

# PANDEMIC RESPONSE PLAN



Laredo Transit Management, Inc.

APRIL 2020

Revised: June 9, 2020  
By: Adrian Chavera

# Table of Contents

<b>I.</b>	<b>INTRODUCTION</b> .....	3
<b>II.</b>	<b>DECISION-MAKING</b> .....	3
<b>III.</b>	<b>PREVENTION AND EDUCATION</b> .....	3
A.	Crisis Communication .....	3
B.	Sanitization.....	3
C.	Office.....	4
<b>IV.</b>	<b>SERVICE DURING A PANDEMIC</b> .....	4
A.	Service Reduction.....	4
B.	Service Shutdown .....	5
C.	Operations Shutdown .....	5
D.	Service Restoration .....	5
E.	Workforce .....	5
1.	Notification of Symptoms or Possible Infection/Exposure .....	5
2.	Quarantine .....	5
3.	Staffing Level.....	5
<b>V.</b>	<b>STAFFING LEVEL CHART</b> .....	6
<b>VI.</b>	<b>ALERT STATUS DESCRIPTIONS</b> .....	7
A.	Alert Status 1.....	7
B.	Alert Status 2.....	7
C.	Alert Status 3.....	7
<b>VII.</b>	<b>CENTER FOR DISEASE CONTROL RECOMMENDATIONS</b> .....	8
<b>VIII.</b>	<b>TEMPERATURE CHECKS FOR LTMI EMPLOYEES, CONTRACT EMPLOYEES, TEMPORARY EMPLOYEES AND INTERNS.</b> .....	8
<b>IX.</b>	<b>ADDITIONAL GUIDANCE</b> .....	9
<b>X.</b>	<b>WHEN TO SEEK EMERGENCY MEDICAL ATTENTION</b> .....	10
<b>XI.</b>	<b>ATTACHMENTS</b> .....	11

## **I. INTRODUCTION**

The purpose of this plan is to ensure organization and structure during events that disrupt service for *LTMI* employees.

A pandemic is an outbreak of disease that spreads across a large region or worldwide that affects a high proportion of the population.

## **II. DECISION-MAKING**

Limiting service and/or ceasing service will be at the discretion of the El Metro General Manager, the City of Laredo City Council and City Manager's Office. Decision-making will be based on information gathered from the City of Laredo Health Department, Center of Disease Control (CDC), World Health Organization (WHO), the American Public Transportation Association (APTA) and federal, state and local guidance and information.

## **III. PREVENTION AND EDUCATION**

### **A. Crisis Communication**

*LTMI* will develop and deliver a formal awareness program that includes training for employees to disseminate facts and to address concerns. Continue to update *LTMI* employees with status reports of the virus condition, using all appropriate means of distribution, likely email, dispatch and/or conference calls. *LTMI* management will utilize factual information from credited sites to ensure that all information is relevant, positive and appropriate.

Information to the public will be transmitted through the El Metro App and El Metro Transit website, social media, local news sources, El Metro Customer Service Department, El Metro Public Information Officer and through flyers on buses. The El Metro Customer Service Agents will be prepared to communicate all information about service, restrictions, preventive measures and expectations.

### **B. Sanitization**

*LTMI* will conduct enhanced cleanings of all service vehicles with emphasis towards hand-contact surfaces.

*LTMI* will have sanitary wash stations located at the Transit Center and 401 Scott Street Operations Building to ensure employees can safeguard themselves. In addition, Service personnel will be at the Transit Center sanitizing frequently touched surfaces on buses in between trips. Our Transit Center is sanitized 5 times a day, cleaners do a thorough cleaning of all frequently touched surfaces and thorough cleaning of all restrooms.

