
COVID-19 Prevention Program (CPP)

FY 2020 – 2021

Guidelines and Procedures

**VICTOR
VALLEY
TRANSIT**



December 14, 2020



COVID-19 Prevention Program (CPP) Guidelines and Procedures

Purpose:

This CPP procedure is designed to control exposures to the COVID-19 virus that may occur in Victor Valley Transit Authority administration workplace, to minimize workforce member exposure to and transmission of COVID-19.

Procedures:

VVTA will continue to make every effort to protect the health and safety of its workforce members and the community it serves.

Authority and Responsibility

The Director of Finance/HR has overall authority and responsibility for implementing the provisions of this CPP procedure in the workplace. In addition, all Directors, managers, and supervisors are responsible for implementing and maintaining the CPP procedure in their assigned work areas and for ensuring employees receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, guidelines, and procedures, and assisting in maintaining a safe work environment.

Definitions:

Cleaning: Per CDC, cleaning is the process of killing germs, dirt, and impurities from surfaces or objects, cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting: Per CDC, disinfecting is the process of killing germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing: Per CDC, sanitizing lowers the number of germs on surfaces or objects by either cleaning or disinfecting surfaces or objects to reduce the risk of spreading infection.

Infection Control: Infection control refers to guidelines and procedures used to minimize the risk of spreading infections, including preventive measures such as hand washing, cleaning, and disinfecting.

SARS-CoV-2 virus: This is the name of the virus that causes the disease called COVID-19. Per CDC, the principal mode by which people are infected with SARS-CoV-2 is through exposure to respiratory droplets carrying infectious virus. While airborne transmission from person-to-person over long distances is unlikely, it can sometimes occur in special circumstances (e.g., prolonged exposure to respiratory particles in crowded, enclosed spaces with inadequate ventilation or air handling).

PROCEDURES:

Interventions recommended by CDC and other scientific and enforcement agencies to prevent the spread of COVID-19 include social distancing, use of masks, hand hygiene, surface cleaning and disinfection, ventilation, and avoidance of crowded indoor spaces. These interventions, when implemented collectively, have shown to be effective to address transmission both through close contact and under the special circumstances favorable to potential airborne transmission.

VVTA has implemented a combination of recommended interventions through work practices and enhanced infection control measures to ensure staff safety in office settings. Protocol for Social Distancing, wearing face masks and screening has been implemented.

VVTA Directors and Managers will monitor their workplaces to ensure these interventions are implemented and followed by staff, clients, or visitors in the Facility.

VVTA Staff will comply with work practices and infection control protocols

1) WORK PRACTICES:

In compliance with the CDC protocols for office worksites, VVTA has implemented several work practices to protect staff health, including:

- a) Offering teleworking for workforce members that can carry out and accomplish their work duties from home, to avoid crowding of office spaces.
- b) Instituting alternate, staggered, or shift schedules to maximize physical distancing.
- c) Requiring the staff, clients, and visitors, to conduct COVID-19 symptom screening, as indicated in VVTA Procedures.
- d) Instructing staff not to come to work if sick or if exposed to a person who has COVID-19 and to leave work if feeling ill.
- e) Upon being informed that one or more of our staff members have tested positive for or has symptoms consistent with COVID-19 (case), require them to isolate themselves at home and require the immediate self-quarantine of all workforce members that had a workplace exposure to the case(s).
- f) Providing staff with information regarding access to sick leave, Workers' Compensation benefits, and testing as appropriate.
- g) Provided at no cost to our workforce members, CDC recommended face coverings to be worn at all times during the workday when in contact or likely to come into contact with others.
- h) Ensuring that occupied rooms are separated by at least 6 feet, unless there are extenuating circumstances that require closer contact for brief periods of time, while wearing face coverings.
- i) Using physical barriers such as partition cubicle walls or plexiglass to prevent the spread of virus-containing droplets.
- j) Placing floor signs to indicate where the public may form a line to enforce social distancing and reduce crowding.
- k) Encouraging virtual meetings rather than congregating in conference rooms and physical distancing in common areas (e.g., break rooms).
- l) Postponing non-essential travel and meetings.
- m) Delivering services remotely (e.g., phone, video, or web).
- n) Encouraging the use of stairs when possible and/or reducing elevator capacity to maintain physical distancing between staff members.

