



## Center for Community Transportation NY Forward COVID-19 Workplace Safety Plan

**Industry:** Transportation Service, non-profit

**Address:** P.O. Box 418, Ithaca NY 14850

**Owner/Manager:** Jennifer Dotson, ED

**Contact Information:** jennifer@the-cct.org, 607-277-3210 x5

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It is the highest priority of the Center for Community Transportation to keep our employees, volunteers and Ithaca Carshare members and their families safe and healthy. At all times the Center for Community Transportation (CCT) will operate in compliance with all local, state and federal laws regarding COVID-19 and public health, and will stay up to date on all recommendations from the Tompkins County and New York State Health Departments, and the Center for Disease Control, that help to prevent the spread of COVID-19 via the work and services of the CCT. If local infection rates rise, requiring significant mitigation efforts to prevent the spread of COVID-19, the CCT will revert back to limited operations in line with original restrictions made throughout NY PAUSE and phased re-opening.

### **Communication**

Prominent signage will be hung at the office and in shared vehicles which communicates community health standards and expectations regarding sickness, personal hygiene, social distancing, and mask wearing. This Workplace Safety Plan will be distributed to each employee via e-mail, and any updates will also be sent out via e-mail.

Information regarding the CCT's COVID-19 safety measures related to the public office, the Ithaca Carshare fleet, BWT Bike Library and events, and any other publicly accessible location or item will be made available prominently on each program's respective website and also linked from the-cct.org

### **Employees**

Employees may use the shared office space, within the parameters listed in this document, unless regional infection metrics cease to meet the required metrics for NY FORWARD Phase 1 re-opening. All employees may opt to continue remote work indefinitely, within the parameters of their job, until further notice. While some employees may need to visit the office briefly for supplies, and some employees will be required to regularly interact with shared vehicles or bikes, nobody will be required to keep shifts at desks within the shared office space unless they prefer it.

Flexible work options are in place for employees who are:

- more vulnerable to COVID-19
- live with a family member who is more vulnerable to COVID-19
- caring for children with no school or child care options

These options include remote work, shifted schedules, paid leave, and potential shifted job duties. Employees should approach their supervisor to discuss any concerns or needs related to this.

Employees who regularly interact with shared vehicles, bikes, the office, other employees, or the public must submit a [daily Health Screening Form](#) before beginning work, confirming:

- (1) No COVID-19 symptoms in past 14 days
- (2) No positive COVID-19 test in past 14 days
- (3) No close contact with a confirmed or suspected COVID-19 case in the past 14 days.

[This Health Screening form](#) is available by mobile device or computer from a shared Google Drive location, and should be filled out once per day by any employee who will have any of the interactions listed above during that work day, before starting work. Employees are not required to take and report temperatures before beginning work, but we suggest they may consider doing so as an extra precaution. Employees with regular contact with shared vehicles may consider going for COVID-19 testing every 14 days, even if asymptomatic, particularly if and when the local COVID-19 infection rate is on the rise.

All staff must comply with any active government travel restrictions or quarantine requirements (including [this NYS travel quarantine requirement](#)). Employees returning from out of town travel are recommended to go for COVID-19 testing upon return. Employees may return to work after low-risk out of town travel if asymptomatic. If the travel is considered to be higher risk by CCT (e.g. includes air, train, or bus travel, staying in lodging where room turnover is frequent or has shared bathroom/kitchen, frequenting public spaces that may be crowded, or to areas where COVID-19 levels are significantly higher than Tompkins County, increasing quickly, or positive test percentages are high (indicating many unidentified cases)), the CCT may require either a negative test result or a 14 day quarantine before interacting with cars, the office, other staff or the public.

Employees with any [COVID-19 symptoms](#), or who otherwise feel unwell are required to work from home or take paid sick time for the full duration of their symptoms. This includes all interactions with the Ithaca Carshare fleet, CCT office, BWT bike equipment, other employees, and the public. Employees are entitled to all paid sick and family leave benefits under the [Families First Coronavirus Response Act](#).