*LTMI* has adopted preventive practices from the American Public Transportation Authority (APTA) Guide for Public Transportation Pandemic Planning and Response (NCHRP, 2013) regarding personal protective equipment (PPE), hand hygiene, environmental hygiene:

1. El Metro Requires All Employees to comply and to Enforce Federal, State of Texas, and City of Laredo Orders issued for control and prevention of COVID-19 or other potentially dangerous bacterial/viral diseases considered a pandemic. In reference to nose and mouth covers, LTMI (El Metro) prohibits the use of covers that could be perceived as offensive, intimidating, derogatory or that portray a message which would be perceived as discrimination against protected classes stated in the Civil Rights Act of 1964.
2. Additionally, all masks and covers must allow for full field of vision and must not obstruct vision in any way. This will allow for the Safe Mobility of the employee, and Safe Operation of LTMI vehicles, tools, equipment, and allow safe completion of all duties and tasks of the employee.
3. *LTMI* employees are required to use a mouth and nose cover.
4. *LTMI* Management has required operators to wash hands as frequently as possible and utilize hand sanitizer when soap and water are not readily available.
5. *LTMI* Vehicle Operators have been encouraged to wear gloves when necessary.
6. Vehicles are sprayed with an EPA certified disinfectant several times a day (and end-of-day), paying close attention to handrails, armrests and seat backs.

#### C. Office

All office staff are required to keep their workspace in a clean and efficient manner. At the end of the day all office staff must clear their work area and sanitize with disinfectant spray. If staff are working with the public, they are encouraged to wear a mouth and nose cover and protective gloves

All equipment and touch surfaces must be disinfected daily to include phones, keyboards, copiers and door handles.

## IV. SERVICE DURING A PANDEMIC

In the event of a large-scale pandemic, *LTMI* may need to, or be required to, reduce service to comply with public health department recommendations and directives or due to other variables that may hinder the ability to effectively operate transit service. *LTMI* has identified essential functions, those primary and supporting services that the organization must continue even in the event of an emergency.

*LTMI* has identified tasks related to developing service reduction, system shutdown and system restorations plans. Service reduction planning shall identify indicators that will be monitored with regard to ridership and employee availability and include strategies for in service reduction.

#### A. Service Reduction

The following indicators will be monitored by Operations as potential service reduction triggers:

1. Ridership
2. Employee Attendance

### 3. Asset Availability

Service levels will be adjusted as necessary with the following anticipated progressions:

1. Shorten Hours of Operation
2. Run Limited Services
3. Limit Trips to Purposes Related to Medical Appointments, Access to Food, and Work
4. Shut Down System

#### B. Service Shutdown

Given the need to stop service completely, the primary objective will be to execute an orderly, safe closure of service, which preserves *LTMI* assets in a condition that will facilitate later service restoration.

#### C. Operations Shutdown

1. All revenue vehicles will be appropriately positioned in the yard at close of operations for the night.
2. Notifications will be provided to the other transit providers in the area (i.e. El Aguila).

#### D. Service Restoration

In anticipation of service restoration, the following actions will be performed:

1. Conduct complete system inspection before start-up. This will include facility, fleet, and communications systems.
2. Inspect office and vehicles, including power and operational checks of all equipment and supplies.
3. Complete any repairs or maintenance identified during the start-up inspections.
4. Inspect revenue vehicle fleet.

Service will commence after the aforementioned actions have been accomplished, and contingent upon approval by the El Metro General Manager.

#### E. Workforce

##### 1. Notification of Symptoms or Possible Infection/Exposure

If an employee believes he or she has symptoms, possible infection, or may have been exposed he or she is required to notify their immediate supervisor and follow recommended Local Health Department Guidelines and *LTMI* Sick Leave Policies.

