

## **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**

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**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

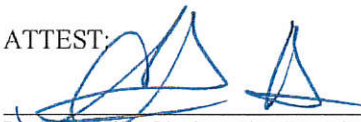
NOES: None

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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**TABLE OF CONTENTS**

<b>INTRODUCTION .....</b>	<b>1</b>
<b>SAFETY POLICY .....</b>	<b>1</b>
I. Responsibility .....	2
II. Compliance.....	3
III. Communication .....	3
IV. Hazard Assessment .....	4
V. Accident/Exposure Investigation.....	5
VI. Hazard Correction .....	5
VII. Training and Instruction .....	5
 <b>APPENDICES</b>	
<b>A. CORONAVIRUS DISEASE 2019 (COVID-19) EXPOSURE PREVENTION AND CONTROL PROGRAM.....</b>	<b>8</b>
I. Responsibility .....	8
II. Exposure Determination .....	9
III. Preventing the Spread of COVID-19 .....	10
IV. Training .....	12
V. Standard Operating Procedures .....	14
<b>ATTACHMENTS.....</b>	<b>29</b>

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

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## 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.

## SAFETY POLICY

The Central Contra Costa Transit Authority (CCCTA) believes that everyone benefits from a safe and healthy work environment. The Authority 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.

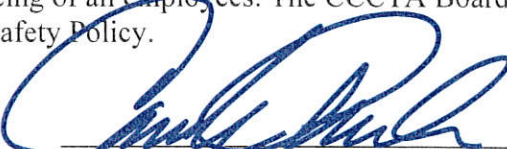
Our expectations are that all employees will:

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. The CCCTA Board of Directors hereby adopts the IIPP Program and Safety Policy.

  
Rick Ramacier  
General Manager

9/17/2020  
Date

  
Candace Andersen, Chair  
CCCTA Board of Directors

9/17/20  
Date

## **I. 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 the Authority'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, the Assistant General Manager will be designated as the interim IIPP Administrator.

## **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.

## **II. 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.

## **III. 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. 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 may be provided upon request by the employee.
- b. The Authority 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.

#### **IV. HAZARD ASSESSMENT**

Inspection of the workplace is the Authority'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.

#### **V. 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.

# **VI. 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.

# **VII. 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 may be provided upon request by the employee.
- 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 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 Authority 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
- iv. New job assignments are provided to an employee for which training has not been previously provided.

## **APPENDIX A**

### **CORONAVIRUS DISEASE 2019 (COVID-19) EXPOSURE PREVENTION AND CONTROL PROGRAM**

The Coronavirus Disease 2019 (COVID-19) pandemic underscores the need to prioritize the health and safety of Authority employees and the communities it serves. To protect employees from the spread of COVID-19, CCCTA implements the following program which applies to all employees. Failure to adhere to this program may result in discipline, up to and including termination.

The successful implementation of a COVID-19 exposure prevention and control program requires collective action to prevent the spread of the acute respiratory disease. This program uses controls to spread and reduce the concentration of infectious droplets by means of isolation and/or removal, administrative measures to reduce the risk of exposure to persons who are infected with the disease, and personal protective equipment. Copies of the program shall be distributed to all employees and are available to employees on request.

#### **I. RESPONSIBILITY**

CCCTA is closely monitoring developments in federal, state, and local actions. At this time, public transit is only to be used for purposes of performing essential activities, to travel to and from work, to operate essential businesses, or to maintain essential government functions. 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. COVID-19 Administrator**

The Director of Safety & Training has been designated as the COVID-19 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, the Assistant General Manager will be designated as the interim COVID-19 Administrator.

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.

The COVID-19 Administrator will:

- a. Implement, maintain, and update CCCTA's COVID-19 program;
- b. Provide support to Departments in their efforts to comply with this program;
- c. Provide training on the use and care of CCCTA-issued personal protective equipment;.

- d. Conduct remote interviews with any positive or suspected case;
- e. 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
- f. Cooperate and report to Contra Costa Health Services or Cal/OSHA as necessary.

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

Managers and/or Supervisors will:

- a. Monitor compliance and promote adherence to CCCTA's COVID-19 program;
- b. Ensure that employees receive COVID-19 training;
- c. Ensure that PPE is distributed and made available to employees in accessible locations; and
- d. Immediately report to the COVID-19 Administrator all confirmed or suspected cases, and/or exposure.

