

## CENTRAL CONTRA COSTA TRANSIT AUTHORITY

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### Injury & Illness Prevention Program (IIPP)

Adopted by the  
CCCTA Board of Directors  
Date: August 20, 2020  
Resolution No. 2021-003

**RESOLUTION NO. 2021-003**

**BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

**\* \* \***

**APPROVING AN UPDATE TO INJURY AND ILLNESS PREVENTION PROGRAM IN  
RESPONSE TO COVID-19**

**WHEREAS**, the County of Contra Costa and Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

**WHEREAS**, in 2019, a global outbreak of an infectious respiratory disease caused by a novel coronavirus ("COVID-19") reached the United States and public health organizations subsequently provided guidance on COVID-19 infection prevention and disease control;

**WHEREAS**, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak and

issued a statewide stay-at-home Executive Order to mitigate the impacts of COVID-19 and imposed restrictions on the operations of businesses to protect the health and welfare of California residents;

**WHEREAS**, on March 10, 2020, the County of Contra Costa Board of Supervisors issued a Proclamation declaring the existence of a local emergency;

**WHEREAS**, on March 19, March 31, and May 3, 2020, the Contra Costa County Public Health Officer issued local orders directing residents to shelter-at home and limiting activity, travel and business functions for only the most essential needs;

**WHEREAS**, in 2020, California workplace safety and health regulations require that employers establish and implement an Injury and Illness Prevention Program which includes a plan to prevent occupational exposure to COVID-19 and control the risk of infection;

**WHEREAS**, in 2020, federal, state, and local health officials issued guidance in light of the COVID-19 pandemic that enumerate specific administrative and engineering controls, and use of personal protective equipment to mitigate the risk of occupational exposure to COVID-19;

**WHEREAS**, in accordance with California regulations and federal, state, and local public health guidance, CCCTA now seeks to update its Injury and Illness Prevention Program to include guidelines to prevent occupational exposure to COVID-19 and control the risk of infection attached as Attachment A;

**WHEREAS**, the Administration and Finance Committee recommends updating the Injury and Illness Prevention Program to address the need to prevent occupational exposure of COVID-19 and control the risk of infection.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Central Contra Costa Transit Authority hereby approves the updated Injury and Illness Prevention Program as outlined in Attachment A.

**BE IT FURTHER RESOLVED** that the General Manager is authorized by the Board of Directors to make changes to the Injury and Illness Prevention Program as appropriate.

Regularly passed and adopted this 20th day of August 2020, by the following vote:

AYES: Directors Andersen, Dessayer, Haydon, Hudson, Noack, Schroder, Storer, Tatzin , Wilk and Worth

NOES: None

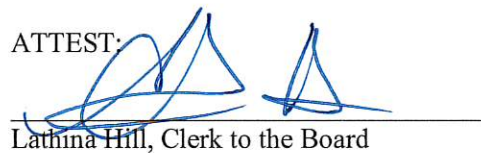
ABSTENTIONS: None

ABSENT: Directors Hoffmeister



Candace Andersen, Chair, Board of Directors

ATTEST:



Lathina Hill, Clerk to the Board

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**INJURY & ILLNESS PREVENTION PROGRAM (IIPP)**

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**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
INJURY & ILLNESS PREVENTION PROGRAM (IIPP)**

**I. INTRODUCTION**

The Central Contra Costa Transit Authority (CCCTA) was established on March 27, 1980 under a Joint Exercise of Powers Agreement. The general purpose of CCCTA is to provide, either directly or through contract, public transportation services within certain geographical areas of its eleven Member Jurisdictions. CCCTA's service area includes the cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon, and Walnut Creek, the towns of Danville and Moraga, and the unincorporated areas in Central Contra Costa County, California. CCCTA operates fixed-route services seven days a week and administers the delivery of paratransit services within its service area.

The operation of CCCTA is overseen by a Board of Directors comprised of eleven representatives, one representative from each of the ten incorporated Member Jurisdictions and one member representing unincorporated areas of Central Contra Costa County. The General Manager is responsible for the overall operation of CCCTA and for ensuring the policies of the Board are implemented.

**II. SAFETY POLICY**

The Central Contra Costa Transit Authority (CCCTA) believes that everyone benefits from a safe and healthy work environment. CCCTA is committed to maintaining a safe workplace and complying with applicable laws and regulations governing safety. No function at CCCTA is so critical as to require or justify a compromise of safety and health.

To achieve this goal, the Central Contra Costa Transit Authority has adopted an Injury & Illness Prevention Program (IIPP). This program is each individual's responsibility as we work together to identify and eliminate conditions, practices, policies, and procedures that compromise safety. To this end, every manager, supervisor, and employee has the authority to take action to prevent injuries.

It takes a collaborative effort to ensure a safe work environment. This not only prevents costly injuries, but also prevents the associated pain and suffering of an employee.

Our expectations are that all employees will:

1. Do the right thing the first time
2. Seek to integrate safety into all tasks
3. Avoid taking short cuts
4. Take time to assure a safe workplace
5. Have a safe and healthy work experience

CCCTA has a strong commitment to the well-being of all employees. CCCTA Board of Directors hereby adopts the IIPP Program and Safety Policy.

\_\_\_\_\_  
Bill Churchill, General Manager

\_\_\_\_\_  
Amy Worth, Chair, CCCTA Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **A. Responsibility**

### **1. General Manager**

The General Manager is ultimately responsible for oversight of the IIPP. Duties include, but are not limited to:

- a. Ensuring Executive staff, Directors and managers actively support the IIPP.
- b. Providing an appropriate environment and funds necessary to maintain an effective and compliant safety program.

### **2. Executive Staff**

Under direction of the General Manager, it is the responsibility of the Assistant General Manager,

Chief Operating Officer, and Chief Finance Officer to support, encourage and champion an environment that encourages a safe and healthy work environment. Executive staff shall ensure that all Directors and their respective departments actively support the IIPP. Individuals reporting dangerous conditions or shedding light on unhealthy practices and behavior should not be discouraged from doing so.

### **3. Directors**

Directors share in the responsibility in supporting, encouraging, and providing an environment that encourages a safe and healthy work environment. Directors are responsible for delegating to their managers and/or supervisors the responsibility of implementing the IIPP and all its activities.

### **4. Managers and/or Supervisors**

Managers and/or supervisors have the responsibility of providing their employees a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training employees to perform their jobs properly and safely. They instruct, demonstrate, observe, and enforce compliance with established safety standards.

### **5. IIPP Administrator**

The Director of Safety & Training position has been designated as CCCTA's IIPP Administrator and is the individual responsible for the implementation, maintenance, and ensuring this policy is kept up to date. The IIPP Administrator will be identified in all internal and external communications regarding CCCTA's IIPP. If the IIPP Administrator position is vacant, Kristina Martinez, Director of Recruitment & Employee Development will be designated as the interim IIPP Administrator. Kristina Martinez can be reached at (925) 680-2031 or kmartinez@cccta.org.

## **6. Employees**

All employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. Employees should never undertake any task, job, or operation unless they are able to perform it safely.

### **B. Access**

All employees and designated representative have a right and opportunity to examine and receive a copy of this IIPP. CCCTA will provide access to the Program within five (5) business days.