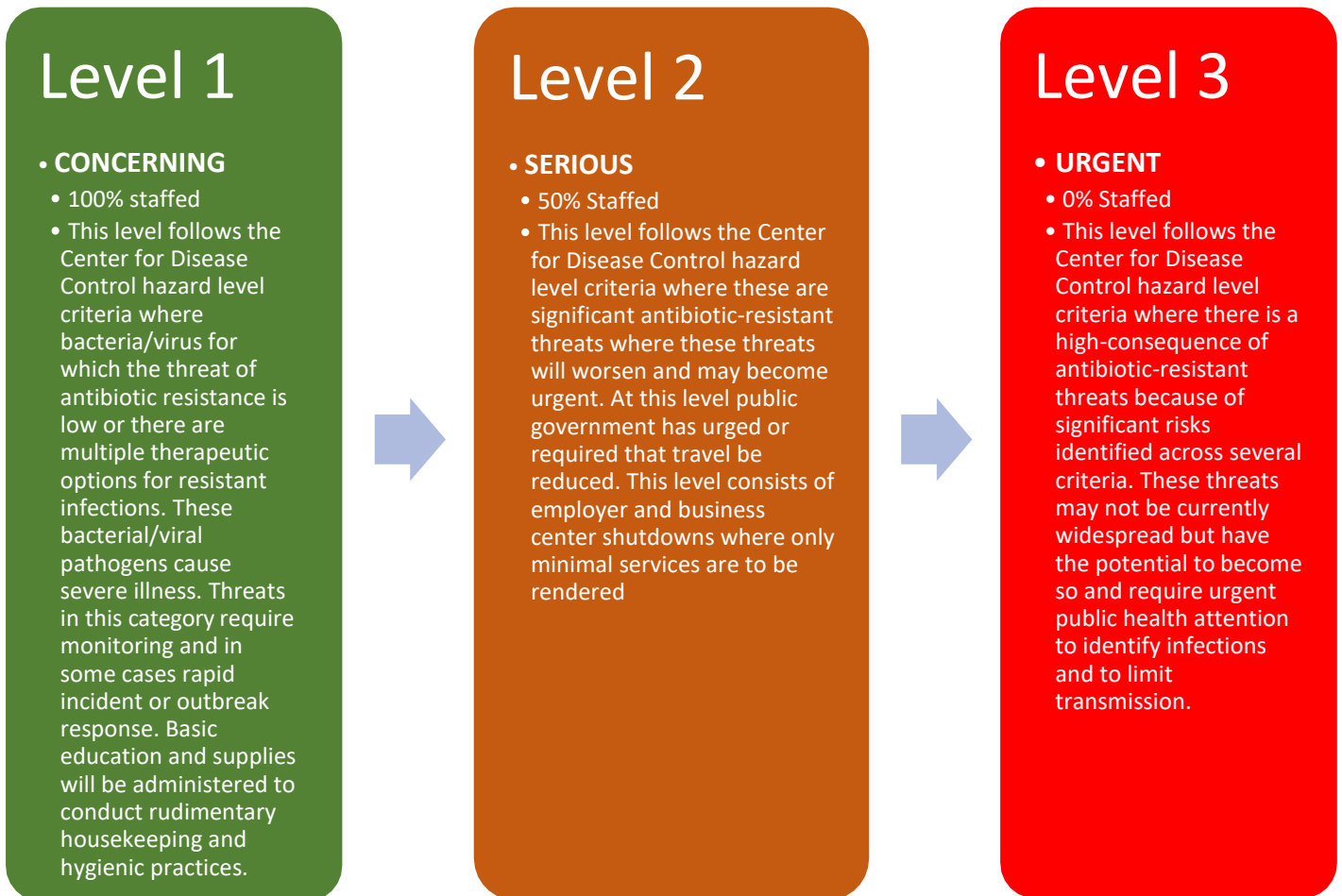
##### 2. Quarantine

If an employee believes he or she has symptoms, possible infection, or may have been exposed he or she is required to notify their immediate supervisor and follow recommended Local Health Department Guidelines for self-quarantine in order to limit the spread of the disease. It is *LTMI* Policy that after an employee that tests positive for COVID-19, he/she must provide proof of a negative COVID-19 result to *LTMI* before returning to work.

##### 3. Staffing Level

During confirmed pandemics by the Center for Disease Control and with the help of local public health departments, *LTMI* may implement the following staffing and service levels reductions.

## V. STAFFING LEVEL CHART



## VI. ALERT STATUS DESCRIPTIONS

### A. Alert Status 1

(Actively Monitoring - No reported cases in service areas)

1. More frequently clean common areas including door hardware, bus seats, etc.
2. Communicate online the precautions to avoid spreading COVID-19 or other bacterial/viral diseases.
3. Continue to monitor attendance and communicate with local health officials
4. Communicate to staff to stay home if sick
5. Review Pandemic Plans
6. Begin bi-weekly departmental briefings for communication updates

### B. Alert Status 2

(Cases in service areas)

1. Continue to monitor attendance and communicate with local health officials
2. Ramp up cleaning efforts to expand cleaning to less frequently used areas in addition to common areas
3. Potentially limit all unnecessary travel
4. Potentially limit large gatherings to only essential events or consider postponing essential events
5. Potentially limit/restrict outside visitors and guests
6. Potentially restrict outside food deliveries to facilities
7. Communicate to staff to stay home if sick
8. Develop contingency plans