## **3. Employees**

All CCCTA employees will:

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

## **II. EXPOSURE DETERMINATION**

Coronavirus Disease 2019 (COVID-19), is an acute respiratory disease that can cause severe illness. Individuals can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. Infection can also occur from touching surfaces or objects that have the virus on it, and then touching your mouth, nose or eyes. Symptoms of infection can range from no symptoms, or mild symptoms, to serious illness.

All employees risk occupational exposure to COVID-19, although the risk of exposure may vary by departments. The level of risk depends in part on the employee's job tasks including, proximity to, or required repeated or extended contact persons who have tested positive for, have exhibited symptoms, or have been in contact with someone who has tested positive for COVID-19.

### **III. PREVENTING THE SPREAD OF COVID-19**

#### **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. All attendance policies are presently suspended, and employees will not be penalized for calling in sick.

#### **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:

- a. Practice proper hand hygiene. Wash hands frequently with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol.
- b. Clean and disinfect commonly touched surface areas.
- c. Sneeze or cough into a cloth tissue. If cloth tissue is not available, sneeze or cough into elbow.

#### **3. Social Distancing**

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

- a. Non-essential employees shall work from home when possible or maintain alternative work schedules as determined by the Department Head.
  - i. Meetings may be conducted virtually
  - ii. Virtual training may be made available for managers to assign applicable subject matter to their employees.
- b. Employees shall maintain six (6) feet (two (2) arm lengths) of social distance as work duties permit.
- c. Do not shake hands or engage in unnecessary physical contact.
- d. Avoid shared workspaces and work items when possible.
- e. Employees shall physically distance when they take breaks together.
- f. CCCTA Administrative offices are temporarily closed to the public to limit contact.

- g. All Authority coaches have reconfigured rear doors that open for rear boarding to ensure physical distancing.
- h. Fare collection is temporarily suspended to minimize the interactions between operators and passengers.

#### **4. Personal Protective Equipment**

- a. CCCTA will conduct periodic workplace hazard assessments.
- b. All employees must wear face covering that cover both nose and mouth all times in all Authority facilities. Face covering are also required for all operators and passengers.
- c. CCCTA will outfit fixed-route coaches with plexiglass driver shields.
- d. PPE kits containing gloves, masks, disposable sanitizer wipes registered with the Environmental Protection Agency (EPA), and alcohol-based gel hand sanitizer will be distributed to all operators weekly.
- e. Operators may request additional PPE as needed.

#### **5. Cleaning & Disinfecting**

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

- a. Use disinfectants approved by the EPA;
- b. Follow the manufacturer's instructions for all cleaning and disinfectant products;
- c. Treat buses daily with hospital grade anti-viral fogger;
- d. Distribute to all employees alcohol-based hand sanitizer containing at least 60% alcohol;
- e. Provide to all employees EPA-registered disposable wipes;
- f. Maintain adequate supplies to support cleaning and disinfecting practices; and
- g. Provide tissue and trash receptacles.

#### **6. Health Screening**

CCCTA will screen operators for symptoms that may be attributed to COVID-19 as recognized by the Center for Disease Control (CDC).

## IV. TRAINING

### 1. COVID-19 Preparedness

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

- a. General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the CCCTA procedures for preventing its spread.
- b. How an infected person can spread COVID-19 to others even if they are not sick.
- c. How to prevent the spread of COVID-19 by using cloth face coverings, including:
  - i. CDC guidelines that everyone should use cloth face coverings when around other persons.
  - ii. How cloth face coverings can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - iii. Information that cloth face coverings are not protective equipment and do not protect the person wearing a cloth face covering from COVID-19.
  - iv. Instructions on washing and sanitizing hands before and after using a cloth face covering, which should be washed after each shift.
- d. Cough and sneeze etiquette.
- e. Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- f. Avoiding touching eyes, nose, and mouth with unwashed hands.
- g. Avoiding sharing personal items with co-workers.
- h. Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- i. Safely using cleaners and disinfectants, which includes:
  - i. The hazards of the cleaners and disinfectants used at the worksite.
  - ii. Wearing PPE.
  - iii. Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.



- j. Stress management and wellness.

## **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.

## **V. STANDARD OPERATING PROCEDURES**

CCCTA has developed a set of standard operating procedures (SOPs) to further the Coronavirus/COVID-19 exposure prevention and control program 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

<b>SOP #</b>	COVID-19-1
<b>Date Created</b>	March 16 <sup>th</sup> , 2020
<b>Date Revised</b>	June 1 <sup>st</sup> , 2020
<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.

