



## COVID-19 Protection Protocol

Effective: June 2, 2020

**Coronavirus (COVID-19)** is an easily spread illness that infects individuals with flu-like and other symptoms. COVID-19 is spread from person to person when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also get infected if they transfer an infected droplet from a surface to their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever and shortness of breath. Washing hands often with soap and water, and for a minimum of twenty seconds, can help stop respiratory viruses like COVID-19 from spreading.

Transportation Agency for Monterey County (TAMC) employees may have on-the-job exposure to COVID-19, whether at the workplace or in the field (off-site location). TAMC has implemented this written protocol to reduce employees' risk of catching and spreading respiratory infections and to respond in a timely manner when exposure incidents occur.

To safely operate during COVID-19 conditions, the following policies will be implemented. As conditions warrant, additional measures may be imposed at any time by the Executive Director. These measures are being taken for the protection of staff, families of staff, and the general public, some of whom may be persons in high risk categories. This protocol will be reevaluated and updated as needed by the Executive Director on the 1<sup>st</sup> of each month based on operational needs and/or safety and health agency updates.

### **Employees' Responsibilities**

To minimize the spread of the virus, we are asking employees to help with our prevention efforts while at work. Employees will review and understand the protocol before returning to work in the office. The protocol and signage at the office covers what to do if an employee becomes sick and work practices to prevent the spread of infection, including review and use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

### **Office Use**

Until further notice, employees are encouraged to telework full-time. If employees require equipment to work at home, they will coordinate with their supervisor. Employees may make short visits to the office to pick up supplies and utilize equipment; however, the number of employees in the office is limited to four (4) at any given time, which includes the full-time in-office Finance Officer. Employees planning to work or visit the office must record their planned visit on the group Office Hours calendar.



No Agency meetings (including committee and Board meetings) will be scheduled at the office; all meetings will be scheduled via video- or teleconference.

### **Travel**

No travel to meetings or conferences will be authorized, unless specifically approved by the Executive Director.

### **Employee Health**

- Prior to coming to work, employees shall conduct self-screening at home, including temperature and/or symptom checks. No employee will come to work if they exhibit any symptoms that are new developments and not attributable to a pre-existing condition:
  - Fever or 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
  - Diarrhea
- Employees will be sent home if they exhibit symptoms of COVID-19 or have been exposed to someone with COVID-19 for a 14-day quarantine as a precaution.

### **Signage**

A sign will be placed at each of the two entrances of the TAMC office, in the kitchen, in the conference room, and in the copy room to inform all employees and visitors that they should:

- Avoid entering the office if they have a cough or fever;
- Maintain a minimum six-foot physical distance from one another as much as possible;
- Sneeze or cough into a cloth or tissue or, if not available, into one's elbow;
- Utilize the hand sanitizers provided throughout the office;
- Wipe down any common surfaces such as doorknobs, faucets, or coffee machines with sanitizing products that will be made available for that purpose;
- Not shake hands, hug or engage in any unnecessary physical contact; and
- Wear a face covering in any area where it may not be possible to maintain the six-foot distance, particularly hallways and common areas.



### **Office Access for Non-Staff**

- TAMC offices will remain closed to the public, consultants, partner agency staff, and all other visitors.
- Access to the building will be for employees, mail or package delivery, building maintenance or repair personnel only.
- All meetings will be held via video- or teleconference.

### **Sanitization**

- TAMC will provide no-touch hand sanitizer at entryways and in common areas and hand soap in restrooms and the kitchen.
- Employees are responsible for washing their hands with soap or hand sanitizer often.
- TAMC will provide disinfectant wipes for staff to sanitize all high-contact surfaces frequently. Employees are responsible for disinfecting surfaces they touch in the kitchen, conference room, copy room, bathroom, or other common area when leaving said room or space.
- Disposable gloves will be made available in case they are needed by staff.
- Employees will notify the Executive Assistant if they notice cleaning supplies are running low.
- TAMC has directed the regular cleaning service to sanitize high-contact areas.
- If necessary, a contract will be established with an outside firm to conduct COVID-19 cleaning in case contamination is discovered. In the event of a full-office COVID-19 cleaning, the office will be closed, and employees will work from home.

### **Minimizing Touch and Contact**

- Staff will encourage electronic delivery of documents, including invoices.
- Employees shall separate themselves by at least six feet in all areas, including at the front reception area, conference room, and kitchen areas. All desks, chairs, seating at tables or individual workstations shall be separated by at least six feet.
- Employees shall take extra care when entering the break room/kitchen/copy room in an effort to limit the number in the room at one time.
- No food sharing shall take place in office. Each person shall use disposable utensils, plates and cups, or their own silverware, coffee cups, glasses and plates. They may wash these in the common area, but each person should remove their own items from the drainer and clean the sink and counter area immediately after use. Personal dishes, drinking glasses, flasks, thermoses, and coffee mugs should be cleaned and kept in your office, unless being used to store food in the refrigerator.
- Employees shall not share personal items with co-workers (dishes, towels, pens, tools, etc.).
- Entry and exit doors will be propped open during business hours, to minimize touching of door handles.



**Office Modifications In Progress:**

- TAMC will provide a no-contact thermometer for everyone to use prior to entering the office.
- To minimize physical contact, the office will be signed for entry and exit at two different locations, and traffic flow within the hallways will be signed for a single direction as much as possible.
- Plexiglass partitions will be installed at the front counter, on the outside edges of desks near walkways, and between workstations that are closer than six feet apart.
- A box will be placed just inside the office for all mail and other business deliveries. A mailbox will be installed outside of each staff member's office for individual mail to be delivered.
- TAMC will purchase additional printers to be distributed throughout the office, to avoid crowding around the printer areas.
- The Agency will coordinate with the landlord to install high-efficiency filters in the HVAC system.
- The Agency will install illuminated occupancy signs for the bathrooms.
- The Agency will ask the landlord to install no-touch faucets in both bathrooms and the kitchen.

These policies are critically important for the health of staff and families. Employees will be respectful of fellow employees and be cognizant of the fact that employees have different opinions of the imposition of these precautionary measures. However, repeated failure to adhere to these policies will not be tolerated and may result in disciplinary action per the adopted Human Resources Rules and Regulations or closure of the office by the Executive Director.

**I hereby approve this Protocol; you may contact me with any questions or comments:**


A handwritten signature in blue ink, appearing to read "Debra L. Hale", with the date "6/2/20" written below it.

Debra L. Hale  
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Transportation Agency for Monterey County  
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**In the case of an outbreak, notify the Monterey County Health Department:**

(831) 755- 4521


[www.mtyhd.org/covid19](http://www.mtyhd.org/covid19)




Be **INFORMED**  
Be **PREPARED**  
Be **SMART**  
Be **SAFE**

Be **READY** to fight  
**#COVID19**

For the latest health advice, go to:  
[www.who.int/COVID-19](http://www.who.int/COVID-19)



UNITED NATIONS



World Health Organization

The graphic is a blue square with a stylized virus particle in the top right corner. The virus is depicted with a purple and blue core and several blue, spike-like protrusions. The text is arranged in a list-like format, with the words "INFORMED", "PREPARED", "SMART", and "SAFE" in bold. Below this, the phrase "Be READY to fight #COVID19" is written, with "READY" and "#COVID19" in bold. At the bottom, there is a line of text providing a website for health advice, followed by the logos and names of the United Nations and the World Health Organization.