

COVID-19 POLICY



Personal protective equipment and Face coverings

Department Office of the COO

Approved by Marissa Madrigal, Chief Operating Officer

Policy approval:

A handwritten signature in black ink, appearing to read 'M. Madrigal'.

08/13/2020

Marissa Madrigal, Chief Operating Officer

Date

Updated Aug. 13, 2020 to reflect the exclusion of bandanas, balaclavas and vented face coverings from acceptable PPE.

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 responsibly use and manage personal protective equipment.

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 well as the Occupational Safety and Health Administration. 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.

All visitors to a Metro facility or property.

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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) guidelines for the type and use of personal protective equipment (PPE) and face coverings.

Personal protective equipment (PPE)

Personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses.

- Risk assessments should be completed for tasks that do not have CDC guidance for PPE use and appropriate PPE will be determined based on that assessment.
- Metro shall provide the necessary protective items based on the activities personnel are performing to minimize spread of COVID-19.
- Employees responsible for COVID-19 related cleaning activities must adhere to Metro's COVID-19 Enhanced Cleaning Policy and wear appropriate PPE for the task.
- In some instances, pre-COVID-19 safety practices and supplies may meet these requirements.

Face coverings | Employees and volunteers

Face coverings are defined as a cloth or similar material that covers the mouth and nose of persons wearing them and intended to reduce the likelihood of spreading the virus. Face coverings are distinct from face masks which are evaluated for use in medical and other occupational setting.

- Face coverings should be made of multiple layers of cloth or other filtering materials, fit snugly against the side of the face, and allow breathing without restriction. Metro employees and volunteers are required to have a face covering, or other similar safety gear, with them at all times.
- The following applies to employees and volunteers:
 - Face coverings are required when:*
 - working in any indoor space;
 - interacting with the public such as a visitor or guest; or
 - when unable to maintain a six-foot distance from any other person.
 - Face coverings are NOT required when:*
 - other types of respiratory protection are required;
 - employees, volunteers and visitors are outdoors and a six-foot distance from others can be maintained; or
 - meals are being eaten and a six-foot distance from others can be maintained.
- Employees seeking accommodation from wearing a face covering should contact Human Resources.
- Employees and volunteers may fabricate and wear their own face coverings as long as they follow CDC guidance on construction, recommended fabrics, use and cleaning. Fabric designs should be appropriate for the workplace, and must adhere to all employment policies including the Discrimination and Harassment-Free Workplace Policy.

- Due to their lack of effectiveness in preventing the spread of COVID-19, the following are not considered acceptable forms of face coverings for employees and volunteers:
 - Bandanas
 - Balaclavas without filtering media
 - Vented face coverings

Face coverings | Visitors and guests

Visitors are required to have a face covering, or other similar safety gear, upon entry to an indoor Metro site and at any time outdoors where they are within six feet of another person. Visitors wishing to wear their own face coverings are encouraged to use fabric that is respectful and appropriate.

Inventory and management of PPE and face coverings

Each site must responsibly manage inventory of PPE and face coverings following protocols outlined for the centralized management of these resources including:

- Coordinating with staff identified to manage the centralized procurement and inventory of PPE and face coverings.
- Adapting and implementing CDC strategies to optimize PPE supply.
- Ensuring all employees are adequately trained and provided resources on the safe and appropriate use, cleaning, storage and disposal of PPE that includes precautions for avoiding contamination.
- Using alternative types of PPE and face coverings that are more readily available when safe to do so.
- Disposing of used PPE appropriately into a general waste receptacle.

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.
- Inform director or designee of inadequate PPE or face coverings for current level of occupancy or operations.

- Provide required usage rates, inventories and other required reports and communications to the Incident Management Team as requested.
- Ensure PPE and face coverings are used appropriately.
- Ensure employees understand whistleblower protections and Metro’s commitment against retaliation for making a complaint or identifying concerns.

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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.
- Scale back operations and/or occupancy if PPE and face covering inventory drop below the minimum threshold established by the site.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.

Incident management team/Safety and risk management division

- Advise and approve use of alternative or reuse of equipment on a case-by-case basis after evaluating for efficacy.
- Coordinate centralized procurement of sufficient supplies of PPE for all facilities and work sites.
- Coordinate inventory and related activities of supplies of PPE for all facilities and work sites including the reallocation of supplies from one operational area to another as required to maintain identified, critical and priority functions of the organization.
- Develop resources, training and communication materials as required to support implementation and compliance of this policy.
- Update guidance for PPE and face coverings as required.

REFERENCES

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC strategies to optimize the supply of PPE and equipment

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>