### **Action Plan in the case of exposed or infected employee**

Any employee with a known potential exposure to COVID-19 must not come in contact with the office, shared vehicles or bikes, other employees or the public until health directives deem it ok to do so.

If an employee tests positive for COVID-19, the CCT must immediately notify the Tompkins County Health Department and cooperate with contact tracing efforts, including notification of all potential contacts, such as workers or public who had in person contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The Executive Director will coordinate this task.

If an employee tests positive who has had any contact with shared vehicles or bikes or the office space in the past 72 hours, any of those spaces or items that employee touched should sit untouched for 72 hours from the time of contact, or otherwise in accordance with any directives issued by state or local health departments about the required cleaning protocol. The spaces or items will be thoroughly disinfected by an employee wearing proper PPE (gloves and mask) with virucidal cleaners. Professional sanitation help may be sought. Any vehicle or bike users between an infected employee interacting with a car or bike and the next disinfection will also be notified.

### **Office**

The office is open for limited staff use, the public may visit only for curbside pickup of member packets or other items when mail delivery will not work.

### **Distancing and Face Coverings**

Employees wishing to work from the office should coordinate timing to ensure that 6' distancing can be maintained while working. At 315 N. Aurora St. office, this means no more than 1 person in the front room, and no more than 2 in the other rooms at a time. No more than 1 person in the kitchen/hallway/bathroom area at a time.

Workstations are spaced 6 feet or more from each other. Workstations are designated per employee, no shared use of computers or phones. Employees must keep a clean desktop, avoiding dishes, wrappers, etc. left on the desk, and wipe down with disinfectant spray regularly.

Masks or face coverings should be brought with any employee at the office and worn at all times that more than one person is in the office, except at their personal workstations. Personal re-usable fabric face coverings will be provided to all employees using the office or interacting with vehicles or bikes upon request, and at no cost to them. A supply of spare disposable masks will be kept at the office in the case that an employee finds themselves at the office or needs to visit a vehicle without one. Employees will be responsible for keeping, storing, and cleaning their own reusable masks. Face coverings should be cleaned after each use and single use masks

should not be re-used or shared. [Putting on and removing masks](#) should be performed using safe protocol as suggested by the Tompkins County Health Department.

### **Meetings**

The majority of meetings will be held virtually. Small group meetings may be held in a location where it is easy to maintain 6' distance, ideally outdoors.

### **Public Access**

The office remains closed to the public. Public interactions, if necessary, will take place outside the building while both parties are wearing masks and ideally maintaining 6' distance.

All new Ithaca Carshare member packets are mailed by default unless a time pressure exists for a pickup, which will be arranged contactless using an outdoor pickup location at the office.

### **Contact Log**

A contact log must be kept of:

- any person who enters the office
- 2 employees or a member and an employee in a shared vehicle at one time.
- any time there is any interaction between an employee and a visitor or member.

A paper log will be kept at the office for the purpose of office use. Any contacts that occur away from the office should be included in the details area of a health screening form. There is no harm in submitting more than one form per day, if additional contacts arise that you weren't aware of when you started work.

### **Cleaning & Sanitation**

- All employees must wash hands or use hand sanitizer upon entering the office. Sanitizer pumps or hand washing stations will be located throughout the space.
- All shared touchpoints will be disinfected daily by the last person to leave the office. This includes light switches, door knobs, sink and toilet handles.
- Employees should wash hands before using the kitchen space and wipe down any surfaces touched after using.
- Touchless paper towel dispensers will be used in the kitchen and bathroom rather than fabric towels.
- Hand sanitizer, hand soap, disinfectant spray and paper towels will be well stocked and readily available for employees to use
- A full wipe down of all office surfaces and floor vacuuming should take place weekly. Anna will do this until and unless other employees start regular use of the shared office space, at which point in time it will rotate.
- Daily disinfections and full cleanings will be recorded on a paper log at the office.
- Employees are encouraged to wipe down their personal surfaces (desktop, computer, phones) at least weekly.
- Employees are encouraged to keep windows open when weather allows when more than one

person is using the office. Remember to close and lock!!