### C. Alert Status 3

(Confirmed cases amongst service areas and/or *LTMI* employees)

1. Potentially close buildings
2. Potentially cancel all business-related staff travel
3. Potentially cancel all events
4. Potentially close office in consultation with the local health officials
5. Communicate to residents the extent of closures, length, and work accommodations
6. In the event of facility closures, communicate to staff which staff members are to report to duty to maintain services
7. Perform a deep clean of all areas

## **VII. CENTER FOR DISEASE CONTROL RECOMMENDATIONS**

- A. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick, too.
- B. Stay home when you are sick. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- C. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- D. Cleaning your hands by washing them often or using hand sanitizer will help protect you from germs.
- E. Avoid touching your eyes, nose, or mouth. Germs often spread when a person touches something contaminated with germs and then touches his or her eyes, nose, or mouth.
- F. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- G. Contact your family doctor if you have coronavirus-like symptoms and you have any questions.

## **VIII. TEMPERATURE CHECKS FOR LTMI EMPLOYEES, CONTRACT EMPLOYEES, TEMPORARY EMPLOYEES AND INTERNS.**

- A. Our goal remains to keep El Metro and El Lift Safe, and COVID-19 Free.

During a pandemic, all employees, contract employees, temporary employees and interns reporting to work will be subject to a touch-free temperature check. Following CDC recommendations, we will not allow symptomatic people to physically return to work until cleared by a medical provider. Individuals presenting a temperature above threshold are urged to seek medical consultation immediately. Below please find CDC related information.

The President of the United States of America has unveiled Guidelines for Opening up America Again, a three-phased approach based on the advice of public health experts.

These steps will help state and local officials when reopening their economies, getting people back to work, and continuing to protect American lives.

- B. Employers

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

1. Social distancing and protective equipment
2. Temperature checks
3. Sanitation
4. Use and disinfection of common and high-traffic areas
5. Business travel



C. Individuals

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with:

1. Using some type of face covering.
2. Continue to practice good hygiene.
3. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
4. Avoid touching your face.
5. Sneeze or cough into a tissue, or the inside of your elbow.
6. Disinfect frequently used items and surfaces as much as possible.
7. Strongly consider using face coverings while in public, and particularly when using mass transit.

## **IX. ADDITIONAL GUIDANCE**

**Operations: Share information with Supervisors; conference with them to make sure we are clear on the do's and don'ts.**

Transit Schedule by Week OF THE MONTH.

Weekend to be tested by Transit Center Supervisor.

**Week 1 - Transit Advertising Specialist**

**Week 2 - Administrative Assistant II (Transit Center)**

**Week 3 - Transit Advertising Specialist**

**Week 4 - Administrative Assistant II (Transit Center)**

**Week 5 (same as one) - Transit Advertising Specialist**

AGM of Operations & Administration / Maintenance Asset Officer / Administrative Assistant II here at TC – see need to provide as much privacy as possible.

- A. Consider conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening) of employees before they enter the facility, in accordance with state and local public health authorities and, if available, your occupational health services:
1. If implementing in-person health checks, conduct them safely and respectfully. Employers may use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener. However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
    - a. See the “Should we be screening employees for COVID-19 symptoms?” section of [General Business Frequently Asked Questions](#) as a guide.
  2. Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
  3. Follow guidance from HIPAA regarding confidentiality of medical records from health checks. PAYROLL AND BENEFITS COORDINATOR IS TO SAFELY FILE AND KEEP ALL LOGS.

4. To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of each individual's medical status and history.
5. Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
6. Please make sure all employees on duty are screened.
7. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - a) Cough
  - b) Shortness of breath or difficulty breathing
  - c) Fever
  - d) Chills
  - e) Muscle pain
  - f) Sore throat
  - g) New loss of taste or smell
  - h) This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. See link below for further CDC information:
    - [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)

## **X. WHEN TO SEEK EMERGENCY MEDICAL ATTENTION**

- A. Signs and symptoms of having COVID-19 include but are not limited to:
  1. Fever over 100 as it might be representative of ONE of the CDC identified COVID-19 symptoms (see partial list of symptoms CDC list below):
  2. Trouble breathing.
  3. Persistent pain or pressure in the chest.
  4. New confusion.
  5. Inability to wake or stay awake.
  6. Bluish lips or face.
  7. Please call your medical provider for any other symptoms that are severe or concerning to you.
  8. **Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## **XI. ATTACHMENTS**

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The Life Is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

For more information: [dshs.texas.gov/coronavirus](https://dshs.texas.gov/coronavirus)

This page intentionally left blank.

# Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

## INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

## ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



This page intentionally left blank.



# Implementar prácticas de seguridad para trabajadores de infraestructuras críticas que pueden haber estado expuestos a una persona con COVID-19 presunto o confirmado

## Guía provisional

Para garantizar la continuidad de las operaciones de funciones esenciales, los CDC indican que los trabajadores de infraestructura crítica podrían estar autorizados a seguir trabajando ante una exposición potencial al COVID-19, siempre y cuando se mantengan asintomáticos y se implementen precauciones adicionales para protegerlos y proteger a la comunidad.

Exposición potencial significa ser un contacto del hogar o tener contacto cercano (a una distancia de hasta 6 pies) con un caso de COVID-19 presunto o confirmado. El período para tener contacto con una persona incluye un lapso de 48 horas previas a la aparición de los síntomas.

Los trabajadores de infraestructura crítica que han estado expuestos pero permanecen asintomáticos deberían poner en práctica antes y durante los turnos de trabajo lo siguiente:

- **Evaluación previa:** los empleadores deberían controlar la temperatura y evaluar los síntomas de los empleados antes de que comiencen a trabajar. Lo ideal sería controlar la temperatura antes de que la persona ingrese al establecimiento.
- **Monitoreo regular:** mientras los empleados no tengan fiebre ni otros síntomas, deberían controlarse ellos mismos bajo la supervisión del programa de salud ocupacional del empleador.
- **Uso de mascarilla:** el empleado debería usar una mascarilla en todo momento en el lugar de trabajo por 14 días después de la última exposición. Los empleadores pueden proporcionarles las mascarillas o pueden autorizar el uso de las cubiertas de tela para la cara de los empleados en caso de escasez de suministros.
- **Distancia social:** el empleado debería mantener una distancia de 6 pies e implementar el distanciamiento social, siempre y cuando las tareas que se realizan en el lugar de trabajo lo permitan.
- **Limpieza y desinfección de las áreas de trabajo:** limpie y desinfecte regularmente todas las áreas como oficinas, baños, áreas comunes, y equipos electrónicos de uso compartido.

Si el empleado se enferma durante el día, deberían enviarlo a su casa de inmediato. Las superficies en su sector de trabajo deberían limpiarse y desinfectarse. Debería recopilarse información sobre las personas que estuvieron en contacto con el empleado enfermo durante el tiempo que presentó síntomas y 2 días previos a la aparición de los síntomas. Deberían

## GUÍA INTERINA

*Esta guía interina corresponde a los trabajadores de infraestructura crítica, incluido el personal en 16 sectores de trabajo diferentes, tales como:*

- Seguridad pública local, estatal y federal
- Empleados del centro de llamadas al 911
- Empleados del centro de fusión
- Personal de respuesta de materiales peligrosos del gobierno y el sector privado
- Personal de conserjería y demás personal de custodia
- Trabajadores, incluidos los proveedores contratados, en el sector de alimentos y agricultura, manufactura crítica, informática, transporte, energía y establecimientos gubernamentales

## OTRAS CONSIDERACIONES

- Los empleados no deberían compartir auriculares u otros objetos que están cerca de la boca o la nariz.
- Los empleadores deberían aumentar la frecuencia con que se limpian las superficies que se tocan comúnmente.
- Los empleados y empleadores deberían considerar hacer una prueba piloto del uso de mascarillas para asegurarse de que no afecte con las tareas asignadas.
- Los empleadores deberían coordinar con el personal de mantenimiento del establecimiento para ventilar con mayor frecuencia los lugares de trabajo.

considerarse expuestas a las demás personas en el establecimiento que tuvieron contacto cercano a una distancia de hasta 6 pies del empleado durante ese tiempo.

