

COVID-19 Prevention Program

Staying Healthy at Work

October 1, 2021

A Message from the General Manager

As we navigate the unprecedented impact of COVID-19, I am humbled by the resilience, dedication, and courage our employees continue to show as they provide the essential transportation services our community depends on. This pandemic has demonstrated more clearly than ever before, how public transit serves as a lifeline for so many.



With greater access to COVID vaccines, we are doubling down on our commitment to health and safety. In order to protect ourselves and our passengers, we must all work together. The information we are using to help guide us through this extraordinary time is based on the guidance and mandates from the Centers for Disease Control and Prevention (CDC), the Occupational Safety & Health Administration (OSHA), the Transportation Security Administration (TSA), California's Division of Occupational Safety and Health (Cal/OSHA), the Health Officer of the County of Santa Clara, and our health care providers.

To be sure, information and recommendations are changing all the time, and while we are doing all we can to stay ahead of the curve, I urge you to be vigilant in ensuring a healthy workplace. This COVID-19 Prevention Program document is intended to provide guidance with company policies and procedures related to COVID-19, for us to stay safe and healthy as we return to the workplace. Please review this book as we all do our part to stay healthy and well.

Kind Regards,

A handwritten signature in blue ink that reads "Carolyn M. Gonot". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carolyn M. Gonot
General Manager/CEO
Santa Clara Valley Transportation Authority

Authority and Responsibility

- ❖ VTA's Environmental Health & Safety Unit, Human Resources Department and Organizational Development & Operations Training Department are charged with developing and updating the provisions of this COVID-19 Prevention Program (CPP).
- ❖ All VTA staff serving in a managerial or supervisory role are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about this program and follow VTA directives, policies, and procedures related to COVID-19.
- ❖ All employees are required to follow all VTA directives, policies, and procedures related to COVID-19, and assist in maintaining a safe work environment.

Training and Instruction

VTA provides comprehensive and up-to-date training to all employees throughout the year using in-classroom and online and virtual instruction; on-the-job instruction; and, a variety of methods to ensure critical information is provided. These methods of providing training for VTA's workforce are varied to accommodate all job classifications, work locations and work shifts. For training specifically related to COVID-19, instruction and updates are included in this CPP and will be further communicated using the following methods:

- Operations Notices;
- Monthly Tailgates;
- Agency-wide Memoranda & Emails;
- Operator Information Electronic Bulletin Boards;
- Employee & Public Safety Campaigns;
- COVID-19 Posters throughout VTA Facilities; and
- The COVID-19 Resource Page found on the Hub

Definitions

The following terms will be used and referenced throughout this document and will have the meanings set forth below.

“Close contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined below. You are not a close contact if you were wearing a

respirator required by VTA and used in compliance with California Code of Regulation, Title 8, Section 5144 when you were within six feet of the COVID-19 case during the high-risk exposure period.

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- Has a positive COVID-19 test (viral test for SARS-CoV-2); or
- Has a positive COVID-19 diagnosis from a licensed health care provider; or
- Is subject to a COVID-19 related order to isolate issued by a local or state health official; or
- Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 hazard” means potentially infectious material that may contain the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking, or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with the virus that causes COVID-19.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

- Approved by the U.S. Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed group” means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means VTA has received (via submission through the [vta.covid-19.rpt@vta.org email address](mailto:vta.covid-19.rpt@vta.org)), documentation showing that you have received, at least 14 days prior, either your second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

“High-risk exposure period” includes either of the following:

- For symptomatic COVID-19 cases, the period begins two (2) days before the first onset of symptoms and continues until all of the following are true:
 - It has been ten (10) days since symptoms appeared;
 - 24 hours have passed with no fever, without using fever-reducing medications; and
 - Symptoms have improved.
- For asymptomatic COVID-19 cases, the period begins two (2) days before the specimen for the first positive test for COVID-19 was collected and continues until 10 days after the specimen was collected.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Workplace outbreak” is deemed to have occurred if during a 14-day period, three (3) or more employee COVID-19 cases within an exposed group visited the worksite during

their high-risk exposure period. A major outbreak is deemed to have occurred if during a 30-day period, twenty (20) or more COVID-19 cases within an exposed group visited the worksite during their high-risk period.

“Worksite” means the building, facility, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations that a COVID-19 case did not enter.

Maintaining a Safe Workplace

As the situation surrounding COVID-19 evolved, one thing remained constant – VTA’s commitment to the safety, health and well-being of its employees and customers. This CPP was developed to continue to provide you with safety protocols and steps to take to help keep yourself and the VTA community safe. Although managers and supervisors will be assisting employees with following these protocols, it is up to each one of us to ensure we follow these protocols to protect ourselves, our co-workers, and customers.

