

# COVID-19 POLICY



## Physical distancing

**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'.

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Marissa Madrigal, Chief Operating Officer

\_\_\_\_\_  
07/22/20  
Date

**UPDATED July 22, 2020:** *If essential functions or operational needs require that two people work within 6 feet, a risk assessment will be conducted to help reduce risks associated with that activity.*

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### 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, Metro expects employees and volunteers to practice physical distancing measures.

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

To ensure the health and safety of Metro employees, visitors and guests, all sites, facilities, properties and venues will follow the Center for Disease Control and Prevention (CDC) and Oregon Health Authority (OHA) guidelines for physical distancing.

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Physical distancing, also referred to as “social distancing,” means avoiding contact with, and increasing the distance between one’s self and other people. Physical barriers, objects or materials used to separate people and spaces as a method of protection may also be used to support physical distancing measures.

### **Physical distancing requirements | Individuals**

- a. A minimum distance of 6 feet (about 2 arms’ length) from other people must be maintained at all times.
- b. Persons must comply with all directional and restrictive signage including exclusions from areas.
- c. Enter into areas as assigned or only where assigned duties are to be performed.
- d. Wear face coverings as required in Metro’s COVID PPE and Face Coverings policy.

### **Physical distancing requirements | Worksites, facilities and properties**

- Limit the size, capacity or occupancy of any event, gathering or number of admitted patrons to comply with current state requirements and to adhere to any site-specific guidelines and procedures.
- Implement alternative telework and/or work schedule options as operations allow to decrease and maintain occupancy in buildings and work areas.
- Each site must designate a person to ensure physical distancing requirements under this policy are implemented and enforced.
- Use physical barriers to separate people and spaces as a method of protection when practical. Ensure emergency egress, corridors, aisles or safe paths of travel are not blocked or inhibited in any way.
- Maintain additional measures as required to meet specific site and operational needs.
- If physical distancing is not maintained, operations at the site in question should be reduced or halted.
- If essential functions or operational needs require that two people work within 6 feet, a risk assessment will be conducted to help reduce risks associated with that activity.
- In some instances, pre-COVID-19 safety practices and supplies may meet these requirements.

## **RESPONSIBILITIES**

### **Employees**

- Follow procedures outlined in this policy and any department work rules and directives.
- Contact supervisors or designated safety coordinators with concerns and to report any observed violation of this policy.
- Communicate ways that may improve relevant processes and procedures with direct supervisor.

## **Supervisors**

- Ensure employees have proper resources and training to abide by guidelines.
- Regularly check in with employees to understand and address any issues that may arise during implementation of this policy.
- Implement policy requirements such as alternative work and break schedules, designating clear work areas and zones to reduce physical overlap of employees and additional areas for breaks.
- Promptly forward any received reports 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.

## **Department directors**

- Ensure implementation, communication of and adherence of policy with all direct reports.
- Ensure required and necessary materials are provided and available to conduct daily operations within the parameters of this policy.
- Provide guidance and resources to support policy requirements, including:
  - acceptable work and break schedule alternatives;
  - time clock usage;
  - break area expectations; and
  - workplace zoning.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.

## **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 physical distancing as required.

## **REFERENCES**

### **Centers for Disease Control Website**

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

### **Oregon Health Authority COVID-19 Website**

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

### **Oregon Governor's Office**

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