Los empleadores deberían implementar las recomendaciones que figuran en la [Guía interina para empresas y empleadores sobre planificación y respuesta a la enfermedad del coronavirus 2019](#) para ayudar a prevenir y desacelerar la propagación del COVID-19 en el lugar de trabajo. Encuentre más información acerca de cómo identificar una infraestructura crítica durante el COVID-19 en el sitio web de la CISA del DHS [↗](#) o en la página de la Guía específica de los CDC para el personal de respuesta a emergencias.

- Los empleados deberían mantener distancia cuando toman un descanso todos juntos. Es necesario tomar descansos escalonados, evitar congregaciones en el área de descanso y no compartir comidas ni utensilios.

## Trabajadores imprescindibles que han estado expuestos al COVID-19

Versión para imprimir [🖨](#)

### Medidas para los trabajadores

Sí	No
Tomarse la temperatura antes del trabajo.	Quedarse en el trabajo si se enferma.
Usar mascarilla en todo momento.	Compartir audífonos u objetos que usa cerca de la cara.
Mantener el distanciamiento social en el lugar de trabajo si sus tareas lo permiten.	Reunirse en grupos grandes en la sala de descanso u otros lugares muy concurridos.

### Medidas para los empleadores

Sí
Tomar la temperatura de los empleados y evaluarlos para detectar síntomas antes de que empiecen a trabajar.
Si un empleado se enferma durante el día, enviarlo a su casa de inmediato.
Probar el uso de mascarillas para garantizar que no interfieran con el trabajo.
Aumentar la circulación de aire en el edificio.
Aumentar la frecuencia con la que se limpian las superficies de contacto frecuente.

## IF YOU ARE AN **ESSENTIAL CRITICAL WORKER** WHO HAS BEEN EXPOSED TO COVID-19

### **DO**

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the workplace as work duties permit.

### **DON'T**

- Stay at work if you become sick.
- Share headsets or objects used near face.
- Congregate in the break room or other crowded places.



**Date: April 2, 2020**

**To: All EL Metro / LTMI Employees and Visitors**

**Subject: El Metro COVID-19 PPE Policy**

**By order of the City Council, effective April 4, 2020, all persons over the age of five (5) are required to wear some form of covering over their nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when entering: into or inside of any building open to the public; when using public transportation, taxis, or ride shares; or when pumping gas.**

**CITY OF LAREDO AMENDED EMERGENCY ORDINANCE INSTITUTING EMERGENCY MEASURES DUE TO THE COVID-19 PUBLIC HEALTH EMERGENCY**

**[https://www.cityoflaredo.com/assets/03-31-20\\_Amended\\_Emergency\\_Ordinance\\_.pdf](https://www.cityoflaredo.com/assets/03-31-20_Amended_Emergency_Ordinance_.pdf)**

### **El Metro COVID-19 PPE Policy**

**In order to comply with City Orders, this Policy takes Effect on 4/02/2020.**

“El Metro Requires All Employees to comply and to Enforce Federal, State of Texas, and City of Laredo Orders issued for control and prevention of COVID-19. In reference to nose and mouth covers, LTIM (El Metro) prohibits the use of covers that could be perceived as offensive, intimidating, derogatory or that portray a message which would be perceived as discrimination against protected classes stated in the Civil Rights Act of 1964.

Additionally, all masks and covers must allow for full field of vision and must not obstruct vision in any way. This will allow for the Safe Mobility of the employee, and Safe Operation of LTMI vehicles, tools, equipment, and allow safe completion of all duties and tasks of the employee.”

Claudia San Miguel, El Metro / LTMI General Manager

C.C. Frank Perkins & Joel Escobedo, Teamsters Local 657

Posted at Each Time Clock, Emailed to all Employees, and Hand Deliver to Stewards.

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

**Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.

**Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.

**Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.

**Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

**Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

## Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Cough

Shortness of breath or difficulty breathing

Fever

Chills

Muscle pain

Sore throat

New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

### Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

**Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility. **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program. **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages. **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace. **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

**Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.**

#### **INTERIM GUIDANCE**

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

Federal, state, & local law enforcement

911 call center employees

Fusion Center employees

Hazardous material responders from government and the private sector

Janitorial staff and other custodial staff

Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

#### **ADDITIONAL CONSIDERATIONS**

Employees should not share headsets or other objects that are near mouth or nose.

Employers should increase the frequency of cleaning commonly touched surfaces.

Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.

Employers should work with facility maintenance staff to increase air exchanges in room.

Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't

