

# COVID-19 Guidelines



## Health and safety guidance for leadership

**Department:** Office of the COO

**Approved by:** Marissa Madrigal, Chief Operating Officer

A handwritten signature in black ink, appearing to read 'M. Madrigal', written over a horizontal line.

Marissa, Madrigal Chief Operating Officer

April 7, 2022

Date

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**Updated Apr. 7, 2022: Removed employee mask requirement.**

Previously updated Aug. 25, 2021: Updated mask requirements to meet State of Oregon rules. Recommended vehicle use is limited to one occupant wherever possible and activities are reduced inside facilities with limited air exchange. Created a short risk assessment review process. Information reporting requirements changed from every other Thursday to each Thursday.

Previously updated Oct. 25, 2021: Incorporated mask requirement details including that Metro worksites maintain and provide an inventory of K/N95 masks to employees.

Previously updated Jan. 6, 2022: Added that cloth masks are not currently acceptable and strict enforcement of the 6 feet distancing requirement.

Previously updated Feb. 22, 2022: Removed the information sharing requirement, removed K/N95 or surgical mask requirement, removed strict six feet distancing requirement, and added requirement for facilities to use MERV-13 or equivalent air filters.

Previously updated Mar. 12, 2022: Updated mask requirements for members of the public, removed cleaning requirements except for after a known positive case, and clarified directors' ability to select the COVID safety precautions that best meet the needs of their facility.

### **ABOUT THESE GUIDELINES**

From March 2020 until July 2021 COVID-19 and again from August 2021 until March 2022 protective measures focused on community and work place controls including physical distancing, masks, and capacity limits. In March 2022, the State of Oregon lifted mask requirements for most public spaces. This document will provide guidance to Directors about when and which COVID safety measures to implement. This document will be updated as COVID rules and restrictions change. It may sunset, be weakened, or strengthened depending on state and local COVID-19 rules and recommendations.

## APPLICABLE TO

Applicable to Department Directors, Managers and Supervisors

## GUIDELINES

### COVID-19 Safety measures

Directors have discretion to decide additional COVID-19 safety measures based on their facility and, if applicable, their client's preferred safety measures. The COVID case notification team will also direct employees to wear a mask on certain days following a positive test or exposure. Employees will follow facility, event, or contact tracing specific requirements, as communicated by Metro management.

### Face mask use

- Any employee or member of the public who chooses to wear a mask **must** be allowed to do so.
- An employee **must** be allowed to seek ADA accommodations.
- When face masks are required, face mask use **must** follow these rules:
  - Bandanas, balaclavas without filtering media, vented or face coverings with exhalation valves, mesh masks, lace masks, or other coverings with full openings, holes, or visible gaps are not allowed due to their inadequate protection.
  - Face shields are not preferred and may only be worn as a face covering alternative in limited, appropriate and approved circumstances.
  - Face mask designs must be respectful in appearance

### Inventory and access to K/N95 masks:

All Metro worksites and venues **must** maintain an adequate supply of disposable K/N95 and surgical masks for convenient and reliable employee access to this PPE.

### Maximize ventilation

- Facilities **must** maximize the outside air exchange on existing HVAC systems while still maintaining appropriate temperatures
- Facilities **must** purchase and use MERV-13 or equivalent air filters
- Purchase and use portable HEPA air filters
- Operate fans to increase air flow
- Open doors and windows in rooms
- Use a larger room
- Minimize activities in locations with poor air exchange

### Vehicle use

- When feasible, limit vehicle use to one occupant per vehicle.
- Avoid the recirculated air option for the vehicle's ventilation, open the vehicle's vents to bring in fresh outside air and/or lower the vehicle's windows

### In-person meetings, Meal breaks and Office safety

These guidelines do not apply to third-party events at Metro's venues, and are only safety guidance for Metro office spaces.

- When individuals are in positions where they will spend over fifteen minutes such as at desks, trainings, or in a meeting, the individuals should be six feet apart. If employees cannot distance, it's recommended they wear masks.

- Reduce room capacity. A recommended standard to maintain six feet physical distancing is 35 square feet per person.
- Room capacity and traffic flow should avoid crowded spaces such as break areas, entrances, exits, restrooms, hallways, elevators, and work areas.
- Expand break room areas, stagger lunch schedules, and provide covered outdoor spaces to allow employees to eat in less risky environments while at work.
- Meal breaks should occur in areas separate from work spaces. Refreshments and eating during meetings is also prohibited.
- Whenever possible employees should take meal breaks in designated break room areas with distancing from others, outside or alone in their personal vehicle.