- a. Use No-Go list from Maintenance Dept. to determine which vehicles are assigned to service
- b. Fill the Victory VP200ESK fogger with Vital Oxide
- c. Put on appropriate PPE (N95 mask, gloves, goggles) prior to using the fogger
- d. 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
- e. 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)
- f. Once the front of the bus is reached focus the fogger in the operators compartment
- g. Step off the bus and let stand ten (10) minutes prior to re-entry of any personnel
- h. This process will coat all interior surfaces, Windows, seats, stanchions, Floor, walls, ceiling and operator controls and fare collection systems
- i. Dispose of gloves
- j. 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:

- a. Collect package of Disinfectant wipes at the dispatch window as needed
- b. Collect gloves as needed

- c. Using provided wipes, wipe all high touch surfaces: steering wheel, controls, dash, fare collection
- d. 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.

- a. Maintenance personnel must always wear gloves while spraying and wiping disinfectant material
- b. Use spray bottle labeled Oxiver Five-16
- c. Use the provided bags of rags for wiping surfaces after spray treatment
- d. Spray all high touch surfaces then wipe off with provided rags
- e. Dispose of rags
- f. Dispose of gloves
- g. 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.

- a. Wear appropriate PPE's: Mask, gloves
- b. Move bus to wash bay
- c. Collect defect cards
- d. Log mileage
- e. Begin fueling vehicle
- f. Collect and dispose of garbage
- g. Sweep out vehicle of large particles and dust
- h. Wet mop floors using Oxiver Five-16 (refer to wet mop schedule)
- i. Log quantity of fuel
- j. Clean interior Operator compartment windows with Cleme glass cleaner
- k. Drive bus through exterior wash cycle
- l. 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

<b>SOP #</b>	COVID-19-2
<b>Date Created</b>	April 4 <sup>th</sup> , 2020
<b>Date Revised</b>	June 1 <sup>st</sup> , 2020
<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

- a. A.M. (Performed daily by Designated Administrative Employee.)
  - i. Using commercial grade Purell (80% alcohol-based), staff performs daily cleaning and disinfecting of high touch surfaces, including:
    - (1) Door handles
    - (2) Countertops
    - (3) Elevator buttons
    - (4) Panels
    - (5) Rails/Stairwell rails
    - (6) Light switches
  - ii. Staff performing tasks must wear gloves and mask at all times.
- b. P.M. (Performed daily by CCCTA Maintenance Custodial Staff)
  - 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

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

## 2. WEEKLY

- a. Dust
- b. De-cobweb
- c. Regular floor care
- d. Carpets

## 3. MONDAY-WEDNESDAY-FRIDAY

- a. All buildings are electrostatically fogged. This includes furniture, monitors, printers, keyboards, walls, carpets, blinds, vents, fan intakes, and all surfaces.
- b. 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		82972-1	Yes
Spray Surface Cleaner	Oxiver Five-16	None	MS0800464	70627-58	Yes
Spray Surface Cleaner	Purell Professional	None	400000005189	84150-1	Yes

<b>SOP #</b>	COVID-19-3
<b>Date Created</b>	April 27,2020
<b>Date Revised</b>	July 17th, 2020
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Employee Testing Positive for Coronavirus/Covid-19
<b>Function</b>	Procedures following notification of employee testing positive for Covid-19

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

**1. Notifications**

- a. Immediately notify the department head, COVID-19 Administrator, Human Resources, and the General Manager
- b. Notify the appropriate Union leadership, if applicable
- c. Notify Contra Costa Health Services
  - i. The COVID-19 Administrator is responsible for contacting Contra Costa Health Services at 1-844-421-0804 (8:00AM – 3:30PM daily), concerning a confirmed case and provide information including, the infected employee's job title, work areas, close contacts, date of symptoms, dates of symptom onset, and shifts worked while infectious.
- d. Identify and notify all other employees the infected employee may have been in close contact with over the prior seven (7) days, or if the infected employee has tested positive and exhibits symptoms, 48 hours from when the infected employee's symptoms first appeared, according to processes described below.
- e. Identify and sanitize facilities and/or coaches where close contact occurred according to processes described below.
- f. 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. Sick Leave**

Any Authority employee testing positive for COVID-19 will immediately be placed on paid administrative leave for a minimum of two weeks. Paid leave may be extended beyond the initial two weeks on a case by case basis. COVID-administrative paid leave will not be charged against any of the employee's accruals.

**3. Returning to Work**



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

#### **4. Identifying and Notifying Close Contacts**

Close contact with infected persons may result in infection and can further spread COVID-19. The Authority will take the following steps to identify and inform employees who may have been in close contact with any employee who has tested positive for, has exhibited symptoms, or has been in contact with someone who has tested positive for COVID-19.

##### **a. Definitions**

- i. A “close contact” is any of the following people who were exposed to an “infected person” while they were infectious:
  - (1) An individual who was within 6 feet of the infected person for 15 minutes or more.
  - (2) An individual who had contact with the infected person’s body fluids and/or secretions without wearing appropriate protective equipment, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.
- ii. An "infected person" is anyone with COVID-19, has exhibited symptoms, or has been in close contact with someone who has tested positive for COVID-19. An infected person is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

##### **g. Processes**

- i. Identify and notify all other employees that may have been in close contact with the infected employee over the prior seven (7) days, or if the infected employee has tested positive and exhibits symptoms, 48 hours from when the infected employee's symptoms first appeared. Identification of close contacts must take into account the duration of the exposure, whether the mandated PPE was worn, and proximity to the infected person.
- ii. Notify all identified employees that have been in close contact with an infected person as defined above and place them on ten (10) days paid administrative leave and require they shelter at home.

- (1) The Authority shall maintain confidentiality as required by the Americans with Disabilities Act, Fair Employment and Housing Act, and privacy laws.
  - (2) Provide identified employees who have been in close contact with an infected person with the phone number for the Contra Costa Health Services COVID-19 test site and encourage them to be tested. Employees should call to be screened.
  - (3) Inform identified employees who have been in close contact with an infected person that they may not return to work according to the processes described in SOP# COVID-19-6.
- iii. If an identified employee is in the field they must be contacted immediately and directed to return to the yard and park Authority 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 Authority 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.
- iv. The paratransit contractor will comply with all federal, state, and local laws and guidance regarding COVID-19.
- (1) If the infected employee is an employee of the contractor performing paratransit services, the employee will be sent home for a minimum of two weeks, or as otherwise required by local public health officials.
  - (2) If an employee of the paratransit contractor has close contact with an infected person as described above, the employee will be notified and sent home for a minimum of ten (10) days, or as otherwise required by local public health officials.
  - (3) The paratransit contractor shall provide the Authority 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 he or she receives a negative COVID-19 test result from Contra Costa County Health Services or is cleared to return to work by a health care provider, and the minimum requirements described in SOP# COVID-19-6 are met.
  - (4) 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.

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

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

- a. Identify all facility locations the infected employee may have entered.
  - v. If possible, evacuate and close areas of facilities where the infected employee may have entered;
  - vi. Contact the Superintendent of Facilities Maintenance at (925) 680-2100;
  - vii. Have all facilities that the infected employee entered deep cleaned using accepted anti-viral cleaning solutions. Employees who enter an area where a confirmed case has recently vacated shall wear proper PPE including, an N95 respirator (or higher level), gown, gloves, and eye protection.
- h. Identify all Authority vehicles the infected employee may have used.
  - i. Immediately prevent identified vehicles from being used;
  - ii. Call the Director of Manager of Maintenance at (925) 680-2201;
  - iii. 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>	June 1 <sup>st</sup> , 2020
<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 Authority 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.

1. Contractors should be accompanied by an employee while conducting work when feasible
2. Do not shake hands or engage in any unnecessary physical contact
3. Contractor must sign logbook documenting their presence in the facility
4. Contractor Must wear a mask at all times when inside a CCCTA building
5. 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
6. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow
7. 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.
8. Contractor should use sanitizing wipes to disinfect high touch areas upon completing their work
9. 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
10. 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, the Authority 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 frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.

## **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:

- i. Immediately notify the Department Head, Human Resources, General Manager, and Union leadership (if applicable).
- j. Identify and notify all other employees the infected employee may have been in close contact according to processes described in SOP# COVID-19-3.
- k. Identify and sanitize facilities and/or coaches where close contact occurred according to processes described in SOP# COVID-19-3.
- l. 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**

The CCCTA employee will be isolated until he or she can safely exit the building. If the 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 Authority 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 Authority facility upon his or her return to Division, rather he or she must immediately depart from Division in his or her own vehicle. CCCTA will provide identified employees with the phone number for the Contra Costa Health Services COVID-19 test site and encourage them to be tested. Employees should call to be screened.

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.

### **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 24, 2020
<b>Date Revised</b>	
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Returning to Work
<b>Function</b>	Procedures for employees returning to work following a positive COVID-19 test or contact with an employee testing positive for COVID-19

Employees who have tested positive for, have exhibited symptoms, or have been in contact with someone who has tested positive for COVID-19 may not return to work until he or she receives a negative COVID-19 test result from Contra Costa County Health Services or is cleared to return to work by a health care provider, and the following minimum requirements are met.

**1. Symptomatic and Positive Employees**

Employees with symptoms who test positive for COVID-19 may return to work only after at least 24 hours have passed since his or her last fever (defined as a fever without the use of fever reducing medication and improvement of symptoms, and at least 10 days have passed since symptoms first appeared.)

**2. Asymptomatic and Positive Employees**

Asymptomatic employees who test positive for COVID-19 may return to work after at least 10 days have passed since the date of their first COVID-19 positive test. If they develop symptoms, then use criteria described for Symptomatic and Positive Employees.

**3. Symptomatic and Negative Employees**

Symptomatic employees who test negative for COVID-19 may return to work only after at least 24 hours have passed since his or her last fever (defined as a fever without the use of fever reducing medication and improvement of symptoms, and at least 10 days have passed since symptoms first appeared.)

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 paid leave may return to work upon evaluation of appropriate paperwork and may extend paid 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>	N/A
<b>Date of Implementation</b>	TBD
<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 the Authority 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
  - a. Shield handles
  - b. Steering wheel
  - c. All controls (i.e. door control, engine control switches, Clever Devices Control Head...)
  - d. Radio Communication Equipment
  - e. Areas of farebox or dashboard your likely to come into contact with
  - f. Seat
  - g. 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.



## 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*

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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**

## 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.

---

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.

Factors	YES	PARTLY	NO
Lack of knowledge or skill			
Error			
Lack of (or incorrect) policies, procedures, rules			
Lack of (or insufficient) safety training			
To many demands and/or pressures			
Lack of sufficient number of people to do the work			
Hazards			
Insufficient, improper, or unrepared 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?  
Why?

\_\_\_\_\_ Yes \_\_\_\_\_ No

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What is the Loss Severity Potential?

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

What is the Probable Recurrence Rate?

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

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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.

## ATTACHMENT 3

### CENTRAL CONTRA COSTA TRANSIT AUTHORITY NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

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#### Use of this form

1. All new employees receive general safety orientation training. All such safety training is documented on this form.
2. The completed checklist is filed in each new employee's personnel file.
3. Check off that each topic has been covered.
4. Both the person who conducts the orientation and the employee sign and date that the orientation training has been completed.

#### ORIENTATION TOPICS

#### DATE COMPLETED

1. Review the agency's ***Injury & Illness Prevention Program***.  
The instructor conducts a detailed review of this document with Employee. A copy of the IIPP may be provided upon request by the employee. \_\_\_\_\_
2. Review of those aspects of the agency's ***Employee Emergency Action Plan*** and how it pertains to the employee. \_\_\_\_\_
3. Review of the employee's **right-to-know** about hazardous substances  
In their work environment and provision of information about the  
agency's ***Hazard Communication Program***, available in their  
departments. \_\_\_\_\_
4. Review of **specific accident prevention tips** of the most common types\*
  - \*Back injury prevention \_\_\_\_\_
  - \*Slip, trip and fall prevention \_\_\_\_\_
  - \*Cut prevention \_\_\_\_\_
  - \*Electrical Shock prevention \_\_\_\_\_
  - \*Driving accident prevention \_\_\_\_\_
  - \*Ergonomics-related injury/illness prevention \_\_\_\_\_
5. Summary of information covered. \_\_\_\_\_

DATE OF HIRE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Instructor Name (Printed)

\_\_\_\_\_  
Instructor Signature

*By signing below, I understand that it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the Employee Injury and Illness Prevention Program (IIPP) insofar as they apply to the duties which I shall perform for the Central Contra Costa Transit Authority.*

\_\_\_\_\_  
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>			



## CENTRAL CONTRA COSTA TRANSIT AUTHORITY RECORD OF TRAINING FORM

### Use of this Form

<u>Employee's Department</u>	<u>Date of Training</u>	<u>Training Subject</u>	<u>Certificate Issued (Yes/No)</u>
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## 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:* \_\_\_\_\_

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

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**Location:** \_\_\_\_\_

TC	P	\$	Item # Yr – Mo- #	Observations	Recommendations	Current Status

**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:

- a. Injury/illness requiring inpatient hospitalization for other than medical observation or diagnostic testing;
- b. The amputation of a body part;
- c. The loss of an eye; or
- d. 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\*:

1. Time and date of accident.
2. Employer's name, address, and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. 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