

## **HIRTA – Post-COVID Transition Plan**

Protecting the health and well-being of our employees is HIRTA's top priority, therefore we have developed a pro-active plan designed to minimize the impact of COVID-19 on our workplace. We will roll the plan out in phases as necessary, beginning immediately. Because the COVID-19 is a public health emergency and may change without notice, this plan is subject to change.

### **Point of Contact (POC):**

- Notifications and/or questions about COVID-19 should be directed to the POC to ensure a coordinated and consistent response.
- Brooke Ramsey is the POC for all Office staff.
- Blake Hansen is the POC for all Drivers.

### **Effective immediately, and until further notice, HIRTA will:**

- Provide additional cleaning for common physical surfaces (e.g., doorknobs, counters, etc.).
- Provide all office employees with masks, hand sanitizer, tissues, and instruction on proper use of these items.
- Have disinfectant products to use on commonly touched surfaces.
- Install hand-sanitizers throughout the office, and in the front lobby.
- Notify employees, while maintaining the confidentiality of employee health information pursuant to applicable law, of exposure if an employee is confirmed to have COVID-19.
- Update employees with current information regarding HIRTA's COVID-19 Plan and any other COVID-19 related information regarding safety and prevention.

### **Effective immediately, and until further notice, employees must:**

- **Wash your hands often, especially after handling shared items like coffee pots or phones.**
  - Remember, shared office items like coffee pots, door handles, and light switches can have a host of germs.
  - The CDC recommends washing your hands for at least 20 seconds with soap and warm water, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- **Keep a bottle of hand sanitizer at your desk.**
  - HIRTA will supply each employee hand-sanitizer for their desk. You may also bring in your own, however ensure it contains at least 60% alcohol.
  - Hand sanitizer is a superficial clean, so if you have no dirt or grime on your hands, it is effective at killing most things that are on your hands. However, if you have dirt where germs could be hiding underneath, only soap and water will be effective.
- **Avoid touching surfaces with your bare hands.**
  - Put a barrier in between your hand and the door handle. The best way to protect yourself from illnesses and infections is by limiting hand-to-surface exposure. When grabbing door handles, use a tissue or glove to avoid touching the possibly germ-covered surfaces with your bare hands. HIRTA will have both gloves and tissues available in each occupied office.
  - Do not use other workers' phones, desks, offices, or other work tools and equipment.

- **Sanitize your workspace. (this includes remote offices)**
  - At the beginning of each day, wipe down surfaces you are going to touch often.
  - Clean your workspace often with the HIRTA provided disinfecting/cleaning product.
    - Note: According to one study, the average desk has 800 bacteria per square inch — roughly 14 times more bacteria than an office toilet seat.
  - Focus on cleaning the items you touch most often, namely your keyboard, mouse, monitor buttons, and desk phone, as well as your desk surface.
  - HIRTA will provide an Isopropyl Alcohol product, with special microfiber cloths, for safely cleaning and disinfecting electronic devices, and also have additional supplies in each occupied office space.
  
- **Avoid touching surfaces with your bare hands.**
  - Put a barrier in between your hand and the door handle. The best way to protect yourself from illnesses and infections is by limiting hand-to-surface exposure. When grabbing door handles, use a tissue or glove to avoid touching the possibly germ-covered surfaces with your bare hands. HIRTA will have both gloves and tissues available in each occupied office.
  - Do not use other workers' phones, desks, offices, or other work tools and equipment.
  
- **Practice good respiratory etiquette.**
  - Avoid touching your face, especially your mouth, nose, and eyes.
  - Dispose of used tissues immediately.
  - Wear a mask when having face to face contact with others, as well as, practice social distancing of at least 6 feet whenever possible.
  
- **Avoid physical contact, including hugs and handshakes.**
  - Practice “social distancing”, which includes limiting physical contact with others, when possible. Abstain from handshakes and hugs while in the office in order to prevent the spread of germs.
  - Take lunch at your desk or outside.
  - Wear a mask any time you are out of your office and in another part of the building, including going to the break and/or restroom.
  - Stay at least six feet away from others in the office.
  - Replace in-person meetings with videoconferencing and/or telephone call whenever possible.
  - For in-office meetings and/or trainings, have no more than 5 people and ensure they wear masks and/or are seated 6 feet apart.
  
- **Stay Home.**
  - Self-monitor for signs and symptom of COVID-19 and if experiencing any symptoms of a respiratory infection (e.g., cough, runny nose, fever, difficulty breathing) based on CDC recommendations, do not come into work until after
    - ✓ 3 days with no fever and
    - ✓ Symptoms improved and
    - ✓ 10 days since symptoms first appeared.
  - If you or a family member who lives with you tests positive for COVID-19, notify your supervisor immediately. You will be required to self-isolate for at least 14 days before returning to the office.

- Employees displaying visible symptoms of a respiratory infections (e.g. cough, runny nose, fever, difficulty breathing), will be immediately sent home. For those who are not able to leave immediately, you will be required to isolate in an empty office.
- **Work from home requests.**
  - If you are feeling ill, but you are able to work, you may request to work from home.
  - If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), you may be asked to stay home for up to 14 calendar days, and return to the office only if you are fully asymptomatic. Notify your Point of Contact (POC) to make arrangements and set expectations.
  - If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, notify your POC to make arrangements and set expectations.
  - If you're a parent and you have to stay at home with your children, notify your POC to make arrangements and set expectations.
  - If you need to provide care to a family member infected by COVID-19 notify your POC to make arrangements and set expectations.

**Drivers:**

- Must wear masks while passengers are boarding, un-boarding and riding the bus.
- Must wear masks when around other individuals while on duty, including drivers and other HIRTA staff.
- Avoid touching surfaces often touched by bus passengers.
- Use gloves if required to touch surfaces contaminated by body fluids.
- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver area that are commonly touched. (steering wheel, door handle, button, etc.)
- Request passengers sit toward the back of the bus, distancing from others when possible.
- Each driver is responsible for using disinfectant wipes or spray for all surfaces they have touched in common areas, such as break and rest rooms.

**Communication:**

- HIRTA will mainly use email for office staff and tablets for drivers to communicate COVID-19 updates, information and notifications.
- Notify your supervisor if you or anyone in your household gets sick with respiratory symptoms. Depending on the situation, you may be required to self-quarantine for up to 14 days and/or obtain written clearance from a healthcare provider before returning to work.
- Notify your supervisor before you begin personal air travel and contact your supervisor before you return to work. You may be required to self-quarantine for up to 14 days and/or obtain clearance from a healthcare provider before returning to work.

**Office Entry:**

- HIRTA office will remain closed to the general public until further notice.
- Proper entry Signage will be posted on the front door.
- Delivery's will be allowed into the front lobby only.
- Should someone from outside need to enter the building, they will be required to wear a mask. If they don't have one, HIRTA will supply them with one.
- There will be a NO Entry sign placed in the lobby in front of the hallway to deter anyone from entering further into the building and/or offices.
- An automatic hand sanitizing station will be located by the front door for those who entering / leaving the building.

Acknowledgment

I hereby acknowledge that COVID-19 is a health and economic emergency and that I have read, understood and agree to comply with this policy and procedure.

I agree to follow the minimum standards of personal hygiene as outlined I this policy and procedure.

I agree to follow minimum standards of social distancing as outlined in this policy and procedure.

I acknowledge that failure to comply with any term of this policy without reasonable excuse may result in disciplinary action, leading up to and including, termination of employment.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_