A copy of the IIPP is available to employees and/or any member of the public on the CCCTA website at <https://countyconnection.com/covid19/6/>. It may also be provided upon request in writing by the employee to the IIPP Administrator. Employees can also request a copy of the program by contacting Kristina Martinez at (925) 680-2031 or [kmartinez@cccta.org](mailto:kmartinez@cccta.org).

CCCTA will provide a printed copy of this program, unless the employee and/or authorized representative agrees to receive an electronic copy. One copy of the program will be provided free of charge. Additional copies requested within one year of the original request may be subject to a reasonable production fee provided nothing in the IIPP has changed.

Employees may designate a representative to access the IIPP on their behalf. An employee's bargaining agent shall automatically be treated as a designated representative for purposes of access to this IIPP.

Any request for access to this IIPP by any other employee designated individual or organization must be accompanied by written authorization by the employee containing the following information: the name and signature of the employee authorizing the designated representative to access the program on the employee's behalf; the date of the request; the name of the designated representative authorized to receive the IIPP on the employer's behalf; and the date upon which the written authorization will expire.

### **C. Compliance**

#### **1. Management Responsibility**

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Directors, managers, and supervisors are expected to enforce the rules fairly and uniformly.

#### **2. Employee Responsibility**

All employees are responsible for using safe work practices, for following directives, policies, and procedures, and for assisting in maintaining a safe work environment.

#### **3. Employee Recognition**



Employees, who make a significant contribution to the safety program, as determined by their supervisors, may receive written acknowledgment that is filed in the employees' personnel files.

#### **4. Employee Training**

Employees are trained on safety concerns as needed.

#### **5. Employee Correction**

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination.

Supervisors correct safety violations in a manner considered appropriate by organizational management. Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate immediately an employee for a safety violation.

### **D. Communication**

#### **1. Two-Way Communication**

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

#### **2. The Organization's System of Communication**

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. CCCTA communicates the right and procedure to access the IIPP to all employees. An orientation program is provided to all new employees and includes a review of the IIPP as well as a discussion of policy and procedures that the employee is expected to follow. A copy of the IIPP is available to employees or any member of the public on the CCCTA website at <https://countyconnection.com/covid19/6/>. It may also be provided upon request by the employee to the IIPP Administrator.
- b. CCCTA may conduct safety meetings where safety is openly discussed by all present. When a general safety topic applies to all employees, everyone is expected to attend meetings and they are encouraged to participate in open discussion.

On occasion, written safety notifications are emailed, posted throughout all facilities, and included in any employee newsletter. Other methods of communicating pertinent health and safety information are used as they are identified.

- c. Additional safety meetings may be held as determined by individual departments. All involved employees are expected to attend and are encouraged to participate in discussion.

- i. Transportation Department

- The Transportation department conducts monthly safety meetings for commercial drivers. This is conducted as part of their required annual Verification of Transit (VTT) training.

- ii. Maintenance Department

- The Maintenance department conducts monthly safety meeting for all Maintenance employees. Maintenance has implemented a monthly safety committee meeting comprised of both representatives from management and employees.

### **3. Safety Suggestions and Hazard Reporting**

All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

- a. Reporting can be done orally or preferably, in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator, or other management personnel. Management, alongside the IIPP Administrator will review all suggestions and hazard reports.
- b. Employees may also elect to report anonymously a hazard, safety suggestion, or other safety problem. They can do so by completing the form entitled Report of Unsafe Hazardous Conditions, without providing their name. If an employee elects to provide their name, they will be informed of any action taken within approximately thirty (30) working days of receipt.
- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. The resolution of a workplace hazard or safety problem will be communicated to employees in a manner consistent with this program.

#### **E. Hazard assessment**

Inspection of the workplace is CCCTA's primary method used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

##### **1. Safety Inspections**

Internal facility inspections (to include safety issues) are conducted quarterly by the IIPP Administrator. Hazards found are corrected on the spot or recommendations are submitted to department heads for future corrections.

## **2. Additional Inspections**

Additional inspections are also conducted in accordance with Cal-OSHA requirements under the following circumstances:

- a. Establishment or update of the Injury Illness and Prevention Program;
- b. When new substances, processes, procedures, or equipment present a new safety or health hazard;
- c. When management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee; and
- d. When it is appropriate to conduct an unannounced inspection.

### **F. Accident/exposure investigation**

#### **1. Investigation**

All accidents resulting in injury or property damage, however slight, including near misses, are investigated to determine the primary and contributing causes. This investigation is completed within seven (7) working days of the initial report. The information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator when the event occurs either in the Administration or Transportation departments. Maintenance department management fulfills this obligation for facility and vehicle maintenance staff.

#### **2. Reporting**

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports to determine adequacy of corrective action and provide recommendations as needed.

#### **3. Reporting to Cal/OSHA**

The IIPP Administrator is responsible for immediately reporting to the nearest Cal/OSHA District office any serious occupational injuries/illness resulting in hospitalization or fatality and providing recommendations to prevent reoccurrence. Refer to Attachment 7 for detailed information regarding Cal/OSHA reporting requirements.

### **G. Hazard correction**

When a hazard exists, it is corrected within a timely manner based on its severity. When imminent danger exists to any employee, managers and supervisors will immediately remove these employees from the danger at once. Personnel who are provided with the necessary safeguards will correct the hazard.

## **H. Training and Instruction**

### **1. Initial On-The-Job Training**

- a. An orientation program is provided to all new employees and includes a review of the IIPP as well as a discussion of policy and procedures that the employee is expected to follow. A copy of the IIPP is available to employees or any member of the public on the CCCTA website at <https://countyconnection.com/covid19/6/>. It may also be provided upon request in writing by the employee to the IIPP Administrator.
- b. The employee's direct manager or supervisor is responsible for training in all aspects of safety. This training is completed to ensure the new employee knows how to recognize the hazards of the work environment and the required safety procedures to mitigate those hazards.
- c. Training is documented it by using the Employee Safety Training and Meeting Report or similar form. The manager or supervisor and the employee sign the form when the training is completed and becomes a permanent part of the employee's personnel file.

### **2. Specific Organizational-Wide Training**

- a. Disaster Preparedness Disaster Preparedness training includes the organization's preparation structure and where the employee fits into the structure (i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat).
- b. First Aid, CPR, and Bloodborne Pathogens  
  
Commercial drivers (Transit Operators) receive first aid, CPR, and bloodborne pathogen training. All employees receive AED/CPR training every two (2) years.
- c. Defensive Driving All employees who drive for CCCTA business, either in a revenue or non-revenue transit vehicle, or in their own personal vehicle, are required to take a defensive driving course at least every four (4) years.

### **3. Retraining**

Retraining may be conducted for a change in job assignment, change of operations or materials, observation of poor work habits, or update of training methods.

### **4. Specialized Training**

- a. Management/IIPP Administrator:
  - i. Determine safety-training needs

- ii. Implement new training programs
  - iii. Evaluate the effectiveness of program
- b. Additional training may be provided when:
- i. CCCTA's Injury Illness and Prevention Program is first established or updated;
  - ii. New substances, processes, procedures, or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation;
  - iii. Management, supervisors, or the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to address the hazard;  
and

New job assignments are provided to an employee for which training has not been previously provided.

#### **I. Recordkeeping and Documentation**

To comply with California Code of Regulations, Title 8, section 3203 and to demonstrate that the critical elements of the IIPP are met, CCCTA retains records of safety inspection and accident investigation reports, including a record of corrective action for a period of at least one year. Individual employee training records are maintained for one year, or longer. Because CCCTA is a local government entity, it is therefore not required to keep written records of the steps taken to implement this program.