-A refuse receptacle will be available in each room of the office.

### **Future Office Considerations**

- look for spacious/open floor plans for next office space
- consider a permanent change to limit or eliminate open in-person office hours
- create permanent work from home/remote policies

### **Carshare Vehicles**

-All employees interacting with shared vehicles must use masks while in and around the vehicles, and gloves when disinfecting. Hand sanitizer should be used, on hands or over gloves, between each vehicle.

-Shared vehicles are disinfected regularly. [Full disinfecting procedures are here](#). This frequency may go up or down as infection metrics for our region decline or rise.

-Members and passengers are required to wear a face mask or covering while using shared vehicles.

-Hand sanitizer is provided for member use in each vehicle.

-Signage is prominently affixed to each vehicle communicating our expectations for safe use.

-Messaging about our expectations of members when they use the vehicles will be prominent when calling, making bookings online, or visiting our website.

-If any car becomes contaminated or suspected of possible contamination, it will be pulled from service and sit for 72 prior to thorough disinfection and cleaning before being returned to service.

-If a situation arises where a staff person must be in the same car as a member (eg. breakdown rescue), both parties must wear a face covering and sit at the furthest distance possible from each other in the car, with the windows down if feasible, and log this interaction in a health screening form.

### **Bike Library**

- Bike Library available by appointment only

- Each bike will be sanitized at all touch points immediately before being lended out

### **Events and Gatherings**

-All local, state, and CDC distancing and sanitation guidelines will be followed before any in-person events or gatherings are considered.

### **Bike Skills**

Measures implemented for individual bike skills classes:

- Maximum 2 students from the same household, usually 1 person only

- Introductory meeting to discuss rider needs, concerns, and review safety measures done via phone before in-person meeting
- All paperwork done online
- Free, unused helmet to be given to rider if helmet is requested (no reuse)
- We will practice social distancing with a minimum of 6'feet away, use rubbing alcohol (70%) on handlebars/grips and other surfaces before & after the session
- We will wear gloves when handling surfaces
- Instructor and rider will wear a mask during the whole session
- Instructor will wash hands thoroughly before and after the session

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*\*\*Limited operations in effect as of March 17, 2020:*

*-All employees working remotely, limited office visits by staff as needed*

*-Never more than one employee at the office at a time*

*-Office is closed to the public*

*-All meetings conducted virtually*

*-All in person gatherings and events of any size cancelled*

*-Ithaca Carshare fleet capacity reduced to 50%*

*-Ithaca Carshare overnight bookings 11pm-7am restricted*

*-Ithaca Carshare bookings made by phone only*

*-Ithaca Carshare members requested to take only essential trips (as per NYS guidance)*

*-Hand sanitizer bottles provided inside each in service Ithaca Carshare vehicle*

*-Daily disinfecting cleanings of each in service Ithaca Carshare vehicle*

*March 22 - NY on PAUSE begins*

*Additional actions implemented April 17*

*-Ithaca Carshare drivers and passengers are required to wear face masks at all times when inside vehicles.*

*May 15 - Southern Tier enters Phase 1 re-opening*

*May 29 - Southern Tier enters Phase 2 re-opening*

*May 30 - Mask required/sanitize signage goes into all carshare vehicles, messaging shifts away from "Essential trips only"*

*June 5th - Ithaca Carshare web booker globally reinstated*

*June 12 - Southern Tier enters Phase 3 re-opening, CCT submits affirmations to NYS for vehicle rentals and office re-openings.*

*June 21 - Vehicle disinfections reduced to 3x/week*

*June 26 - Southern Tier enters Phase 4 re-opening*

*July 2 - Workplace Safety Plan finalized, sent out to staff. Optional use of office for working ok'ed of all, within guidelines of safety plan.*

*7/3 - still no overnight bookings or fleet care volunteers, fleet size still at 16*

*7/24 - fleet size at 22*

*8/3 - Vehicle disinfections reduced to 1x/week*

*9/1 - Overnight bookings re-instated*