

# COVID-19 POLICY



## Hygiene

**Department** Office of the COO

**Approved by** Metro COO

**Policy approval:**

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

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Marissa Madrigal, Chief Operating Officer

August 13, 2020

Date

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### ABOUT THIS POLICY

To reduce the risk of spreading the COVID-19 virus and prioritize the health and safety of agency employees, responsible practice of good personal and workplace hygiene measures must be implemented at Metro sites.

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, support implementation of the requirements outlined in this policy, guidance from public health authorities, and all Centers for Disease Control and Prevention (CDC) recommendations for personal and workplace hygiene found in current Guidance for Businesses and Employers and the Occupational Safety and Health Administration (OSHA).

In support of these efforts, employees are expected to participate in personal and workplace hygiene practices at Metro sites including any enclosed parking lots, inside vehicles, carts and equipment and other work settings.

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## **General expectations**

- Use phones, videos, or online video conferencing to reduce the need for meetings and other close personal contact.
- Follow Metro's personal protective equipment (PPE) and face coverings policy and wear a face covering at all times when indoors, and outdoors when 6 feet physical distance cannot be maintained.
- Follow Metro's physical distancing policy by maintaining a 6 feet distance from others.
- Follow all physical distancing, face covering, hygiene and directional signage displayed at Metro sites and facilities. For example enter and exit through established routes; follow all set occupancy limits for rooms.
- Yield to others as needed in passage ways.
- Use assigned or reserved workspaces only and do not use any areas designated as "closed".
- Do not remove or move physical barriers (such as plexiglass or acrylic shields) that have been put in place.
- Follow any site-specific guidance for COVID-19 safety.

## **Personal hygiene expectations**

- Wash hands frequently with soap and water for at least 20 seconds after using the restroom, before and after eating, after blowing your nose, coughing, or sneezing, after interactions with other people, after touching your face, surfaces or objects and after removing gloves.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% isopropyl alcohol.
- When using restrooms, wear a face covering and avoid or limit bringing personal or unneeded items into the restroom.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough hand washing.
- Do not wear gloves as a substitute for regular hand washing.

## **Face covering expectations**

- Face coverings should fit snugly and be worn over the mouth, nose and chin.
- Use a clean reusable face covering or new disposable face covering as needed and at the beginning of each new shift.
- Wash reusable face coverings after each use with hot water and soap.
- Take a face covering off using ties or ear loops. Wash or sanitize hands after removing or touching a face covering.

### **Metro work sites and work station hygiene expectations**

- All employees must maintain clean work stations and work areas, including limiting personal items, to support implementation of enhanced cleaning practices. Each site may define procedures and/or work rules outlining work station guidelines, including potential restrictions to shared work spaces and work items.
- Employee workstation surfaces should be cleaned with a general purpose cleaner or soap and water after each use. If at any time the workspace is used by another person, disinfection using EPA-approved disinfectants against COVID-19 on surfaces and objects touched by others should be done immediately after use.
- Electronics such as computers, monitors, docking stations, keyboards, mice, computer accessories, printers, copiers and touchscreen devices, should be cleaned after each use per manufacturer's recommendations. If no guidance is available, use a microfiber or lint free cloth wetted to be damp with an alcohol-based cleaner containing at least 70% alcohol; a mixture of 70% isopropyl alcohol/30% water or a COVID-19 approved disinfectant. Never spray any liquids directly onto the equipment.
- All shared work items such as workstations, conference room tables, common area tables, office and operating supplies and equipment, including kitchen equipment and supplies, should have a site specific cleaning plan developed for them that corresponds to the most up to date CDC guidance on cleaning and disinfecting workplaces.
- Due to the high number of potential users, touch points and increased potential of exposure to the COVID-19 virus, sites wishing to open restrooms, locker rooms, showers or kitchens should develop site specific procedures to ensure the potential for virus transmission is mitigated and adequate cleaning and disinfection protocols are in place.

## **RESPONSIBILITIES**

### **Employees**

- Follow procedures outlined in this policy and in any department work rules and directives.
- Use cleaning and disinfecting products in accordance with manufacturer labels. Contact your supervisor or safety staff if you have concerns about the products.
- Contact supervisors or designated safety coordinators with concerns and to report any observed violation of this policy.
- Review and understand all site specific procedures, work rules or directives for personal and workplace hygiene measures.
- Notify supervisor of any additional resources needed to follow procedures, work rules or directives.
- Communicate ways that may improve relevant processes and procedures with direct supervisor.

### **Supervisors**

- Ensure employees have proper knowledge of, resources and training to abide by guidelines and any site-specific hygiene procedures.
- Regularly check in with employees to understand and address any issues that may arise during implementation of this policy.
- Inform Department director or designee of inadequate supplies (sanitizing wipes, hand sanitizer, etc) for current level of occupancy or operations.
- Provide required usage rates of cleaning and PPE resources, inventories and other required reports and communications to the Incident Management Team as requested.
- Ensure clean workstations are maintained, sanitizing supplies are used and hygiene practices are followed appropriately.
- Place or install signage as needed to remind employees of hygiene practices.
- 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.

### **Department directors**

- Ensure implementation, communication of and adherence to 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 or change operations and/or occupancy if established procedures, work rules or directives cannot be adhered to 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**

- Develop resources, training and communication materials as required to support implementation and compliance of this policy.
- Update guidance for personal and workplace hygiene as required.
- Coordinate or assist with procurement of sufficient cleaning and sanitizing supplies for all facilities and work sites.
- Coordinate inventory and related supply activities for cleaners and sanitizers at 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.

## 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>

### Health Department, State of New York: COVID-19: General Guidance for Cleaning and Disinfection for Non-Health Care Settings

<https://www1.nyc.gov/assets/doh/downloads/pdf/imm/disinfection-guidance-for-businesses-covid19.pdf>

### Harvard University coronavirus communication resources

<https://www.harvard.edu/coronavirus/communication-resources>