CCCTA will ensure that these files are available to Cal/OSHA or other appropriate regulatory agency representative upon request.

III. ATTACHMENTS

ATTACHMENT 1: CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
REPORT OF UNSAFE HAZARDOUS CONDITIONS

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**Use of this Form**

Please use this form whenever you have something to report regarding a safety matter. Your report may be based on your observation of an unsafe practice, an unsafe condition, a problem associated with managerial policies and/or procedures or some other matter. It is the policy of the Central Contra Costa Transit Authority that employees will not be retaliated against for submitting a safety report. Our goal is to eliminate accidents and maintain a safe work environment. Please feel free to use additional sheets of paper to describe fully your identified problem and suggestion.

**Identified Problem and Suggestion**

**Name of Employee Submitting Suggestion (optional\*):** \_\_\_\_\_

**Telephone Number (optional\*):** \_\_\_\_\_

\* If you provide your name and telephone number, you will be kept informed as to the status of your suggestion. Without this information, it will not be possible to keep you updated.

**Complete Description of Identified Problem** - If the problem is based upon a specific circumstance, please include the date and time that you saw it:

**Description of Suggestion(s)** - What changes do you recommend to correct the problem?

\_\_\_\_\_  
**Signature of Employee (optional)**

\_\_\_\_\_  
**Date**

*Do not write below this line*

---

**Investigative Response**

Name of Person Investigating Problem and Suggestion: \_\_\_\_\_

**Results of Investigation** - What was found?

**Recommended Steps to Correct the Identified Problem** - The recommendations may be the same as the employee who submitted this form.

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

**ATTACHMENT 2**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
SUPERVISOR'S INVESTIGATION REPORT (OCCUPATIONAL INJURY OR ILLNESS)**

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Time is of the essence. Please be as complete and concise as possible. If you need additional space, please use additional sheet of paper and reference the section. The information you provide should help prevent a similar occupational injury or illness in the future.

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Name of injured employee: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Date of hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Normal occupation of employee (Job Classification): \_\_\_\_\_

Name(s) of witness(es): \_\_\_\_\_

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Date of incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of incident: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

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Date reported to you: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time reported: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

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Did employee leave work due to incident? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did employee return to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, date and time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

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Describe where the incident happened:

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Describe the injury or illness, such as a cut, strain, fracture, skin rash:

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What part of the body was affected, such as back, left wrist, right eye, lungs:

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What was the employee doing when injured? (Be specific by identifying tools, equipment or materials being used) Use additional paper if necessary:

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Did any of the following factors apply to how and why the incident occurred? If you answer YES or PARTLY, please provide further information.

<b>Factors</b>	<b>YES</b>	<b>PARTLY</b>	<b>NO</b>
Lack of knowledge or skill			
Error			
Lack of (or incorrect) policies, procedures, rules			
Lack of (or insufficient) safety training			
Too many demands and/or pressures			
Lack of sufficient number of people to do the work			
Hazards			
Insufficient, improper, or unrepaired equipment and/or tools			
Incorrect design of facilities, equipment, materials			
Inattention			



In a hurry			
Other			

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In your opinion, was this incident preventable? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Why?

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What is the Loss Severity Potential?

\_\_\_\_\_ Major      \_\_\_\_\_ Serious      \_\_\_\_\_ Minor

What is the Probable Recurrence Rate?

\_\_\_\_\_ Frequent      \_\_\_\_\_ Occasional      \_\_\_\_\_ Rare

---

What actions will be taken to prevent a recurrence?

Expected completion date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Actual completion date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Investigation Supervisor's name (Print) \_\_\_\_\_

Title: \_\_\_\_\_

Investigating Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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\*File copy in the employee's personnel file and any other investigation files.



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

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

**ATTACHMENT 4**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
EMPLOYEE SAFETY TRAINING AND MEETING REPORT**

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**USE OF THIS FORM**

1. All safety training programs and meetings (including tailgates) conducted for transit system employees, are documented on this form.
2. The completed form is distributed and filed as follows:
  - a. Training Programs
    1. One copy is filed with the master training file for each course. The master file includes this form, the training course curriculum, all training handouts, and anything else that pertains to the training program.
    2. If appropriate, one copy is given to the Human Resources Department where the following information is retrieved and inserted into each attendee's personnel file.

a) Name of employee	d) Training subject
b) Employee's department	e) Whether a certificate was issued
c) Date of training	
  - b. Safety or Tailgate Meetings

This form is filed with the master meeting file for each safety or tailgate meeting. The master file includes this form, the safety or tailgate meeting agenda, all safety or tailgate meeting handouts and anything else that pertains to the safety or tailgate meeting.

<b>Was Program a Training Program? (Yes / No)</b>	<b>Was Program a Safety or Tailgate Meeting? (Yes / No)</b>
<b>Training/Safety or Tailgate Meeting Subject(s):</b>	
<b>Certificate Issued: (Yes / No)</b>	
<b>Training/Meeting Date:</b>	<b>Training Instructor/Meeting Leader Name(s):</b>
<b>Description of Training Provided or Safety or Tailgate Meeting Topic:</b>	
<b>Course or Meeting Handouts (attach to this form):</b>	







**ATTACHMENT 6**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
SAFETY INSPECTION FORM / ACTION PLAN**

FACILITY INSPECTED:	NAME OF INSPECTOR:
DATE OF INSPECTION:	DATE OF REPORT:
# of items corrected from previous inspections:	( ) out of ( )
# of items uncorrected from previous inspections:	
# of items uncorrected in this inspection:	
# of items corrected on the spot in this inspection:	
# of total items remaining uncorrected in this report:	
Number (%) of total items uncorrected by priority:	
Priority I:	( %)
Priority II:	( %)
Priority III:	( %)

REPORT RECIPIENTS: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_;

\*For more information regarding this inspection, please contact: \_\_\_\_\_

**Key**

TC = Check (T) this column when the action is corrected

P = Priority (I-Urgent, II-Necessary, III- Desirable)

\$ = Estimated amount to correct (L = \$0 to \$250, M = \$251 to \$1000, H = \$1001 +, T = Time Only)





## ATTACHMENT 7

### CENTRAL CONTRA COSTA TRANSIT AUTHORITY CAL-OSHA SERIOUS INJURY/ILLNESS REPORTING REQUIREMENTS

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#### Reporting serious occupational injury or illness.

The IIPP Administrator is responsible for immediately reporting to the nearest Cal/OSHA District office the following occupational injuries/illness:

- Injury/illness requiring inpatient hospitalization for other than medical observation or diagnostic testing;
- The amputation of a body part;
- The loss of an eye; or
- Any serious degree of permanent disfigurement.

#### Information to include in your report to Cal/OSHA.

The IIPP Administrator must report the occupational injury or illness within eight (8) hours from when he or she knows, or with diligent inquiry should have known of the occupational injury or illness. (see the transit system's Employee Injury & Illness Prevention Program, regarding conducting accident investigations).

The IIPP Administrator is required to provide the following information to Cal-OSHA at (707) 649-3700\*:

- Time and date of accident.
- Employer's name, address, and telephone number.
- Name and job title, or badge number of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at site of accident.
- Name and address of injured employee(s).
- Nature of injury.
- Location where injured employee(s) was (were) moved to.