Current Practices in Place to Help Maintain a Safe Workplace

In January 2021, VTA created a COVID-19 Response Team (CRT) made up of representatives from each division within the agency to meet on a regular basis and discuss agency-wide COVID-19 related concerns and the impact of and compliance with local, state, and federal COVID-19 mandates. Through the work of the CRT, a CRT liaison has been identified at each VTA division. This CRT liaison is assigned to respond to employee questions related to COVID-19 protocols and/or bring employee concerns to the CRT for discussion and solution. To learn more about the CRT in your division, please See Appendix 1 to this CPP.

❖ **VTA has also implemented and continues to engage in the following practices to help maintain a safe workplace:**

- Company-wide procedures when suspected or confirmed COVID-19 cases have been identified.
- Regular cleaning of high-touch surfaces, objects (e.g., door handles, handrails, badge readers, handicap door strips, elevator buttons, counter tops, restrooms, and breakrooms), buses and light rail vehicles.
- Disinfection of all indoor areas, material, and equipment used by a COVID-19 case during the high-risk exposure period when it is determined that that area, material, or equipment will be used by another employee within 24 hours of the COVID-19 case.
- Ensuring soap and hand sanitizer dispensers are full.
- Ensuring that hand sanitizer dispensers are located in communal areas.

- Requiring and/or promoting physical distancing when required and/or recommended by the CDC, Cal/OSHA, and the Health Officer of the County of Santa Clara County.
- Providing employees and passengers with face coverings, including surgical masks and cloth masks, to wear while on VTA's buses and light rail trains and while at VTA facilities, and providing voluntary use respirators for employees who are not vaccinated and request one.
- Providing disposable gloves, coveralls, and seat coverings, as well as face shields to employees who would like to take additional safety measures while operating VTA's buses and light rail trains.
- Notifying bus and light rail operators via Operations Notices and Train Orders of any immediate changes required to help keep everyone safe and reduce the spread of COVID-19.
- Implementing engineering and administrative controls to provide added protection to employees and members of the public including the following:
 - Cubicle partitions and plastic sneeze guards in high traffic and shared workspace areas within VTA facilities;
 - Six (6) feet physical distance requirement between Operators and passengers;
 - Plastic retractable shades serving as temporary sneeze guards to further protect bus operators;



- Replacement of temporary sneeze guards with physical barriers to serve as permanent sneeze guards and further protect bus operators;



- Continuous maintenance of VTA's Heating, Ventilation, and Air Condition (HVAC) systems at all divisions to ensure:
 - For buildings with mechanical or natural ventilation, or both, the quantity of outside air provided is maximized, to the extent feasible;
 - All filters have been upgraded to the maximum filtration allowed by the manufacturer;
 - All filters are replaced regularly per manufacturer specifications; and
 - All systems are routinely inspected for proper operations;
- Staggering work schedules as needed to reduce the number of people in a particular area at one time;
- Closing all gyms and non-emergency showers to limit the spread of COVID-19 particles in the air and on surfaces;
- Discontinuing both the communal service of food and drinks in the cafeteria and the communal sharing of food and drinks in VTA facilities, including in breakrooms; and

- Placing signage encouraging employees and members of the public to follow guidelines to keep everyone safe at each public entrance of VTA facilities, and in restrooms and breakrooms.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What You Should Know About Coronavirus Disease 2019 (COVID-19)

What to Do If You Are Sick

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home, work, and community.

Stay home and avoid public places

Stay home if you are sick. Avoid public places, including schools, workplaces, and public transportation. Avoid contact with others, including family members, if you are sick. If you must go out, wear a face mask and avoid close contact with others.

Get tested for COVID-19

Get tested for COVID-19 if you have symptoms or if you have been in close contact with someone who has COVID-19. Testing can help you know if you are sick and if you can return to work or school.

Isolate if you are sick

If you are sick, stay home and avoid public places. If you must go out, wear a face mask and avoid close contact with others. Do not share your room with others. Do not share your dishes, glasses, or other items with others. Do not touch surfaces that others may touch.

Notify your contacts

Notify your contacts if you are sick. Let them know you are sick and that they should get tested for COVID-19. Let them know you are sick and that they should avoid public places and avoid close contact with others.

Stop the Spread of Germs

Help prevent the spread of respiratory disease like COVID-19.

