

# COVID-19 POLICY



## Vehicle use and other travel

**Department** Office of the COO

**Approved by** Metro COO

**Policy approval:**

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

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Marissa Madrigal, Chief Operating Officer

September 1, 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, enhanced travel safety and cleaning measures must be implemented for all vehicles used for agency business.

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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## Travel considerations

Operators should follow state and local travel restrictions, such as those from state or local health department, for the area where an employee is located, along the route, and at a planned destination. For example, some counties, states or cities may limit travel to their area. When traveling outside of the greater Portland region, research and prepare for changes to COVID-19 safety and travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or state border closures.

## General recommendations

Limit travel to single-occupant use (driver only) and to essential duties that cannot be accomplished without travel.

Use of personal vehicle is preferred to limit exposure and employees should follow gas and mileage reimbursement procedures in the agency [Travel Expenditure](#) policy. When considering the use of personal vehicles ensure that the vehicle is appropriate for transporting the items essential for the work.

When possible, Metro vehicles should be assigned to individual staff. When such designations are made, employees will follow best practices for vehicle use (i.e. limiting use for work purposes only).

## Fueling

Follow [Metro's personal protective equipment \(PPE\) and face coverings](#) and [physical distancing](#) policies and [enhanced cleaning procedures](#) when fueling:

- Maintain a six-foot distance from other people.
- Wear a face covering when indoors, and outdoors when 6 feet physical distance cannot be maintained.
- Sanitize and clean hands, surfaces and objects after fueling activities.

## Vehicle cleaning and disinfection protocols

Ensure that Metro's [enhanced cleaning procedures](#) are followed consistently, including adequate cleaning and proper ventilation use. At a minimum, commonly touched surfaces (high touch points) in the vehicle should be cleaned and disinfected before and after each use and between transporting passengers (door handles, steering wheel, controls and consoles for example). Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the using adequate ventilation in the vehicle and parking area when chemicals are in use. Doors and windows should remain open when cleaning the vehicle.

Each Metro department should have sufficient inventory of required cleaning supplies and personal protective equipment (PPE) like face covering/masks, gloves, and safety glasses/face shields for travel and enhanced cleaning duties and tasks.

## Essential travel with multiple occupants in the vehicle

Whenever more than one person is required to travel together to complete essential duties and tasks, a risk assessment plan should be developed for agency review and approval. Considerations for travel with two or more persons in the vehicle:

- Operator and passengers are required to wear face coverings at all times while inside the vehicle. Additional protection such as safety glasses or face shields are recommended.

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- Physical distancing practice should be maintained. The operator and any passengers should be separated by 6 feet during operation of the vehicle. If 6 feet of distance is not possible, a minimum of 3 feet should be maintained.
- To limit exposure, employees should be designated into static teams that should only travel together.
- If possible, the passenger should sit behind the front passenger seat (opposite the operator).
- Avoid use of the recirculated air option for the vehicle's ventilation; recommended use is to open vehicle's vents to bring in fresh outside air and/or lower of the vehicle windows.

#### **Guidance for modes of transportation other than personal or Metro-owned vehicle**

Extra caution should be exercised when using public transit, taxi, rideshare, carshare and shared travel devices such as bicycles, scooters, and skateboards:

- Follow current guidance from the Centers for Disease Control and Prevention (CDC)
- Keep in mind that surfaces may not be clean and disinfected when using shared modes of transportation.
- Follow [Metro's personal protective equipment \(PPE\) and face coverings](#) and [physical distancing](#) policies and [enhanced cleaning procedures](#) when applicable.

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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 vehicle use and 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 for vehicle use and 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.
- 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>

**Center for Disease Control: Cleaning and Disinfection for Non-emergency Transport Vehicles**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

**Center for Disease Control: What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>

**Center for Disease Control: Agriculture Workers and Employers**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-agricultural-workers.html>

**Center for Disease Control: Protect Yourself When Using Transportation**

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html#People>

**Metro Driving and Vehicle Use Policy**

<https://www.oregonmetro.gov/employee-policies>

**Metro Travel Expenditures Policy**

<https://www.oregonmetro.gov/employee-policies>

**OSHA Temporary Administrative Rule Addressing the COVID19 Public Health Emergency in Labor Housing and Agricultural Employment**

<https://osha.oregon.gov/OSHA-Rules/div1/437-001-0749.pdf>