

WestCAT Social Distancing Protocol

Signage:

- ✓ Signage at the entrance of WestCAT's Administrative Office/facility will be posted to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ✓ Signage with a copy of this Social Distancing Protocol will be posted at the entrance to WestCAT's Administrative Office/facility.

Measures To Protect Employee Health:

- ✓ Employees who can carry out their work duties from home have been directed to do so.
- ✓ All employees have been told not to come to work if sick.
- ✓ Symptom checks may be conducted before employees enter a work space. Employees are encouraged to monitor their temperature at home if they are not feeling well, and report fevers prior to arriving at the workplace.
- ✓ To the extent feasible, employees are encouraged to work at desks or individual work stations separated by at least six feet from other employees.
- ✓ To the extent feasible, employees that must work with in close proximity with other employees will be given personal protective equipment upon availability. Coordination of activities to maintain the greatest degree of feasible distancing shall be encouraged and common tools shall not be exchanged without taking all efforts to prevent the spread of the COVID-19, including wearing gloves when feasible and disinfecting the tools prior to transfer.
- ✓ Break rooms, bathrooms, and other common areas are being disinfected daily.
- ✓ Disinfectant and related supplies are available to all employees in the break rooms and bathrooms.
- ✓ Hand sanitizer effective against COVID-19, to the extent that it is available, will be provided to all employees at Administrative Office/facility.
- ✓ Soap and water are available to all employees at restrooms and break rooms.
- ✓ Copies of this Protocol will be distributed to all employees .

Measures To Keep People At Least Six Feet Apart

- ✓ Signs will be posted outside facilities reminding people to be at least six feet apart.
- ✓ All employees have been instructed to maintain at least six feet distance from each other, except drivers who may momentarily come closer when necessary to board passengers, or as otherwise necessary.

Measures To Increase Sanitization

- ✓ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of each station and to employees at each work location and anywhere else inside the facility or immediately outside where people have direct interactions.
- ✓ We've enhanced our nightly bus cleaning schedule to include wiping down high touch areas (handrails, ceilings, walls) and all exposed hard surfaces inside of the buses using commercial and hospital-grade cleaners and disinfectants, consistent with CDC guidance
- ✓ All high-contact surfaces will be disinfected.

You may contact the following person with any questions or comments about this protocol:

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