- Cover your nose and mouth with a cloth, paper towel, or your elbow.
- Clean your hands with soap and water for 20 seconds.
- Avoid touching your face.
- Stay home if you are sick.
- Wear a face mask in public places.
- Avoid close contact with others who are sick.
- Avoid sharing food and drinks with others.
- Avoid sharing personal items like towels, tissues, and cups.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

- Fever
- Cough
- Shortness of breath

If you have COVID-19, you may have mild or no symptoms for 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if you or someone you know has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Staying Healthy at Work

COVID-19 spreads easily through respiratory droplets from an infected person. To minimize the spread of the virus, follow the protocols described below.

Good Hygiene

- Avoid close contact with others who are sick.
- Avoid touching your face.
- Avoid touching surfaces that others may touch.
- Clean your hands with soap and water for 20 seconds.
- Use a face mask in public places.

Workplace Protocols

- Stay home if you are sick.
- Wear a face mask in public places.
- Avoid close contact with others who are sick.
- Avoid sharing food and drinks with others.
- Avoid sharing personal items like towels, tissues, and cups.

Additional Information

- COVID-19 is a respiratory virus that causes illness in people.
- Symptoms can range from mild to severe.
- The virus can be spread through respiratory droplets from an infected person.
- The virus can also be spread through contact with surfaces that others may touch.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Daily Health Check

What You Need to Do Before Coming to the Workplace

To help prevent the spread of the virus, and in accordance with state law, you are required to complete a Self-Health Check before coming to work each day by answering the following questions:

- Do I have a fever of 100.4 degrees Fahrenheit or higher?
- Do I have chills?
- Do I have muscle or body aches?
- Do I have a persistent cough or a sore throat?
- Do I have congestion or a runny nose?
- Am I experiencing shortness of breath and/or difficulty breathing?
- Am I experiencing a new loss of taste or smell?
- Am I fatigued?
- Do I have a headache?
- Do I have nausea, vomiting, or diarrhea?



If you answered yes to any of these questions, stay home and call your supervisor to let them know you will not be coming in. Then consult with your health care provider for guidance.

(Note: The above list does not include all possible symptoms. If in doubt always consult with your health care provider.)

Staying Safe at Work

What Should be Done While at the Workplace

COVID-19 is an infectious disease that spreads mainly through respiratory droplets from an infected person when that person talks or vocalizes, sneezes, coughs, or exhales. Although less common, COVID-19 can also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

VTA acknowledges that the COVID-19 virus disproportionately affects individuals that have pre-existing conditions and/or are immunocompromised. Affected employees can request reasonable accommodations by contacting their direct supervisor and/or by contacting the Human Resources Department through VTA's COVID-19 email at vta.covid-19.rpt@vta.org or by calling the COVID-19 hotline at (408) 952-4110.

Vaccination

The CDC and Cal/OSHA have determined that vaccination is the most effective way of preventing the spread of COVID-19, protecting against both transmission and serious illness or death.

❖ Vaccinated Employees

To be considered fully vaccinated, you must have emailed to VTA's COVID-19 email at vta.covid-19.rpt@vta.org documentation showing that you have received, at least 14 days prior, either your second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.

❖ Unvaccinated Employees

VTA has instituted its Voluntary Use Program for VTA employees who are not vaccinated and elect to use a respirator while in the performance of their job duties, even though they are not required to do so. According to Cal/OSHA, respirators protect the user from airborne diseases like COVID-19, while face coverings such as surgical and cloth masks primarily protect people around the user.

If you are unvaccinated and would like to receive a respirator from VTA, you must follow the steps below:

- Contact the following individuals to obtain a respirator and forms required for the voluntary use of a respirator:
 - Operators: Dispatch
 - Field Supervision and Maintenance: Your supervisor
 - Fare Inspectors, Construction Inspectors, and other employees: River Oaks Administrative Staff at (408) 321-7008

- Review the User Instructions for the respirator VTA is providing you with and take the time to understand its capabilities and limitations, including how the respirator needs to be worn, stored, inspected, and replaced; and
- Sign the Voluntary Respirator Use Form (See Appendix 2).

COVID-19 PROTOCOLS AT VTA

To further minimize the spread of COVID-19 while at VTA, you are required to follow these protocols:

Face Covering Requirements

Persons infected with COVID-19 may not always have or display symptoms. Therefore, for your protection and the protection of others, and consistent with local, state, and federal law, you are required to wear a face covering **over your nose and mouth** (See figure below) and at all times as shown in the table entitled, “When Face Coverings Are Required.” (See next page).

How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your nose **and** mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



WHEN FACE COVERINGS ARE REQUIRED

| While on Public Transit <u>and</u> at Public Transit Hubs/Stops | |
|--|--|
| <p>A face covering continues to be required, <i>regardless of vaccination status</i>, while you are on or operating public transportation and while you are at public transportation hubs, centers or stops. This means that all employees and customers must wear a face covering while on board, and while waiting for, public transit.</p> | |
| While at Any VTA Division or Facility | |
| <p>A face covering IS also required if you are...</p> | <ul style="list-style-type: none"> • Indoors, OR • In a VTA vehicle that is used by others, OR • Unvaccinated, outdoors, and not able to maintain 6 feet of distance from others |
| <p>A face covering is <u>NOT</u> required if you are...</p> | <ul style="list-style-type: none"> • <i>Exempt from wearing a face covering*</i>, OR • Outside and able to maintain 6 feet of distance from others, OR • Alone in a completely enclosed office that is not a shared workspace, OR • Actively eating or drinking <u>and</u> able to maintain 6 feet of distance from others |

***Exemptions from Wearing a Face Covering.** Before you can work without a face covering, you must first receive approval from the Human Resources Department. To request approval, you may contact Human Resources by sending a request to VTA’s COVID-19 email at vta.covid-19.rpt@vta.org. You may also call the COVID-19 hotline at (408) 952-4110.

- ❖ **The following are exemptions to the use of face coverings in the workplace:**
 - You are wearing respiratory protection as required by VTA and in accordance with California Code of Regulations, Title 8, Section 5144, or other safety orders;
 - You cannot wear a face covering due to a medical or mental health condition or disability, or you are hearing-impaired or communicating with a hearing-impaired person; or
 - You cannot feasibly perform specific tasks with a face covering on. *(This exception is limited to the time period during which you are actually performing the specific task.)*

- ❖ **If your Request for Exemption from Face Covering is approved** and you are not required to use respiratory protection, you will be required to wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom (See image below), if your condition or disability permits. If an alternative cannot be worn, you must, at all times, be at least six feet apart from all other persons unless you are either fully vaccinated or tested weekly for COVID-19.



- ❖ **VTA Provides Employees with Face Coverings**

If you do not have a face covering, VTA will provide you with new, clean, and undamaged face coverings for your use while at work. Do not share face coverings with others. If your face covering becomes wet or dirty, replace it with a clean one immediately.

- ❖ **Voluntary Continued Use of Face Coverings**

Nothing in this CPP prevents any employee from wearing a face covering when they are not required to do so, unless wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

Practicing Physical Distancing

While passengers are required to physically distance from operators on VTA's buses and light rail vehicles, you are not currently required to practice physical distancing while you are in a VTA facility if you are wearing a face covering. Nevertheless, the CDC has determined that physical distancing can still help decrease the spread of the COVID-19 virus and you are encouraged to continue to engage in the following practices:

- Avoid shaking hands or engaging in any other physical contact with others.
- Avoid congregating in cubicles, offices, break rooms, hallways, and other common space areas (e.g., near water coolers, microwaves, sinks, etc.).
- Ride the elevator solo or take the stairs.
- Minimize social interaction by arriving and departing work at your scheduled time.

Best Practices for Protecting Yourself and Others

Continuing to practice good hygiene and keeping your work area clean can also help prevent the spread of the COVID-19 virus.

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, used the restroom, or after blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands.



- If you do not have immediate access to soap and water, use a hand sanitizer that contains at least 60% alcohol. Apply the hand sanitizer to all surfaces of your hands and rub them together until they feel dry.
- Cover your mouth and nose with a tissue when coughing or sneezing. Throw used tissues in the trash. If a tissue is not available, use the inside of your elbow to cough or sneeze.
- Avoid using phones, desks, offices, or any work tools or equipment that belong to others. If you need to use tools or equipment used by others, make sure to clean and disinfect all items before and after each use.



What to Do If You Think You Have COVID-19

Stay at Home Except to Get Medical Care

If you are sick and suspect you may be infected with the virus that causes COVID-19, stay home and immediately contact your health care provider. ***This is the number one method to prevent transmission of COVID-19.***

Notify Your Supervisor

If you are sick and suspect you may be infected with the virus that causes COVID-19, you believe you were exposed to COVID-19, you took a COVID-19 test and are awaiting results, or you received a positive test result for COVID-19, **immediately** notify your supervisor.



Supervisor Responsibilities

When An Employee Reports COVID-19 Symptoms, Potential Exposure or a Positive COVID-19 Test

- ❖ If an employee notifies you that they are experiencing COVID-19 symptoms or that they have been exposed to someone who has tested positive for COVID-19, **immediately** follow these steps:
 - If the employee is at home:
 - Advise the employee to remain at home, contact their health care provider and get tested for COVID-19;
 - Complete a Supervisor Reporting Form (See Appendix 3) and provide it to Human Resources; and
 - Advise the employee to provide VTA with the result of their COVID-19 test by emailing it to vta.covid-19.rpt@vta.org or by calling the COVID-19 Hotline at (408) 952-4110.
 - If the employee is at work:
 - Separate the employee from other individuals;
 - Complete a Supervisor Reporting Form;
 - Advise the employee to follow up with their health care provider and get tested for COVID-19, and send the employee home; and
 - Contact Human Resources via the COVID-19 email at vta.covid-19.rpt@vta.org or by calling the COVID-19 Hotline at (408) 952-4110 to report the illness or exposure and submit the Supervisor Reporting Form.
- ❖ If an employee notifies you or anyone at VTA that they have **tested positive for COVID-19**, you must contact Human Resources and work with them through the processes listed below.
- ❖ **Upon Receipt of the Supervisor Reporting Form, Human Resources Will Work With Supervisors As Follows:**
 - Confirm that the Supervisor Reporting Form has been correctly completed;
 - Work with you, as the employee's supervisor, to:
 - Confirm the worksite of the employee;
 - Confirm the employee's close contacts;

- Contact Operations to ensure the employee's worksite is cleaned, and disinfected if it will be used by another employee within 24 hours of the COVID-19 case;
 - Notify all close contacts of potential exposure;
 - Post an exposure notice in the employee's worksite;
 - Follow the Return to Work Criteria for COVID-19 cases and close contacts (See below); and
 - Provide COVID-19 cases and close contacts with information regarding COVID-19 benefits they may be entitled to under applicable local, state, and federal laws;
- Within one (1) business day of receiving notification of the COVID-19 case, provide written notification to employees in the affected worksite, and their authorized employee representatives, that there was a COVID-19 case, the plan to clean and disinfect the worksite, and information on how to get tested and vaccinated;
 - Report the COVID-19 case to the Santa Clara County Health Department, when required;
 - Notify VTA's Enterprise Risk Management when COVID-19 related serious injury or death occurs to ensure proper Cal/OSHA reporting can occur; and
 - Provide a redacted Supervisor Reporting Form (removing the COVID-19 case's identifying information) to the Environmental Health & Safety Unit for a follow up investigation of whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Please note: When informing others that they may have been possibly exposed to COVID-19, Human Resources and the employee's supervisor will keep the identity of the COVID-19 case confidential.

COVID-19 Testing & COVID-19 Related Benefits

VTA will provide the following employees with the locations, dates, and times to obtain free COVID-19 testing during the employees' paid time:

- Employees who have a positive COVID-19 test;
- Employees who had a close contact with a COVID-19 case;
- Employees who have COVID-19 symptoms and are not fully vaccinated; and

- Employees within an exposed group during a workplace outbreak.

VTA will also provide information regarding COVID-19 related benefits available under local, state, and federal laws to all employees who have a positive COVID-19 test or a close contact with a COVID-19 case.

Excluding COVID-19 Cases and Close Contact Cases from The Workplace

If VTA experiences COVID-19 cases in the workplace, VTA will limit transmission by:

- Ensuring that COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace until VTA's *Return to Work Criteria for COVID-19 Cases* and *Return to Work Criteria for Close Contacts* are met (See below).
- Investigating whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Return to Work Criteria for COVID-19 Cases

- ❖ If you have tested positive for COVID-19 and you **are** experiencing COVID-19 symptoms, you may return to work when all the following have occurred:
 - At least 24 hours have passed since you have had a fever of 100.4 degrees Fahrenheit or higher, without the use of fever-reducing medications;
 - Your COVID-19 symptoms have improved;
 - It has been at least 10 days since your COVID-19 symptoms first appeared; and
 - You have a note from your doctor allowing you to return to work.
- ❖ If you tested positive for COVID-19 and you are **not** experiencing COVID-19 symptoms, you may return to work when:
 - At least 10 days have passed since the date you first tested positive for COVID-19; and
 - You have a note from your doctor allowing you to return to work.

Return to Work Criteria for Close Contact Cases

If you were identified as a close contact with a COVID-19 case, you may return to work as follows:

❖ **Fully Vaccinated Employees**

If you were fully vaccinated before you had close contact with a COVID-19 case and you do not develop COVID-19 symptoms, you may return to work at any time.

❖ **Non-Vaccinated Employees**

- *Asymptomatic*: If you never experienced COVID-19 symptoms following exposure, you may return to work if at least 10 days have passed since the last known close contact.

- *Symptomatic*: If you experienced COVID-19 symptoms following exposure, you may return to work if you meet one of the following:
 - You tested negative for COVID-19 after the onset of symptoms and:
 - It has been at least 10 days since the last known close contact; and
 - You have been symptom-free for at least 24 hours, without the use of fever-reducing medications.