- o) Ensuring posting of signs outside and inside the facilities, as appropriate, to provide visual reminders to staff, visitors, clients, and all individuals that wearing face coverings, social distancing, staying home when sick, using hand hygiene, and other measures will prevent the spread of COVID-19.
- p) Posting and announcing the most recent updates to COVID-19 information to all staff through emails and staff virtual meetings on weekly basis and keep copies available in the administration lunchroom and on the front desk.

2) INFECTION CONTROL:

- a) VVTA Directors and Managers will work to monitor and ensure the following for all VVTA Transit Facilities:
 - 1) Hand sanitizer, soap and water, tissues and trash cans are available to the staff, at or near the entrance of the facility, at reception, on each floor, and anywhere else inside the workplace or immediately outside where people have direct interactions.
 - 2) The HVAC system is in good, working order and to the maximum extent possible, ventilation has been increased.
 - 3) Enhanced cleaning of restrooms and other common areas have been scheduled.
 - 4) Custodial services have been instructed to frequently disinfect high-touch items (e.g., doorknobs, elevator keys).
 - a. Hand sanitizers with at least 60% alcohol and EPA-registered disinfectants are available to staff for cleaning and disinfecting their assigned desks and workstations.
 - b. Restrooms always have soap and paper towels.
 - c. Deep cleaning services are provided per CDC protocol when determined that a COVID-19 case was present in the facility.
 - d. Signs are posted outside the facilities to remind visitors and staff to screen for COVID-19 symptoms before entering and to wear a face-covering in the facilities.
- b) VVTA Directors and Managers will:
 - 1) Post signs or give verbal reminders to staff that their workplace is a handshake free zone and to avoid physical contact with coworkers and/or the visitors/public.
 - 2) Post reminder signs on shared workstations to ensure workforce members disinfect workstations before and after use by each staff member.
 - 3) Provide disinfectants and supplies for disinfecting shared workstations and high touch office equipment (e.g., copiers).
 - 4) Remind staff when cleaning or disinfecting to:
 - e. Follow the products' label directions for safe, effective use.
 - f. Follow the products' contact time, which is the amount of time the surface should be visibly wet.
 - g. Allow 20 seconds or longer for the products to dry on the surfaces for full effectiveness.
 - h. Wash their hands after cleaning or disinfecting.
 - i. For electronics, such as tablets, touch screens, and keyboards, and remote controls:
 - i. Consider putting a wipeable cover on electronics.
 - ii. Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.

- 5) Allow frequent breaks to workforce members to wash their hands for at least 20 seconds.
- 6) Remind staff to use a tissue or paper towel to touch commonly touched surfaces (e.g., doorknobs) to avoid direct skin contact.
- 7) Encourage sharing of digital files rather than paper documents.
- 8) Ensure that staff are adhering to physical distancing while in the office.
- 9) Ensure that workforce members, and if applicable the public, are adhering to wearing face coverings.
- 10) Inform staff to let their supervisors know if they experience any difficulty with wearing a face covering.
 - Remind staff:
 - a. Wash their hands before putting on their face covering.
 - b. They do not need to wear a face-covering when they are alone in a private office or cubicle with a solid partition that exceeds the height of the employee when standing.
 - c. Wash reusable face coverings daily, or more frequently if necessary or use a new disposable mask daily.
 - d. Wear a face covering:
 - i. When using elevator or using break / lunchrooms.
 - ii. At all times when they are coughing/sneezing due to non-COVID reasons (e.g., allergies).
 - iii. When discussing work with coworkers in the office, while maintaining 6 feet distance.

Employee screening

VVTA created a screen check station in the main entrance to the administration offices, all VVTA Administration employees entering the lobby must report to the screening check-in station for:

1. A visual check to verify they are wearing the appropriate facial covering that covers both, nose, and mouth.
2. A fever check using non-touch thermometer.
3. A response to questions about symptoms which may have appeared within the previous 10 days:
 - a) Fever of 100.4 F or more
 - b) Cough
 - c) Shortness of breath
 - d) Difficulty Breathing
 - e) Chills
 - I. If YES to any questions, will be sent home.
 - II. If NO, the interviewer will proceed to question # 4.
4. Have you been advised by a public health or medical professional within the past 14 days to self-quarantine, self-monitor, or self-isolate because of exposure to someone with SARS-CoV-2 or concerns with COVID-19 infection? YES / NO

5. In the past 14 days, have you been in close physical contact (within 6 feet for a total of 15 minutes or more within a 24-hour period) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19? YES / NO
 - a. If YES to any, will be sent home If NO, the interviewer will proceed to question #6.

