

COVID-19 POLICY



Enhanced cleaning procedures

Department Office of the COO

Approved by Marissa Madrigal, Chief Operating Officer

Policy approval:

A handwritten signature in cursive script, appearing to read 'M. Madrigal'.

Marissa Madrigal, Chief Operating Officer

07/02/2020

Date

ABOUT THIS POLICY

To reduce the risk of spreading the COVID-19 virus in worksites, facilities and visitor spaces and to prioritize the health and safety of its employees, visitors and guests, enhanced cleaning measures must be implemented for all work sites, facilities, properties and assets. For purposes of this policy, any worksite, facilities, properties or venue are referred to as a site.

Guidelines in this, and other COVID-19 policies, are intended to protect both individual employees, groups of employees, and any visitors, guests or other people around them.

Departments may also issue work rules and management directives consistent with this policy.

This policy is based on current guidance from public health officials. As the public health crisis continues, new information may emerge. This policy is subject to change.

APPLICABLE TO

All employees including regular status, variable hour and temporary employees, paid and unpaid interns, and volunteers.

GUIDELINES

Each Metro site will adopt procedures that, at a minimum, address and include the following requirements as outlined by this policy, public health authorities and the Occupational Safety and Health Administration (OSHA).

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Current roster of employees assigned to enhanced cleaning duties and tasks

Each site must designate a person or a team of persons who are responsible for ensuring that enhanced cleaning measures are conducted. The designated person/team will be responsible for implementation of all procedures, ongoing completing and reporting of enhanced cleaning measures adopted for each location. Current assignments rosters should include names of employees responsible for cleaning with designated areas of responsibility.

Enhanced cleaning supplies and required PPE for cleaning activities

Each site should have sufficient inventory of required cleaning supplies and personal protective equipment (PPE) to complete enhanced cleaning duties and tasks. Additionally, the following information should be provided and accessible:

- A list of Environmental Protection Agency (EPA)-registered cleaning solutions approved for use against the COVID-19 virus to use for enhanced cleaning efforts.
- Safety Data Sheets (SDS) for each cleaning solution.
- Instructions and other guidance for the safe use and correct application of cleaning solutions and use of PPE during cleaning activities.

Daily cleaning schedules

Each site must provide and keep updated cleaning schedules for all areas that include:

- Identification and categories according to high, medium and low use: Examples of “high use areas” include high traffic areas, high touch surfaces (e.g., door handles/knobs), shared equipment/spaces (e.g., printers, elevators).
- Frequency and timing of enhanced cleaning efforts.
- Closure of areas and related procedures to close areas during cleaning including how long areas will be closed before re-use is allowed.

Cleaning and disinfection protocols and practices

Each site should also provide the following:

- Decontamination requirements, steps and supplies for employees responsible for enhanced cleaning procedures.
- Trainings and materials required for employees responsible with enhanced cleaning duties and tasks.
- Deep clean/disinfection plans for areas where any person who has tested positive or is suspected to have COVID-19 may have had contact that include time requirements for reopening in alignment with Center for Disease Control and Prevention (CDC) and Oregon Health Authority (OHA) guidance
- Directional and cautionary signs for use when an area is unsafe or needs to be cleaned.
- Any additional site-specific measures required and not addressed by the above.

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RESPONSIBILITIES

Employees

- Follow procedures outlined in this policy and in any department work rules and directives.
- Contact supervisors or designated safety coordinators with concerns and to report any observed violation of this policy.
- Review all site-specific guidelines and procedures for enhanced cleaning measures.
- Notify supervisor of any additional resources needed to follow guidelines and procedures.
- Communicate ways that may improve relevant processes and procedures with direct supervisor.

Supervisors

- Ensure employees have the appropriate training to implement enhanced cleaning procedures and to ensure personal safety in performing such duties.
- Ensure daily implementation of enhanced cleaning procedures and compliance with policy.
- Request and provide required supplies needed to support enhanced cleaning procedures in compliance with this policy.
- If required supplies are not available, reduce operations.
- Forward any reports of or observed violations of this policy to direct supervisor or manager.
- Ensure employees understand whistleblower protections and Metro's commitment against retaliation for making a complaint or identifying concerns.
- Ensure employees have proper resources and training to abide by guidelines.
- As required, provide information on resources, supplies and other materials in alternate languages.

Incident management team/Safety and risk management division

- Develop resources, training and communication materials as required to support implementation and compliance of this policy.
- Update guidance for enhanced cleaning as required.

Department directors:

- Ensure provision of any necessary materials required to conduct daily operations within the parameters of this policy, including EPA-approved cleaning materials, PPE and cautionary/directional signs.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.
- Ensure implementation, communication of and adherence of policy with all direct reports.

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REFERENCES

Centers for Disease Control Website

<https://www.cdc.gov/>

Oregon Health Authority COVID-19 Website

<https://govstatus.egov.com/OR-OHA-COVID-19>

OSHA Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

EPA list of disinfectants for use against COVID-19

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Oregon Governor's Office

<https://govstatus.egov.com/or-covid-19>