 - You did not test for COVID-19 following the onset of symptoms, but all the following have occurred:
 - At least 24 hours have passed since you have had a fever of 100.4 degrees Fahrenheit or higher, without the use of fever-reducing medications;
 - Your COVID-19 symptoms have improved; and
 - It has been at least 10 days since your COVID-19 symptoms first appeared.

Order to Isolate, Quarantine or Exclude by Local or State Health Official

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be consistent with those set forth above for both COVID-19 cases and for employees who had a close contact.

Workplace Outbreak

- ❖ In the event of a workplace outbreak, the employees at that worksite will be notified by Human Resources, and testing will be provided at no cost to the employee.

- ❖ During a workplace outbreak, the following are required, regardless of vaccination status and until there are no new COVID-19 cases detected in the exposed group for a 14-day period:
 - COVID-19 testing for all employees in the exposed group, then testing again one week later.
 - An investigation and inspection will occur as described under, “Workplace Outbreak Inspections” below.

- ❖ Any workplace outbreak is reported to the Santa Clara County Department of Public Health.

COVID-19 Hazards

Notifying VTA of COVID-19 Hazards or COVID-19 Related Concerns

In addition to the times when you are required to notify your supervisor of COVID-19 related matters, VTA has also established an email address (vta.covid-19.rpt@vta.org) and a COVID-19 hotline number (408-952-4110) for employees wishing to report potential COVID-19 hazards, ask questions, or share concerns related to COVID-19. These resources are monitored by Human Resources, are available to you at all times and should be used without fear of reprisal. If you prefer to remain anonymous, you may simply contact the COVID hotline.

Investigations, Inspections and Correction of COVID-19 Hazards

In April 2020, VTA began extensive assessments of all its facilities, including at its headquarters, train and bus yards, customer services center, Silicon Valley BART Extension project offices, and all rolling stock including VTA trains and buses. Workspaces, common areas and rolling stock were re-engineered to provide VTA employees and customers with the greatest protections possible including, but not limited to physical barriers, signage, physical distancing indicators and enhanced ventilation.

❖ Investigations Following a COVID-19 Case & Workplace Outbreak

While Cal/OSHA and the Health Officer for the County of Santa Clara have reduced restrictions required in the workplace, VTA will continue to investigate its facilities following notification of a COVID-19 case or Workplace Outbreak, and as needed. These investigations will be collaborative and include supervision, Human Resources, VTA's Environmental Health & Safety Unit, and Facilities Maintenance, when applicable. Investigations will include a worksite-specific COVID-19 hazard evaluation that:

- 1) Evaluates employees' potential workplace exposures to all persons at, or who may enter, our workplace;
- 2) Evaluates existing COVID-19 prevention controls in the workplace and the possible need for different or additional controls; and
- 3) Reviews applicable orders and general industry specific guidance from the CDC, Cal/OSHA and the local health department related to COVID-19 hazards and prevention.

Once the collaborative investigation is complete, the Environmental Health & Safety Unit will send any findings and required corrective actions to the manager, superintendent, supervisor, and CRT liaison for that division. The manager, superintendent, supervisor, and CRT liaison may request a meeting with the Environmental Health & Safety Unit to review findings and required corrective actions and will be responsible for ensuring that all identified COVID-19 hazards are addressed.

❖ **Workplace Outbreak Inspections**

When a Workplace Outbreak is identified, the Environmental Health & Safety Unit will also conduct an on-site inspection and complete the COVID-19 Investigation Checklist. All findings and required corrective actions identified in the Investigation Checklist will need to be addressed by the manager, superintendent, supervisor, and CRT liaison. The manager, superintendent, supervisor, and CRT liaison will then be required to conduct monthly follow-up inspections using the completed COVID-19 Investigation Checklist to ensure continued compliance occurs until there are no positive COVID-19 cases within a 14-day period.

Additionally, managers, superintendents, supervisors, and CRT liaisons are required to train all employees in the outbreak worksite to address any identified COVID-19 hazards using tailgate trainings.

These tailgate trainings will be documented on the VTA COVID-19 Training Sign-in Sheet (See Appendix 4).

❖ **Employee Participation**

Employees and their authorized representatives may participate in the identification and evaluation of COVID-19 hazards. If an employee wishes to participate in this process, the employee should contact their supervisor and make a written request to be included.

Correction of COVID-19 Hazards

To respond to recommendations following assessments, investigations and inspections related to a COVID-19 case or a Workplace Outbreak, VTA may implement or re-implement engineering and administrative controls, including but not limited to the following:

❖ **Facilities**

- Allow employees to work from home who have been identified by their manager or supervisor as being able to work from home.

