Employer and Organization Checklist

Transportation

When reopening or expanding services, organizations individually must consider **risk to patrons and employees.** If possible, **slowly transition to increasing services** in order to give your organization time to build and test safety protocols. Strongly **consider special accommodations** for employees who are members of a higher-risk population.

Employers should **develop and implement appropriate policies**, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices. **Use this checklist to start that process.**

- ☐ **Read the plan: A Community Strategy for Phased Reopening: Phase Two Amendment.** Follow the:
  - ☐ **General Guidelines for Everyone Throughout all Phases (page 6).**
  - ☐ **Phase Two General Guidance for Employers and Other Organizations (page 9).**
  - ☐ **Guidance for Specific Types of Employers and Other Organizations (page 26).**
- ☐ **Utilize Support for Employers & Other Organizations (page 5).**
  - ☐ Select a **COVID-19 coordinator** for each physical location.
  - ☐ Post **safety signage on employee and public entrances.**
  - ☐ Join the **COVID-19 email distribution list (listserv)** to stay up-to-date.

Implement strategies addressing the safety of two broad categories of people:

- **Customers**, clients, members of the public, etc.
- **Employees**, coworkers, contract employees, etc.

Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:

- ☐ **Physical distancing and protective equipment.** These practices may include:
- ☐ Requiring employees to **wear cloth face coverings (or PPE in medical settings or where industry guidance instructs its use)** when unable to consistently maintain 6 feet of physical distancing.
  - ☐ For as long as possible, allowing **telecommuting**, especially for higher-risk individuals. Allowing **flexible hours** and **staggered shifts** to increase physical distancing for employees as they enter and leave the workplace.
  - ☐ Creating **signs and barriers** that reinforce 6 feet of physical distancing for the protection of your employees and the public.
  - ☐ **Marking the floors** where necessary to provide customers clear direction when **waiting in line.** Implementing **one-way aisles.**
  - ☐ Considering **making stickers for employees** to wear that remind customers to maintain 6 feet of distance.
  - ☐ Creating **plexiglass protective barriers for employees working registers** or **providing close proximity services.**
  - ☐ If the business has overhead announcements, **regularly playing announcements** encouraging the maintenance of 6 feet of distancing.
  - ☐ Encouraging customers to come during **non-peak hours**. Implementing **special hours for seniors and other higher-risk individuals**. **Offering or continuing to offer delivery** or **curbside pickup** options.

- ☐ **General Sanitation.** These practices may include:
  - ☐ Encouraging employees to engage in **hand washing** (or the use of hand sanitizer if hands are not visibly soiled) after each customer interaction.
  - ☐ Having **hand sanitizer available at the entrance** of the business for customers.
  - ☐ **Discouraging workers from using other employees' equipment**, including phones, desks, offices or other work tools, when possible. When not possible, **hand sanitizer** should be used both prior to use of communal items and immediately after.
  - ☐ **Routinely sanitizing shared surfaces and equipment throughout the day and between users.**
  - ☐ Offering customers single-use grocery bags.
  - ☐ Considering placing **limitations on returns** or extending the window in which returns can be made to the place of business.
- ☐ **Use and disinfection of common and high-traffic areas.** Follow guidance from the CDC for **Cleaning and Disinfecting Your Facility**, **Cleaning and Disinfection for Community Facilities**, and **Cleaning and Disinfecting Non-emergency Transport Vehicles**. These practices may include:
  - ☐ Having a **clear plan for enhanced cleaning protocols**, including who is responsible for each task. **Modify business hours** if necessary, to allow for deep cleaning.
  - ☐ Dedicating an employee to working at the entrance **sanitizing carts and baskets** and encouraging the use of hand sanitizer.
  - ☐ Cleaning the **credit card touch screen and/or keypad** after each customer use. Regularly cleaning **checkout lanes or counters**.
  - ☐ Cleaning **pens**, **menus** and **other communal items** after each use.
- ☐ **Business travel.** These practices include:
  - ☐ Following guidance outlined in each phase. Look up the **state and local laws for the area** where your employee will travel **and if CDC has guidelines for quarantining after travel.**
  - ☐ Remaining aware of the **COVID-19 activity in the area** where your employee will travel.

Monitor workforce for COVID-19 symptoms and take action.

- ☐ **Screen all employees daily by asking the following questions:** Have you been told to quarantine/isolate by a medical provider or the health department?; Have you had face-to-face contact for 10 or more minutes with someone who has COVID-19?; Are you feeling ill and/or experiencing any of **the symptoms of COVID-19 (regularly check the CDC website for an updated list)**? **If yes, they should not enter the worksite and should contact their doctor.**
- ☐ While it is preferred that **employers conduct daily employee temperature checks with a no-touch thermometer** before they enter the workplace, **employee daily temperature self-checks** are appropriate when a thermal thermometer is not available or daily employer checks are not practical. Communicate the policy with employees. **Daily temperature checks are a tool in your toolbox; they do not replace the need to follow the other recommendations.**
- ☐ **Require any employee to quarantine/isolate** according to the guidance of their medical provider or the Knox County Health Department when the employee is:
  - ☐ A **positive case** for COVID-19; OR
  - ☐ Waiting for their **results of a COVID-19 test**; OR
  - ☐ A **close contact** of someone with COVID-19.

- ☐ **Do not allow symptomatic people to physically return to the workplace** until they are symptom-free and fever free for 72 hours without the use of fever-reducing medication or have been released from quarantine/isolation. **Employees should not be required to have a negative test to return to work.**
- ☐ Consider implementing generous **sick leave policies** to encourage employees to report their illnesses and stay home.
- ☐ **Maintain employee privacy by not unnecessarily sharing information** with others about their illness. Health information is protected by federal law.

Develop and implement ways to track close contact interactions.

- ☐ Employers should prepare and implement strategies for determining and tracking **close contact interactions between staff and between staff and customers** (for example, keeping detailed appointment records and worker shift pairings so you can easily help public health determine close contacts, if needed). This will allow potential cases to be **isolated quickly should an employee or customer test positive for COVID-19,** preventing future transmissions which **protects health** and the **employer's ability to continue to serve the community.**

Additional Guidelines for Transportation

Phase Two Category	Phase Two Guidance	Additional Resources
Public transit	☐ Buses are encouraged to operate following CDC guidance.	• CDC, NY state guidance for public transportation
Airplanes	☐ Continue to operate within guidance from CDC.	• CDC
Rideshare and taxis	☐ Drivers and passengers must wear cloth face coverings. Passengers should ride in the back to create physical distance. ☐ Have tissues and hand sanitizer available for passengers. ☐ Disinfect vehicle often, especially after dropping off a passenger who appears to be sick or who has come from or is taken to a medical facility.	• CDC guidance, • Washington State Guidance for Rideshare/Taxis, Toronto Guidance