- List and identity of other law enforcement agencies present at the site of accident.
- Description of accident and whether the accident scene instrumentality has been altered.

\*This telephone number is for the Cal-OSHA Enforcement Unit Region 1 office located at  
3419 Broadway Street, Suite H8, American Canyon, CA 94503

#### **IV. APPENDIX A: COVID-19 PREVENTION PROGRAM (CPP) FOR CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Copies of the program are available to employees on request.

**Date: September 12, 2022**

##### **A. Authority & Responsibility**

CCCTA is closely monitoring developments in federal, state, and local actions. As guidance for combatting the spread of COVID-19 evolves, CCCTA may make changes to its COVID-19 program. Changes to this program shall be made at the discretion of the COVID-19 Administrator, in consultation with the Executive Staff and General Manager. Such changes may be made without approval by CCCTA Board of Directors.

##### **1. CPP Administrator**

The Director of Safety & Training has been designated as the CPP Administrator and is the individual responsible for responding to COVID-19-related concerns. In the event that the Director of Safety & Training position is vacant, Kristina Martinez, Director of Recruitment & Employee Development will be designated as the interim IIPP Administrator. Employees can contact Kristina Martinez at (925) 680-2031 or kmartinez@cccta.org.

The COVID-19 Administrator will:

- Implement, maintain, and update CCCTA's CPP program;
- Provide support to Departments in their efforts to comply with this program;
- Provide training on the use and care of CCCTA-issued personal protective equipment;
- Conduct remote interviews with any positive or suspected case;
- Maintain separate and confidential records of COVID-19-related medical information voluntarily disclosed by any employee as required by the Americans with Disabilities Act, Fair Employment and Housing Act, and privacy laws; and
- Cooperate and report to Contra Costa Health Services or Cal/OSHA as necessary.

##### **2. Managers and/or Supervisors**

- Managers and/or Supervisors will:
- Monitor compliance and promote adherence to CCCTA's COVID-19 program;

- Ensure that employees receive COVID-19 training;
- Ensure that PPE is distributed and made available to employees in accessible locations; and
- Immediately report to the COVID-19 Administrator all confirmed or suspected cases, and/or exposure.

### **3. Employees**

- All CCCTA employees will:
- Actively engage in preventative practices, participate in trainings, and cooperate with exposure interviews;
- Be responsible for inspecting CCCTA-provided PPE prior to use;
- Clean workstation after use; and
- Immediately report all confirmed cases, suspected cases, or exposure to his or her supervisor and/or COVID-19 Administrator.

#### **B. Compliance**

Central Contra Costa Transit Authority is committed to the safety of its employees. Toward this end, it is the Authority's primary goal is to protect its employees and the communities it serves from the spread of COVID-19. CCCTA implements the CPP program which applies to all employees.

All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this CPP. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language;
- Training all employees on the infection control measures; and
- Disciplining employees for failure to comply with the requirements in this CPP.

#### **C. Communication**

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

CCCTA will do all of the following in a form readily understandable by all employees:

- Train all employees on the infection control measures in a form readily understandable by all employees. A copy of the CPP will be provided to employees upon request.
- Post COVID-19 safety notifications throughout the facility and in the buses. CCCTA may use other methods to communicate COVID-19 notifications to employees including, but not limited to, email communication and by publication in the employee newsletter.
- Describe procedures and policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If an employee is required to undergo COVID-19 testing, CCCTA will notify the employee of the reason for the COVID-19 test, and the possible consequences of a positive test.
- Provide information of CCCTA's COVID-19 policies and procedures, and COVID-19 hazards to employees, third party contractors, and visitors.
- Follow procedures for non-employee (Contractors) to follow while performing work at Authority facilities as outlined in **SOP# COVID-19-4**.

Employees are encouraged to contact the CPP Administrator for COVID-19 safety and health questions or concerns, including but not limited to, providing notice of COVID-19 symptoms and/or positive test result, possible COVID-19 exposures, and possible COVID-19 workplace hazards.

CCCTA shall maintain confidentiality as required by the Americans with Disabilities Act, Fair Employment and Housing Act, and privacy laws.

#### **D. Employee Participation and Anti-Retaliation**

The successful implementation of the CPP requires collective action to prevent the spread of the acute respiratory disease. All managers, supervisors, and employees are required to participate and strictly adhere to the procedures outlined in this CPP. Failure to adhere to this program may result in discipline, up to and including termination.

CCCTA relies on workplace inspections and employee reports to identify and correct workplace hazards. Employees are expected to immediately report any COVID-19 exposure and/or unsafe conditions to their supervisor either verbally or in writing.

Employees can report COVID-19 specific hazards by completing a report by completing the **COVID-19 Safety Concern & Suggestion** form that can be found in **Attachment 5** of this CPP. Employees are encouraged to contact the COVID-19 Administrator for COVID-19 safety and health questions or concerns. Any employee who reports COVID-19 hazards will not be retaliated against.

## **E. Reasonable Accommodation**

Should an employee wish to request a reasonable accommodation for medical or other conditions that put them at increased risk of severe COVID-19 illness, they should provide verbal or written notice to their Supervisor and/or contact Human Resources.

## **F. Identification & Evaluation of COVID-19 Hazards**

CCCTA will implement the following in our workplace:

- Conduct workplace-specific COVID-19 hazards evaluations. The employee and appropriate Union representative may participate in the identification and evaluation of COVID-19 hazards.
- Evaluate employees' potential workplace exposures. This shall include the following:
  - Identification of places and times when people may congregate or come into contact with one another.
  - Evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, third party contractors, and visitors.
  - Evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system within indoor locations.
  - Evaluate CCCTA's handwashing facilities and provide employees an effective hand sanitizer containing no methyl alcohol.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including but not limited to the following:
  - CCCTA will conduct periodic workplace hazard assessments as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Follow all COVID-19 Standard Operating Procedures outlined in this CPP.

## **G. Employee Health Screening**

All employees must self-screen for the following symptoms that may be attributed to COVID-19 prior to coming to work:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

This is not an all-inclusive list and employees should refer to symptoms recognized by the Center for Disease Control (CDC). Employees experiencing any of the above symptoms are not permitted to come to work.

Employees must immediately notify their Supervisor or CPP Administrator if they experience COVID-19 symptoms or receive a positive test result according to the procedure outlined above under “Communication.”

## **H. Investigation & Correction of COVID-19 Hazards**

CCCTA shall perform investigations of COVID-19 hazards and document unsafe or unhealthy work conditions, practices or procedures. CCCTA shall also conduct periodic COVID-19 inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures. When imminent danger exists to any employee, managers and supervisors will immediately remove these employees from the danger at once. Personnel who are provided with the necessary safeguards will correct the hazard.



CCCTA has developed a set of standard operating procedures (SOPs) to further the CPP and protect the health and safety of employees, passengers, and the community. This includes detailed procedures for investigating COVID-19 cases in the workplace, verifying COVID-19 case status, receiving information regarding test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Employees should refer to **Section V** of this IIPP.

## **I. Control of COVID-19 Hazards**

### **1. Sick Employees**

Employees who are not feeling well are strongly encouraged to stay home. Employees should contact their Supervisor to provide notice of his or her absence.