- 6 Have you taken cough suppressants or fever reducing medication in the previous 6 hours before coming to this facility? YES / NO
If YES, they will be asked if they took the medication for relief from other symptoms such as chronic or seasonal condition (e.g., allergies)? YES / NO (Do not disclose the condition)
If NO, they will be sent home.

Any person being sent home, must inform their supervisor and/or Human Resources that they were sent home and is responsible for following-up with their primary care physician if needed.

Note: The list in Question 2 does not include all possible symptoms and will be updated as needed per CDC's new guidance.

Daily screening records should be maintained by HR for at least 14 days and be available upon request.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented in **Appendix B: COVID-19 Inspections** form (attached) and corrected in a timely manner based on the severity of the hazards.

Face Coverings

VVTA provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors when less than six feet away from another person, including non-employees. Face coverings are available at the screening check station and can be requested from the purchasing department.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and there is an outside air supply to the area, if indoors, to the maximum extent possible.
- Employees who cannot wear face coverings due to a medical or other health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed while wearing a face covering, and where employees will be kept at least six feet to the extent practicable.



Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart. Other persons required to work without mask should be tested on regular basis.

Cleaning and disinfecting

VVTA shall implement the following cleaning and disinfection measures for frequently touched surfaces by ensuring adequate supplies and adequate time for it to be done properly and that all offices in the building include required cleaning supplies in order for each employee to clean and sanitize their workplace themselves.

Should VVTA have a COVID-19 case in the workplace, VVTA will implement the following procedures:

- No staff shall be allowed in the affected area or office until that workplace been completely sanitized.
- Deep cleaning and sanitizing offices and facilities shall be completed using CDC recommended supplies.

Hand sanitizing

To implement effective hand sanitizing procedures, VVTA will be:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and make it available in several visual places in the building.
- Encouraging employees to wash their hands for at least 20 seconds each time.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form (attached).

VVTA administrative employees who had potential COVID-19 exposure in the workplace will be:

- Requested to have a COVID-19 test as soon as possible
- Given information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases, below, will be provided to them.

System for Communicating

VVTA's goal is to ensure that administration has effective two-way communication with its employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the Human Resource specialist.
- That employees can report symptoms and hazards without fear of reprisal.

- The Human Resource specialist will communicate with the Director of the Department to let all the staff members who were potentially exposed to an affected employee get tested and request they work from home for 10 days.
- The Human Resource specialist will complete the investigation process using **Appendix C: Investigating COVID-19 Cases form** (attached)
- In the event that there is required testing because of a workplace exposure or outbreak, VVTA will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- The HR Specialist will provide information about COVID-19 hazards to employees who may be exposed, as well as what is being done to control those hazards, and VVTA's COVID-19 guidelines and procedures.

Training and Instruction

VVTA will provide sufficient training and instruction that includes:

- Required guidelines and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms. (Asymptomatic)
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or a hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training (attached).

Exclusion of COVID-19 Cases

Where VVTA has a COVID-19 case in its workplace, VVTA will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is VVTA's procedures to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement VVTA's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make VVTA's written COVID-19 Prevention Program available at the workplace to administration employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identity information redacted.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms shall not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



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Approved by:

A handwritten signature in blue ink, appearing to read "Kevin Kane", written over a horizontal line.

Kevin Kane,
Executive Director

A handwritten date "12/22/2020" in blue ink, written over a horizontal line.

Date:



Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will include all persons at the workplace or those who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. VVTA will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls]			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			



Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by VVTA will be provided in a manner that ensures the confidentiality of employees, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law to be provided immediately upon request; and (2) Records that do not contain individual identifiable medical information or from which individual identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Other employers / visitors present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?	What could be done to reduce exposure to COVID-19?		
Was local health department notified?			Date:

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature