

Cal/OSHA COVID-19 General Checklist for Public and Private Passenger Carriers, Transit, and Intercity Passenger Rail

October 20, 2020

This checklist is intended to help public transit and intercity passenger rail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Public and Private Passenger Carriers, Transit, and Intercity Passenger Rail Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).



Topics for Worker Training

- Information [on COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).

- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the [CDPH guidance](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- Temperature and/or symptom screenings.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all required protective equipment.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items, or conducting symptom screening.
- Restrict non-workers entering the facility to essential persons.
- Remind the public that they need to use face masks/covers (unless exempted per the CDPH guidance) and avoid directly facing other passengers up close. Update the public on any new policies and practices.
- If providing taxi and rideshare service, remind passengers before they book a ride that they must use face coverings unless exempted per the CDPH guidance, and provide a supply of face coverings for drivers to give to passengers who arrive without them.

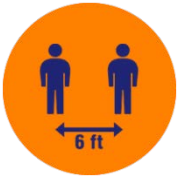


Ventilation, Cleaning, and Disinfecting Protocols

- Where possible, install upgrades to improve air filtration and ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- Perform thorough cleaning on high traffic areas.
- Perform routine cleaning and disinfection of all frequently touched surfaces.
- Clean all areas of drivers' cabs between shifts or users, whichever is more frequent.
- Sanitize hands before and after providing any assistance to passengers.
- Avoid sharing phones, other work tools, or equipment wherever possible. Never share PPE.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product

instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).

- ❑ Ensure all water systems are safe to use after a prolonged facility shutdown to minimize risk of Legionnaires' disease.
- ❑ Equip stations, transit and rail offices, and transit and rail vehicles with proper sanitation products, and provide personal hand sanitizers to all frontline staff (e.g., operators).
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.



Physical Distancing Guidelines

- ❑ Reduce onboard maximum occupancy to support physical distancing.
- ❑ Implement measures to physically distance transit and rail operators and passengers by at least six feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to passengers how to avoid sitting too close to the bus operator).
- ❑ Request passengers to avoid standing or sitting within six feet of operators. If possible, block off seats within six feet of the operator or install Plexiglas barriers.
- ❑ Consider offering workers who request modified duties options that minimize their contact with customers and other workers.
- ❑ Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ❑ In break areas, use barriers and increase distance between tables/chairs to ensure workers maintain physical distancing. Where possible, create outdoor break areas with shade and seating arrangements that ensure physical distancing. Discourage congregation.
- ❑ Place additional limitations on the number of workers in enclosed areas.
- ❑ Require/encourage passengers to purchase tickets and add value to transit and rail cards online.
- ❑ Develop a passenger entry and exit plan to minimize physical contact and crowding.
- ❑ When traveling by a water transport vessel, such as a ferry or boat, ask the passengers to indicate to a crew member if they are traveling together as party, if feasible. Help passengers queue for boarding and disembarking the vessel in physically distanced small groups.
- ❑ Track the routes on which physical distancing is a challenge due to ridership. Adjust bus or transit routes and scheduling during peak ridership hours on busy routes.



Additional Considerations for Passenger Carriers (Taxis, Rideshare Vehicles, Shuttles, Limousines, etc.)

- Ridesharing companies: Suspend pooling rides until further public health guidance is provided for restarting such rides.
- Taxi and rideshare operators and private transit companies: Develop a process that permits both drivers and riders to cancel rides without penalty if the other party is not wearing a face covering. Communicate this policy to passengers before they book a ride.
- Provide drivers with an adequate supply of materials required to clean and disinfect frequently touched surfaces of the vehicle. Train drivers on the hazards of the product(s) and necessary protective measures. Ensure adequate ventilation while cleaning/disinfecting. Provide lined trash receptacles for disposal of wipes in vehicles.
- Frequently clean and disinfect high-touch areas of the vehicle frequently touched by passengers at the beginning and end of each shift and between transporting passengers.
- Provide time for workers to implement cleaning practices during their shifts.
- Consider installing an impermeable barrier between the front and rear seats.
- Ask passengers to handle their own bags and belongings during pick-up and drop-off. Request that passengers maintain a minimum of six feet distance. Use hand sanitizer after touching passenger belongings.
- Have riders sit in the back seat.
- Remind passengers to wear face coverings and notify them that the ride may be cancelled if they do not wear a face covering.
- Avoid using the recirculated air option for vehicle ventilation.