### **2. Hygienic Work Practices**

Good hygienic practices can prevent COVID-19 infection resulting from touching surfaces or objects that have the virus on it. Employees are asked to follow the following sanitation practices:

- Practice proper hand hygiene. Wash hands frequently with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol which contain no methyl alcohol.
- Clean and disinfect commonly touched surface areas.
- Sneeze or cough into a cloth tissue. If cloth tissue is not available, sneeze or cough into elbow.

### **3. Physical Distancing**

Physical distancing and limiting contact with people is an effective method to stop or slow the spread of COVID-19 infection.

- Non-essential employees shall work from home when possible or maintain alternative work schedules as determined by the Department Head.
  - Meetings may be conducted virtually.
  - Virtual training may be made available for managers to assign applicable subject matter to their employees.

- Employees shall maintain six (6) feet (two (2) arm lengths) of social distance as work duties permit. When it is not possible to maintain a distance of at least six feet, employees shall be as far apart as possible.
- Do not shake hands or engage in unnecessary physical contact.
- Avoid shared workspaces and work items when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.
- Employees shall not eat with others or gather on CCCTA property.
- CCCTA Administrative offices are temporarily closed to the public to limit contact.
- Fare collection is resumed according to the procedures outlines in **SOP # COVID-19-8** to minimize the interactions between operators and passengers.

#### **4. Face Coverings**

All employees must wear face covering that cover both nose and mouth all times in all CCCTA facilities, until further notice. This requirement also applies to contractors and visitors. Notice of this requirement will be posted throughout the premises.

A “face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

CCCTA will provide clean, undamaged face coverings, including N95 masks upon request. CCCTA will ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

PPE kits containing gloves, masks, disposable sanitizer wipes registered with the Environmental Protection Agency (EPA), will be available to all CCCTA employees as needed.

The following are limited instances when face coverings are not required:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Employees exempted from wearing a face covering due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

In the event that an employee must interact with another employee or a member of the public who cannot, for some reason, wear a face cover, the employee shall maintain at least six feet of physical distance from the individual not wearing a face cover.

## **5. Personal Protective Equipment**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.

All fixed route buses must have a working Plexiglas shield installed providing a protective barrier for operators from passengers.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. The following cleaning procedures must be strictly adhered to in order to minimize the spread of COVID-19:

- Procedures for cleaning and sanitizing buses scheduled for revenue service are outlined in **SOP # COVID-19-1**
- Procedures for cleaning and sanitizing high touch surfaces in
- CCCTA facilities outlined in **SOP # COVID-19-2**
- Procedures for cleaning the Transit Operator compartment on buses when making reliefs in the field outlined in **SOP # COVID-19-7**.

## **6. Engineering Controls**

For employees who have frequent contact with the public, the following measures will be implemented that take into account the possibility that the public is a possible contamination source, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.
- Hand sanitizer will be provided at CCCTA facilities, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds during their shifts as needed.
- Physical distancing will be enforced by limiting the number of employees or customers in the space, where feasible.
- Disposable gloves will be provided to employees upon request.
- Access to common areas will be limited.
- Visual cues such as floor decals, colored tape, and signs will be used to remind workers to maintain distance of at least 6 feet from others.
- Make sure buses are well ventilated, including but not limited to, by maximizing natural ventilation to increase outdoor air dilution of indoor air, when environmental conditions allow.

## **7. Cleaning & Disinfecting**

Cleaning and disinfecting commonly touched areas is essential to preventing the spread of COVID-19. CCCTA will:

- Use disinfectants approved by the EPA;
- Follow the manufacturer's instructions for all cleaning and disinfectant products;
- Treat buses daily with hospital grade anti-viral fogger;
- Distribute to all employees alcohol-based hand sanitizer containing at least 60% alcohol and containing no methyl alcohol as needed;
- Provide to all employees EPA-registered disposable wipes as needed;
- Maintain adequate supplies to support cleaning and disinfecting practices;

- Provide tissue and trash receptacles; and
- Follow **SOP # COVID-19-1**, **SOP # COVID-19-2** and **SOP # COVID-19-7**.

## **J. Training & Instruction**

### **1. COVID-19 Preparedness**

All CCCTA employees receive training concerning CCCTA's health and safety plan to prevent employee exposure to COVID-19. The training includes:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and CCCTA procedures for preventing its spread.
- The importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face coverings, including:
  - CDC guidelines that everyone should use cloth face coverings when around other persons.
  - How cloth face coverings can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - Information that cloth face coverings are not protective equipment and do not protect the person wearing a cloth face covering from COVID-19.
  - Instructions on washing and sanitizing hands before and after using a cloth face covering, which should be washed after each shift.
- How to prevent the spread of COVID-19 by physical distancing of at least six feet and the importance of combining physical distancing with wearing face coverings.
- Cough and sneeze etiquette.
- Frequent hand washing with soap and water for at least 20 seconds.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers.
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.

- Safely using cleaners and disinfectants, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing PPE.
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.
- Stress management and wellness.
- COVID-19 related employee benefits

## 2. Additional Trainings

Departments may develop, implement, and maintain additional written procedures and guidelines to eliminate or minimize employee exposure to the COVID-19 infectious disease.

### K. Exclusion of COVID-19 Cases

Employees who are exposed to a COVID-19 case, are exhibiting symptoms that may be attributed to COVID-19, or are a COVID-19 case may not return to the workplace until the return to work requirements outlined in **SOP# COVID-19-6** are met.

### L. Return-To-Work Criteria

Employees with confirmed COVID-19 who are also symptomatic may not return to work until all of the **SOP# COVID-19-6** criteria has been met.

### M. Reporting, Recordkeeping, And Access

CCCTA will:

- Report information about COVID-19 cases at our workplace to the local health department as required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Keep a record of and track all COVID-19 cases.
- As a local governmental entity, CCCTA is not required to keep records concerning the steps taken to implement and maintain the CPP.

## **V. STANDARD OPERATING PROCEDURES**

CCCTA has developed a set of standard operating procedures (SOPs) to further the CPP and protect the health and safety of employees, passengers, and the community. This includes detailed procedures for the following:

- 1. CCCTA Bus Cleaning & Sanitizing During COVID-19**
- 2. CCCTA Facility Cleaning & Sanitizing During COVID-19**
- 3. Employee Testing Positive for COVID-19**
- 4. Non-Employee/Contractor Access to CCCTA Facilities During COVID-19**
- 5. Employee Exhibiting COVID-19 Symptoms at Work**
- 6. Returning to Work**
- 7. Transit Operator Field Relief During COVID-19**
- 8. Resumption of Collecting Fares During Covid-19**
- 9. Multiple COVID-19 Infections and COVID-19 Outbreaks**
- 10. Major COVID-19 Outbreaks**





<b>SOP #</b>	COVID-19-1
<b>Date Created</b>	March 16th, 2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Bus Cleaning & /Sanitizing During COVID-19
<b>Function</b>	Procedures for cleaning and sanitizing Buses scheduled for revenue service

This SOP is designed to manage the cleaning and disinfecting of buses to minimize the spread of COVID-19.

**1. Electrostatic Anti-Viral Fogging:**

Personnel cleaning buses must wear N95 mask, gloves and safety glasses at all times while using the Electrostatic fogger.

All buses are fogged daily before use, using chemical Vital Oxide in the Victory VP200ESK fogger system. If a bus returns to the yard from a shift and is designated to pull back out later in the day the bus shall receive an additional fogging treatment.

- Use No-Go list from Maintenance Dept. to determine which vehicles are assigned to service
- Fill the Victory VP200ESK fogger with Vital Oxide
- Put on appropriate PPE (N95 mask, gloves, goggles) prior to using the fogger
- Begin at rear of bus and initiate fogging system, slowly move to the front of the bus while gently waving the fogger to the left and right
- While gently sweeping the fogger bring the nozzle to approx. 24 inches from all surfaces to be disinfected (walls, floors, windows, stanchions, seats, rails, controls and dash)
- Once the front of the bus is reached focus the fogger in the operators compartment
- Step off the bus and let stand ten (10) minutes prior to re-entry of any personnel
- This process will coat all interior surfaces, Windows, seats, stanchions, Floor, walls, ceiling and operator controls and fare collection systems
- Dispose of gloves
- Wash hands

## **2. Wipe Down**

- Operators are provided a package of Chlorine based disinfectant wipes upon request. Operators wipe down all high touch surfaces in the Operators compartment:
- Collect package of Disinfectant wipes at the dispatch window as needed
- Collect gloves as needed
- Using provided wipes, wipe all high touch surfaces: steering wheel, controls, dash, fare collection
- Discard wipes when task is completed There may be times when a bus is scheduled for an a.m. pullout and has received a wipe down from an Operator but is also scheduled for a p.m. inspection or service. In such cases, maintenance personnel will also wipe down all high touch surfaces including: stanchions, rails, fare collection systems, steering wheel, switches, fare collection systems, operator controls, control head, seat, and dashboard.
- Maintenance personnel must always wear gloves while spraying and wiping disinfectant material
- Use spray bottle labeled Oxiver Five-16
- Use the provided bags of rags for wiping surfaces after spray treatment
- Spray all high touch surfaces then wipe off with provided rags
- Dispose of rags
- Dispose of gloves
- Wash hands

## **3. Mop, Sweep, fuel & Wash:**

- All buses returning to the yard from a p.m. shift shall be cleaned of garbage, swept, mopped, fueled, and receive an exterior wash.
- Wear appropriate PPE's: Mask, gloves
- Move bus to wash bay
- Collect defect cards
- Log mileage

- Begin fueling vehicle
- Collect and dispose of garbage
- Sweep out vehicle of large particles and dust
- Wet mop floors using Oxiver Five-16 (refer to wet mop schedule)
- Log quantity of fuel
- Clean interior Operator compartment windows with Cleme glass cleaner
- Drive bus through exterior wash cycle
- Park bus in its assigned slot

**4. Wet Mop Schedule**

- The Director of Maintenance provides a list of which buses are scheduled to receive the wet mop deep cleaning treatment. A minimum of five (5) buses per day receive the treatment, each bus is wet mopped approximately once every twenty-four (24) days.

**5. Steam Cleaning**

- The upholstery inserts shall receive a deep steam cleaning at a minimum of once per month. The Director of maintenance will provide service personnel with a list of buses to steam clean each day (approximately 5 buses per day)

**6. COVID-19 Disinfectants**

- Personnel performing cleaning and sanitizing duties should read the manufacturers labels for proper use. All Safety Data Sheet (SDS) information is available in the Maintenance SDS binders located in the Maintenance department.

USE	Name	Dilution	SDS#	EPA#	EPA Approved
Fogging	Vital Oxide	16:1	VOCA010119	82972-1	Yes
Spray Surface Cleaner	Oxiver Five-16	None	MS0800464	70627-58	Yes

Spray Surface Cleaner	Purell Professional	None	400000005189	84150-1	Yes
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<b>SOP #</b>	COVID-19-2
<b>Date Created</b>	April 4th,2020
<b>Date Revised</b>	January 4, 2022
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Facility Cleaning/Sanitizing During COVID-19
<b>Function</b>	Procedures for cleaning and sanitizing high touch surfaces in CCCTA facilities

This SOP is designed to manage high touch surfaces to minimize the spread of COVID-19. Cleaning/disinfecting is done while using approved safety personal protective equipment (PPE), which includes masks, gloves, and goggles.

**1. High Touch Surfaces**

- i. Custodial staff performs daily cleaning and disinfecting of high touch surface areas, including:
  - (1) Trash cans
  - (2) Doors/doorknobs/door push plates
  - (3) Card readers
  - (4) Tables
  - (5) Sinks
  - (6) Cabinets
  - (7) Counters
  - (8) Microwave doors
  - (9) Control panel
  - (10) Handles
  - (11) Refrigerator door and handles
  - (12) Window blind control handle
  - (13) File cabinets
  - (14) Vending machine doors and selection panels
  - (15) Wall areas around chairs and couches that may be touched

- (16) Drinking fountains
- (17) Stairwell rails
- (18) TV remotes/monitors
- (19) Exercise equipment
- (20) Desks (if items removed from top of desk)
- (21) Tile walls
- (22) Bathroom partitions
- (23) Sinks/faucets
- (24) Toilets/flushers/urinals
- (25) Paper/towel dispensers
- (26) Soap dispensers
- (27) Showers
- (28) Floors
- (29) Mirrors
- (30)

- Staff will replenish all soaps, hand sanitizers and paper products.
- Staff performing tasks must wear gloves and mask at all times.

## **2. Weekly**

- Dust
- De-cobweb
- Regular floor care
- Carpets

## **3. Monday-Wednesday-Friday**

- All buildings are electrostatically fogged. This includes furniture, monitors, printers, keyboards, walls, carpets, blinds, vents, fan intakes, and all surfaces.
- Any buildings open to the public will have the lobby and bathrooms fogged daily.

#### 4. COVID-19 Disinfectants

Personnel performing cleaning and sanitizing duties should read the manufacturers labels for proper use. All Safety Data Sheet (SDS) information is available in the Maintenance SDS binders located in the Maintenance department.

USE	Name	Dilution	SDS#	EPA#	EPA Approved
Fogging	Vital Oxide	16:1	[VOCA010119 ]	82972-1	Yes
Spray Surface Cleaner	Oxiver Five-16	None	MS0800464	70627-58	Yes
Spray Surface Cleaner	Purell Professional	None	40000000518 9	84150-1	Yes

<b>SOP #</b>	COVID-19-3
<b>Date Created</b>	April 27, 2020
<b>Date Revised</b>	August 16, 2022
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Employee Testing Positive for COVID-19
<b>Function</b>	Procedures following notification of employee testing positive for COVID-19

Upon notification of an employee having tested positive, CCCTA shall take the following steps to ensure the health and safety of other employees and the general public:

**1. Notifications**

- Immediately notify the department head, COVID-19 Administrator, Human Resources, and the General Manager
- Notify the appropriate Union leadership, if applicable
- Notify Contra Costa Health Services, as required
- Identify and notify all other employees the exposed employee according to processes described below. CCCTA
- Identify and sanitize facilities and/or coaches where close contact occurred according to processes described below.
- Document all aspects of the incident, names phone numbers, vehicles, facility locations and all mitigating measures taken.

**2. Sick Leave**

Any CCCTA employee testing positive for COVID-19 will immediately be placed on leave following the recommended isolation and quarantine periods as guided by the California Department of Public Health (CDPH). Leave may be extended on a case by case basis.

Employees who are unable to return to work because they have tested positive for COVID-19 may be eligible for COVID-19 administrative paid leave if the employee's exposure is work-related and the employee is able and available to work. The CPP Administrator will be in communication with the employee to discuss leave options and benefits.

**3. Returning to Work**

The employee may return to work when the minimum criteria described in **SOP# COVID-19-6** has been met.



#### 4. Identification and Notification of COVID-19 Exposure

COVID-19 exposure may result in infection and can further spread COVID-19. CCCTA will take the following steps to identify and inform employees who may have been exposed to COVID-19:

- Definitions
  - “COVID-19 exposure” means an individual who was within 6 feet of the infected person for 15 minutes or more in any 24-hour period within or overlapping with the “high-risk exposure period.”
  - “High-risk exposure period” means the following time period:
    - An infected person is considered to be infectious from 48 hours before their symptoms first appeared until 10 days after their symptoms first appeared, and 24 hours have passed without a fever, without the use of fever-reducing medication, and symptoms have improved; or
    - A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before and 10 days after their first positive COVID-test was taken.
  - “COVID-19 symptoms” include: a 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 doctor determines the person’s symptoms were caused by a condition other than COVID-19.
  - "Exposed workplace" includes only the areas of the building where the COVID-19 case was present during the "high-risk exposure period."
- Processes
  - CCCTA will make reasonable efforts to immediately identify and notify all other employees that may have had COVID-19 exposure as defined above. Employees who have been exposed to COVID-19 will be notified within than one business day of their potential exposure.
    - CCCTA shall maintain confidentiality as required by the Americans with Disabilities Act, Fair Employment and Housing Act, and privacy laws.
    - Provide testing for identified employees who have been exposed to COVID-19.

- Provide identified employees who have been exposed to COVID-19 information regarding COVID-19 benefits and options to which they may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections of the employee.
- Inform identified employees who have been exposed to COVID-19 that they may not return to work according to the processes described in **SOP# COVID-19-6.**
- If an identified employee is in the field they must be contacted immediately and directed to return to the yard and park CCCTA vehicles on the pad away from other vehicles or buildings. (Employee will receive specific instructions as to where to park at time of communication). Employee may not enter any CCCTA facility upon their return to Division, rather they must immediately depart from Division in their own vehicle. If the identified employee is an Operator and there are passengers on the vehicle, the passengers must be evacuated from the bus and provided with Contra Costa County Health Services contact information in order to provide them with the opportunity to self-screen.
- The paratransit contractor will comply with all federal, state, and local laws and guidance regarding COVID-19.
  - If the infected employee is an employee of the contractor performing paratransit services, excluded from the workplace.
  - If an employee of the paratransit contractor is exposed to a COVID-19 case described above, the employee will be excluded from the workplace.
  - The paratransit contractor shall provide CCCTA with the name(s) and phone numbers of all employees that came into contact with infected employee. Such employees will not be allowed at CCCTA facilities until the requirements described in **SOP # COVID-19-16** are met.
  - Contractor should follow procedures as described in this document with appropriate contacts to identify all facility locations and vehicles the infected employee may have come into contact with to facilitate deep cleaning processes.
- The appropriate Union leadership shall be notified in writing of identified employees who were exposed to COVID-19.

- All employees, and the employers of subcontracted employees and the Union shall be notified of the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

#### **5. Sanitation of Facilities and/or Coaches**

CCCTA shall take the following steps to sanitize facilities and coaches that an infected employee may have used:

- Identify all facility locations the infected employee may have entered.
- If possible, evacuate and close areas of facilities where the infected employee may have entered;
- Contact the Superintendent of Facilities Maintenance at (925) 680-2100;
- Identify all CCCTA vehicles the infected employee may have used.
- Immediately prevent identified vehicles from being used;
- Call the Director of Manager of Maintenance at (925) 680-2201;
- Have vehicles deep cleaned with EPA-approved anti-viral cleaning solutions

<b>SOP #</b>	COVID-19-4
<b>Date Created</b>	May 27,2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Contractor Access to CCCTA Facilities During COVID-19
<b>Function</b>	Procedures for Non-Employee (Contractors) to follow while performing work at CCCTA facilities.

Contractors providing any service for CCCTA requiring access to buildings must comply with the following rules to maximize the health safety and welfare of employees and the contractor performing work.

- Contractors should be accompanied by an employee while conducting work when feasible
- Do not shake hands or engage in any unnecessary physical contact
- Contractor must sign logbook documenting their presence in the facility
- Contractor must wear a mask at all times when inside a CCCTA building
- Contractor shall observe basic good hygiene practices while performing work in a CCCTA facility, i.e. frequently wash hands, use sanitizer, refrain from entering the facility if experiencing flu like symptoms, has a temperature or tested positive for Covid-19
- Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow
- Contractor must maintain a minimum of six (6) ft. spacing from any CCCTA employee while in the facility. If work cannot be performed while maintaining appropriate spacing, Contractor shall cease work and immediately re-establish appropriate spacing and wait for a CCCTA employee to establish a safe condition before attempting to restart work.
- Contractor should use sanitizing wipes to disinfect high touch areas upon completing their work
- CCCTA employee accompanying a Contractor is responsible for monitoring areas of the facility accessed by a contractor and arranging for appropriate post work disinfecting efforts immediately following any work session with the facilities department
- The accompanying employee is responsible for ensuring all previously listed requirements are appropriately observed

<b>SOP #</b>	COVID-19-5
<b>Date Created</b>	July 24, 2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Employee Exhibiting COVID-19 Symptoms at Work
<b>Function</b>	Procedures for employees who exhibit symptoms at work attributed to COVID-19

If an employee is exhibiting symptoms that may be attributed to COVID-19, CCCTA will immediately send the employee home or to receive medical care. Symptoms that may be attributed to COVID-19 are those recognized by the CDC, including a 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.

### 1. Notification

The employee exhibiting symptoms that may be attributed to COVID-19 must immediately notify the COVID-19 Administrator.

The COVID-19 Administrator will:

- Immediately notify the Department Head, Human Resources, General Manager, and Union leadership (if applicable).
- Identify and notify all other employees the infected employee may have been in close contact according to processes described in **SOP# COVID-19-3**.
- Identify and sanitize facilities and/or coaches where close contact occurred according to processes described in **SOP# COVID-19-3**.
- Document all aspects of the incident, names phone numbers, vehicles, facility locations and all mitigating measures taken. Place documentation in an incident file with a copy of the IIPP.

### 2. Processes

CCCTA employees will be isolated until he or she can safely exit the building. If CCCTA employee is in the field, the employee must immediately contact his or her supervisor or COVID-19 Administrator. He or she will be directed to return to the yard and park CCCTA vehicles on the pad away from other vehicles or buildings. (Employee will receive specific instructions as to where to park at time of communication). The employee may not enter any CCCTA facility upon

his or her return to Division, rather he or she must immediately depart from Division in his or her own vehicle.

If the employee is an Operator and there are passengers on the vehicle, the passengers must be evacuated from the bus and be provided with Contra Costa County Health Services contact information in order to provide them with the opportunity to self-screen.

Employees who are unable to return to work because of concern of health concerns related to potential COVID-19 transmission may be eligible for COVID-19 administrative paid leave if the employee's exposure is work-related and the employee is able and available to work. The CPP Administrator will be in communication with the employee to discuss leave options and benefits.

CCCTA will provide employees who have been exposed to COVID-19 with information described in **SOP# COVID-19-3**.

### **3. Returning to work**

The employee may return to work when the minimum criteria described in **SOP# COVID-19-6** has been met.

<b>SOP #</b>	COVID-19-6
<b>Date Created</b>	July 17, 2020
<b>Date Revised</b>	August 16, 2022
<b>Date of Implementation</b>	
<b>Title</b>	Returning to Work
<b>Function</b>	Procedures for employees returning to work following a positive COVID-19 test

Employees who have tested positive for COVID-19 or have exhibited symptoms may not return to work until the following conditions are met:

- COVID-19 symptoms have improved, and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee’s test on day 5 (or later) is positive, isolation can end after day 10 if at least 24 hours have passed since a fever without the use of fever-reducing medications
- If an employee is unable or choosing not to test, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications.
- Employees must wear face coverings around others for a total of 10 days.

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.

The categories described above are not intended to be a complete list of minimum requirements. In the event that the employee’s particular circumstances do not fall within one of these categories, the Director of Human Resources will assess whether the employee can safely return to work on a case by case basis.

The Director of Human Resources will remain in contact with any infected employee and all other employees that were in close contact with the infected employee. The Director of Human Resources will make the final decision of when any of the employees on leave may return to work upon evaluation of appropriate paperwork and may extend leave on a case by case basis.

Employees that return to work are strongly encouraged to report the reoccurrence of symptoms that may be associated with COVID-19.

<b>SOP #</b>	COVID-19-7
<b>Date Created</b>	July 17, 2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Transit Operator Field Relief During COVID-19
<b>Function</b>	Procedures for cleaning the Transit Operator compartment on buses when making reliefs in the field

The Contra Costa County Department of Health Services (CCHS) has provided CCCTA with guidance for Transit Operators making reliefs in the field during the COVID-19 pandemic. This guidance is consistent with CCHS guidance for employees relieving other employees in shared work environments such as medical clinics, office environments and assorted retail settings. CCHS has stated workplace reliefs where the equipment and space is shared is most effective when the relieving employee is responsible for cleaning the workspace prior to the commencement of work. Please refer to the following steps to ensure a safe working environment:

1. If your assignment requires a relief in the field request a package of disinfectant wipes from Dispatch. If your initial report to work is in the field be sure to request your package of wipes the day before you report.
2. When taking control of the bus use the provided disinfectant wipes to wipe down all high touch surfaces that you would likely encounter while operating the vehicle
  - Shield handles
  - Steering wheel
  - All controls (i.e. door control, engine control switches, Clever Devices Control Head...)
  - Radio Communication Equipment
  - Areas of farebox or dashboard your likely to come into contact with
  - Seat
  - Seatbelt and latch
3. As you wipe down the Operator compartment, the wipe you are using will begin to lose moisture. When it begins to dry out dispose of the wipe and use another wipe to continue cleaning.
4. When the wipe down process is completed use hand sanitizer.



<b>SOP #</b>	Covid-19-8
<b>Date Created</b>	August 10 <sup>th</sup> , 2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	November 1 <sup>st</sup> , 2020
<b>Date Terminated</b>	
<b>Title</b>	Transportation Dept: Resumption of Collecting Fares During Covid-19
<b>Function</b>	Required practices/procedures and modifications required to resume the collection of fares during COVID-19

- All fixed route buses must have a working Plexiglas shield installed providing a protective barrier for operators from passengers.
- All buses must have signage posted in a prominent location requiring all passengers to wear a mask if over the age of 3.
- All buses must have must signage posted in a prominent location requiring 6ft. social distancing
- Operators must wear a mask at all times while in revenue service and/or interacting with the passengers.
- Operators shall require passengers to wear a mask while on board a bus.
- In the event that an employee must interact with a member of the public who cannot, for some reason, wear a face cover, the employee shall maintain at least six feet of physical distance from the individual not wearing a face cover.
- Operators may refuse service to passengers that refuse to wear a mask.
- Passengers must be able to put cash in the farebox, operators may not handle cash.
- Passengers shall not linger at the farebox.

<b>SOP #</b>	Covid-19-9
<b>Date Created</b>	
<b>Date Revised</b>	
<b>Date of Implementation</b>	TBD
<b>Date Terminated</b>	
<b>Title</b>	Multiple COVID-19 Infections and COVID-19 Outbreaks
<b>Function</b>	Required practices/procedures during Multiple COVID-19 infections and COVID-19 Outbreaks

### Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

#### COVID-19 testing

- CCCTA will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - CCCTA will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

CCCTA will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

CCCTA will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with its CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to CCCTA's CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, CCCTA will immediately perform a review of potentially relevant COVID-19 policies,

procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - Closing or limiting access to common areas where employees likely congregate and interact.
  - Evaluate the need for additional visual cues at workstations and inside the buses.

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, CCCTA will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- CCCTA will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- CCCTA will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

<b>SOP #</b>	Covid-19-10
<b>Date Created</b>	
<b>Date Revised</b>	
<b>Date of Implementation</b>	TBD
<b>Date Terminated</b>	
<b>Title</b>	Major COVID-19 Outbreaks
<b>Function</b>	Required practices/procedures during major COVID-19 outbreak

### Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

#### COVID-19 testing

CCCTA will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### Exclusion of COVID-19 cases

CCCTA will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### Investigation of workplace COVID-19 illnesses

CCCTA will comply with the requirements of its CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 hazard correction

In addition to the requirements of its CPP **Correction of COVID-19 Hazards**, CCCTA will take the following actions:

- Filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system in buildings or structures with mechanical ventilation. If MERV-13 or higher filters are not compatible with the ventilation system, CCCTA will use filters with the highest compatible filtering efficiency. CCCTA will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- Evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

**Notifications to the local health department**

CCCTA will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

VI. CCP ATTACHMENTS

ATTACHMENT 1: CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
COVID-19 REPORT OF UNSAFE HAZARDOUS CONDITIONS

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**Use of this Form**

Please use this form whenever you have something to report regarding a COVID-19 safety matter. Your report may be based on your observation of an unsafe practice, an unsafe condition, a problem associated with managerial policies and/or procedures or some other matter. It is the policy of the Central Contra Costa Transit Authority that employees will not be retaliated against for submitting a safety report. Our goal is to eliminate COVID-19 exposure and provide employees a safe work environment. Please feel free to use additional sheets of paper to describe fully your identified problem and suggestion.

**Identified COVID-19 Safety Concern and Suggestion**

Name of Employee Submitting Suggestion (optional\*): \_\_\_\_\_

Telephone Number (optional\*): \_\_\_\_\_

- \* If you provide your name and telephone number, you will be kept informed as to the status of your suggestion. Without this information, it will not be possible to keep you updated.

**Complete Description of Identified Problem** - If the problem is based upon a specific circumstance, please include the date and time that you saw it:

**Description of Suggestion(s)** - What changes do you recommend to correct the problem?

\_\_\_\_\_  
Signature of Employee (optional)      Date

*Do not write below this line*

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**Investigative Response**

Name of Person Investigating Problem and Suggestion: \_\_\_\_\_

**Results of Investigation** - What was found?

**Recommended Steps to Correct the Identified Problem** - The recommendations may be the same as the employee who submitted this form.

\_\_\_\_\_  
Signature of Investigator      Date