questions and be required to have their temperature monitored before they are allowed to enter the office.
- All visitors/vendors/customers will be required to wear face coverings.
- Site deliveries should have minimal contact and cleaning protocols should be followed. Delivery personnel should remain in their vehicles if possible, and practice social distancing measures if staying in their vehicle is not possible.

IV. Protocol to Address COVID-19 Positive Cases in the Workplace

If an employee, visitor or another individual who has been in the workplace tests positive for COVID-19, CAT has prepared a COVID-19 response Policy to ensure all health and safety protocols are followed. CAT's response Policy includes the following:

- Tracking and notification of employees who may have come in close contact with the COVID-19 positive individual
- Cleaning of areas in the workplace used by the COVID-19 positive individual
- Notification of the state and/or local health department

V. Return to Work Protocols following COVID-19 Positive Case/Symptoms/Exposure Workplace Situations

The following guidelines will be used to determine when an employee can return to the workplace following COVID-19 symptoms, exposure, or positive case. These guidelines comply with current CDC guidance. CAT will update these guidelines as needed to comply with the most recent CDC guidance. If a State or Local Health Department or Executive Order has a different return to work standard from the CDC guidance, CAT will comply with the most conservative approach to returning employees back to work.

1. Employees who have COVID-19 symptoms but no known exposure to COVID-19

- Employees who are symptomatic for COVID-19 (either indicate on the Daily Health Screening Certification or develop symptoms while at work) but have no known close contact to a COVID-19, may return to work upon receipt of a negative COVID-19 test result.
- If an employee is symptomatic and either (i) had known exposure to COVID-19 or (ii) does not take a COVID-19 test, may not return to work until the discontinuation of isolation standards for a positive COVID-19 case is met.

2. Employees who tested positive for COVID-19 or have COVID-19 symptoms (w/o COVID-19 test or known exposure)

Employees who either tested positive for COVID-19 or experienced COVID-19 symptoms may return when:

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- At least 10 days have passed since symptoms first appeared; **and**
- At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved.

*In some instances, CAT may choose to follow a test based return to work standard in accordance with CDC, state and local guidelines.

3. **Employees with laboratory-confirmed COVID-19 (but no symptoms)**

Employees who tested positive for COVID-19 but never experienced symptoms may return when:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test; **and**
- They have not developed symptoms since their positive test.

*In some instances, CAT may choose to follow a test based return to work standard in accordance with CDC, state and local guidelines.

4. **Employees who have been potentially exposed to COVID-19 or come in close contact with someone who is diagnosed with or presumed to have COVID:**

Employees may return to work 14 days from the last date of exposure to a person who is sick with COVID-19 assuming the employee does not develop symptoms or test positive for COVID-19 during the 14 day period. However, To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and the PPE, social distancing, and hygiene precautions included in this guidance are implemented to protect them and the community. Exposure is described as:

- Being within 6 feet of someone who has COVID-19 for at least 15 minutes
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with a person who is sick with COVID-19 (touched, hugged, or kissed them)
- Sharing eating or drinking utensils with a person who is sick with COVID-19

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- A person who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you

5. **Employees Who Have Traveled to a CDC Restricted or State/Local Travel Advisory Area, internationally, or other Area with Substantial Community Spread:**

Employees may be asked to remain out of work for up to 14 days after return.

VI. **Cleaning and Disinfecting**

CAT has instituted enhanced practices in accordance with CDC and state and local guidelines, which includes cleaning and disinfecting of frequently touched surfaces and equipment in common areas. EPA products identified as effective against COVID-19 will be used.

Employees should regularly clean and disinfect their assigned work areas.

Routine environmental cleaning and disinfection:

- Employees should frequently clean and disinfect their workstations, keyboards, and telephones.
- All frequently touched surfaces in the office such as, telephones, handrails, and doorknobs, will be routinely cleaned and disinfected by cleaning staff.
- Common areas and break/lunchroom areas will be cleaned at least once per day.
- Any trash collected at the office will be emptied frequently.
- CAT will ensure that hand sanitizer dispensers are always filled.

Perform enhanced cleaning and disinfection after suspected/confirmed COVID-19 in the workplace:

- If an employee is suspected or confirmed to have COVID-19, we will engage in a deep cleaning of appropriate areas in our facilities in accordance with the most recent CDC cleaning guidelines.
- If it has been less than 7 days since the employee has been in the facility, we will close off any areas used for prolonged periods of time by the employee:
 - We will wait 24 hours before cleaning and disinfecting to minimize the potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, we will wait as long as possible.
 - During this waiting period, we will open outside doors and windows, if possible, to increase air circulation in these areas.
- If it has been 7 days or more since the employee used the facility, we will continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

VII. Building Ventilation

CAT will work with building management to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air circulating into the system. To the extent possible, CAT also will improve air filtration, reduce recirculation, and disable demand-controlled ventilation.

VIII. Workplace Communications and Training Protocols

CAT has implemented specific communication processes related to COVID-19 health and safety rules.

1. **Signs and Notices:** Employees are required to follow all posted signage throughout the office. The signage includes reminders to adhere to proper hygiene and social distancing rules, cleaning and disinfecting protocols and appropriate use of face coverings and PPE.

IX. COVID-19 Related Concerns and Requests

Employees Unable to Report to the Workplace for COVID-19 Related Reasons

If an employee is unable to report to work due to COVID-19 related reasons including concerns for their own personal safety or that of others, please contact Human Resources to discuss available options. CAT will evaluate these situations on a case-by-case basis, taking into account, among other things, the essential functions of the job at issue, business needs and whether accommodations can be made without undue hardship, and applicable law.

Employees at Higher Risk for Serious illness due to COVID-19

According to the CDC, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Any employee with COVID-19 high-risk concerns should contact Human Resources to discuss.

COVID-19 Related Leave and Accommodation Policies

CAT's FFCRA Policy may assist employees with COVID-19 related leave or accommodation needs.

COVID-19 Concerns

COVID-19 has changed how we have been working over the past several months and continues to impact how we move forward. As we move towards bringing us all back together, it is our continued goal to ensure our employees are in a safe environment. If at any time employees have a COVID-19 health and/or safety related concern regarding their individual employment, the workplace, COVID-19 Policy questions, or potential COVID-19 Policy breaches, they should immediately call Human Resources.

In addition, the Chatham County Department of Public Health can be reached for COVID-19 related information using the following information:

Georgia Department of Public Health – Coastal Health District
Savannah Administrative Office
400 Mall Blvd., Suite G
Savannah, GA 31406
Phone: 912-644-5200
Website: <https://covid19.gachd.org/>

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CAT prohibits retaliation in any form against a person for reporting in good faith. Further, it is expected that all employees will fully cooperate with any investigation by CAT.

REFERENCES:

- A. FFCRA Policy
- B. Telework Policy

APPLIES TO:

All employees of Chatham Area Transit Authority.

ATTACHMENTS:

- A. COVID-19 Exposure Poster

Attachment A

Exposed to COVID-19?

Exposure Means:

- Being within 6 feet of someone who has COVID-19 for at least 15 minutes
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with a person who is sick with COVID-19 (touched, hugged, or kissed them)
- Sharing eating or drinking utensils with a person who is sick with COVID-19
- A person who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you

*****If you have been exposed, contact HR @ 912-6293906*****