- Offer the option of staggered work hours to reduce the number of people in a particular area at one time.
- Control access to VTA facilities.
- Close indoor common areas, such as break rooms.
- Prohibit congregation in cubicles, offices, break rooms, hallways, and other common spaces.
- Minimize use of communal appliances.
- Prohibit gatherings at VTA facilities.
- Implement restrictive occupancy limits for auditoriums and conference rooms.
- Install signs directing movement for each communal area.
- Prohibit in-person meetings and require all meetings to be conducted virtually.
- Require all users of any non-revenue vehicle (NRV) to drive by themselves or have one employee sit in the front while the other sits in the back.
- Convert the River Oaks Café to a take-out operation only.
- Prohibit all work-related travel.
- Utilize VTA's Emergency Notification System and require employees to sign up to receive up-to-date safety information.

❖ **Bus and Light Rail Operations**

- Implement rear door on boarding and off boarding on buses for ambulatory passengers.
- Suspend fare collection to limit passenger proximity to Operators.
- Require regular COVID-19 testing for Operators.

Reporting, Recordkeeping, and Access

VTA will comply with all elements of reporting, recordkeeping, and access in accordance with California Code of Regulations, Title 8, Section 3205(c)(8).

Non-Revenue Vehicles

Employee Use of Non-Revenue Vehicles

If you are operating or riding in a VTA provided non-revenue vehicle (NRV) you must follow these rules, *regardless of your vaccination status*:

- You must remember to conduct a daily health check before coming to work, and if you are sick, stay home;
- You must wear a face covering at all times, even if you are alone in the vehicle;
 - If you are not vaccinated, you may request an N95 respirator from VTA for your use while operating or riding in an NRV;
 - If you believe you are exempt from wearing a face covering, you must first receive approval from Human Resources before operating or riding in an NRV without a face covering;
- You must use hand sanitizer every time before you enter and exit the vehicle;
- You must adjust ventilation settings on the vehicle to maximize the introduction of outside air into the vehicle; and
- You must keep windows open unless:
 - The vehicle has a functioning air condition and heating system in use and excessive outdoor air would create either a heating or cold hazard to employees; or
 - The vehicle has a cabin air filter in use and the Air Quality Index for pollutants is over 100.

FAQs

Q. What should I do if I think I have COVID-19?

If you are at home, stay at home. Call your health care provider for medical advice and contact your supervisor to let them know you will not be coming into work. If you are at work, **immediately** notify your supervisor

Q. How can I best protect myself from COVID-19?

According to the CDC, the best way to prevent illness is to get vaccinated, wear a face covering, stay away from outbreak areas and people who have been infected, wash your hands with soap and water or use hand sanitizer with at least 60% alcohol content, practice physical distancing from others, and clean and disinfect frequently touched surfaces.

Q. How do I obtain hand sanitizer, gloves, face coverings, face shields, etc.?

- Operators: Please see the Dispatch Supervisor, Parts or your direct supervisor.
- River Oaks Staff: Stop by the Warehouse in Building A.
- Gateway Campus: Contact the Project Office Manager at (408) 368-2494.

Q. Who should get tested?

All VTA employees, regardless of job classification, are being encouraged to be tested for COVID-19 once per month. Testing is free and offered at locations throughout the county. Please visit the Santa Clara Public Health website for more information. <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>.

Q. Who should get vaccinated?

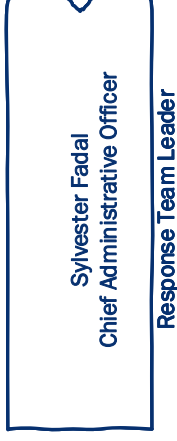
All VTA employees regardless of job classification are being encouraged to get vaccinated. Vaccination is free and offered at locations throughout the county and through healthcare providers. Please visit the Santa Clara Public Health website for more information. <https://covid19.sccgov.org/covid-19-vaccine-information>.

