

# CTAA Best Practices: Advanced Preparations for Employee Health and Safety



CTAA members across the country are adapting to challenges around employee health and safety. As front-line essential providers, transportation agencies and their employees are at risk for increased exposure to COVID-19. Below are CTAA's recommendations, informed by information directly from the CDC, on best practices for preparing for employee health and safety during this pandemic.

## First and foremost, how can I reduce transmission among employees?

All transportation agencies should be actively encouraging sick employees to stay home:

- Employees who have [symptoms](#) (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

## How can I prepare in advance to support staff health and safety, while still continuing operations?

Agencies should have a policy and plan in place for the coverage of driver absences, which can include excess driver pools, part-time, temporary, and/or volunteer drivers, as well as coverage of other qualified personnel, including supervisory level staff.

Management should take into account their sick leave policies and normal attendance policies if employees are not able to work due to the virus. For example, agencies may want to update their policies in regard to absences that have not been previously approved by management.

Agencies that provide employee insurance coverage should also check with their insurance companies regarding COVID-19 coverage for testing and treatment, and communicate that to staff. Newly enacted legislation by the U.S. Department of Labor (U.S. DOL), the Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick or family leave for specified reasons related to COVID-19. [More information is available on the U.S. DOL Website](#).