Resources

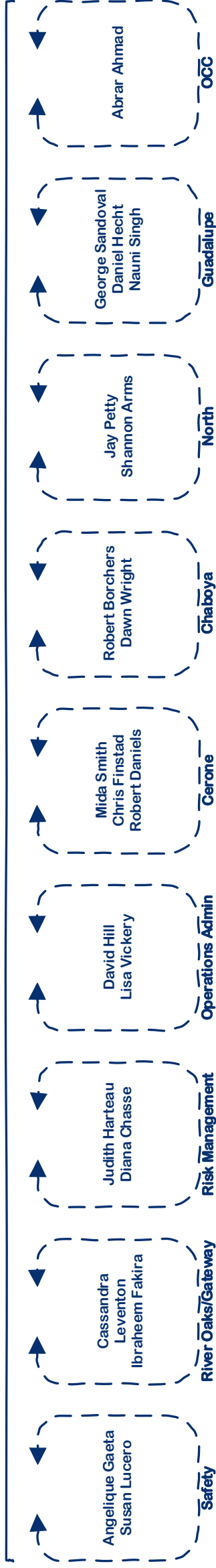
| | |
|---|---|
| Santa Clara County Public Health-Testing Sites | https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx |
| Santa Clara County Public Health-Public Health Orders | https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx#explained |
| Centers for Disease Control & Prevention | https://www.cdc.gov/ |
| VTA COVID-19 Hotline & Email | (408) 952-4110 and vta.covid-19.rpt@vta.org |
| COVID-19 Resource Hub Page | http://thehub.vta.org/Pages/default.aspx |

This CPP is not a comprehensive summary of the impacts of COVID-19. The environment around COVID-19 continues to quickly evolve and we encourage you to stay up to date with guidance and mandates from the CDC, OSHA, TSA, Cal/OSHA and your local department of public health.

VTA COVID RESPONSE TEAM



COVID Working Group



Administrative



FORM FOR VOLUNTARY RESPIRATOR USE**Appendix D to Title 8 California Code of Regulations Section 5144 (Mandatory)
Information for Employees Using Respirators When Not Required Under the
Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by the California Occupational Safety and Health (Cal/OSHA) standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Full Name (Print): _____ Job Classification: _____

Department: _____ Supervisor: _____

Division: _____

I attest that I have read and understand the information provided above.

Signature

Date

VTA COVID-19 SUPERVISOR REPORTING FORM

Please complete this form and submit with any additional relevant documents to the Human Resources

Department immediately at vta.covid-19.rpt@vta.org.

NAME OF EMPLOYEE: _____

BADGE #: _____

WORK SITE/BUILDING: _____

CLASSIFICATION: _____

WORK SHIFT: _____

COVID-19 RISK CATEGORIES:

- | | | |
|--------------------------|--|-------------|
| <input type="checkbox"/> | Suspect exposure to COVID-19 | Date: _____ |
| <input type="checkbox"/> | Exhibit COVID-19 related symptoms | Date: _____ |
| <input type="checkbox"/> | Took COVID-19 test and waiting on result | Date: _____ |
| <input type="checkbox"/> | Received a positive test result for COVID-19 | Date: _____ |

Definitions (For reference when completing this form.)

“**Close contact**” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined below. You are not a close contact if you were wearing a respirator required by VTA and used in compliance with California Code of Regulation, Title 8, Section 5144 when you were within six feet of the COVID-19 case during the high-risk exposure period.

“**High-risk exposure period**” includes either of the following:

- For symptomatic COVID-19 cases, the period begins two (2) days before the first onset of symptoms and continues until all of the following are true:
 - It has been ten (10) days since symptoms appeared;
 - 24 hours have passed with no fever, without using fever-reducing medications; and
 - Symptoms have improved.
- For asymptomatic COVID-19 cases, the period begins two (2) days before the specimen for the first positive test for COVID-19 was collected and continues until 10 days after the specimen was collected.

QUESTIONS:

1. When did the employee first become aware of their risk category?
2. When did the employee first notify you (supervisor) of their risk category?
3. Please respond to the following questions based upon the information provided by the employee:
 - a. How were they exposed (e.g. family member, etc.)?

- b. Why did the employee decide to get tested (e.g. exposure, symptoms, etc.)?

- c. What location(s) did the employee visit in the 48 hours before illness onset (or for asymptomatic individuals, 48 hours from date of test) and continuing through the **high-risk period**?

- d. Please list everyone the employee was in close contact with at VTA (employees, consultants, contractors, etc.). A close contact is defined as being within six (6) feet of a COVID-19 case for a cumulative of 15 minutes or greater in any 24 hour period and continuing through the **high-risk period**.

- e. What equipment was the employee in contact with (shared computers, vehicles, buses, trains, or other equipment)? Please be as specific as possible.

- f. Please provide other pertinent information if any.

4. Is this employee currently on self-isolation or quarantine? If so, effective when?

5. Has the employee spoken to their health care provider? If yes, what is their recommendation? (e.g., isolation, including duration; able to return to work, including date, etc.)?

6. Operations/Facilities was notified on _____ to disinfect any equipment and areas used by the employee in the last 48 hours and continuing through the **high risk period**.

REPORT TAKEN BY:

Supervisor's Name

Signature

Date

