



## Contractor Policy on Preventing and Addressing COVID-19

POL-SE-0006 SECURITY & EMERGENCY MANAGEMENT

### Definitions:

**Booster:** An additional dose of a COVID-19 vaccine needed to 'boost' the immune system.

**Community Transit Property:** Community Transit owned, controlled and leased premises, or properties in which employees or contractors represent Community Transit.

**CDC COVID-19 Community Level:** CDC looks at the combination of three metrics — new COVID-19 admissions per 100,000 population in the past 7 days, the percent of staffed inpatient beds occupied by COVID-19 patients, and total new COVID-19 cases per 100,000 population in the past 7 days — to determine the COVID-19 community level. New COVID-19 admissions and the percent of staffed inpatient beds occupied represent the current potential for strain on the health system. Data on new cases acts as an early warning indicator of potential increases in health system strain in the event of a COVID-19 surge.

Using these data, the COVID-19 community level is classified as low, medium, or high.

COVID-19 Community Levels – Use the Highest Level that Applies to Your Community				
New COVID-19 Cases Per 100,000 people in the past 7 days	Indicators	Low	Medium	High
Fewer than 200	New COVID-19 admissions per 100,000 population (7-day total)	<10.0	10.0-19.9	≥20.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	<10.0%	10.0-14.9%	≥15.0%
200 or more	New COVID-19 admissions per 100,000 population (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

The COVID-19 community level is determined by the higher of the new admissions and inpatient beds metrics, based on the current level of new cases per 100,000 population in the past 7 days

**Contractor:** Contractor includes any entity who provides goods, services, or public works services pursuant to a contract with Community Transit. The term includes subcontractors and employees of such Contractor/Subcontractors.



**COVID-19:** COVID-19 is caused by a coronavirus called SARS-CoV-2 as defined by the World Health Organization (WHO).

**Excluded:** A civil process where the Manager of Security & Emergency Management, their designee, or Transit Police identify and prohibit someone from being on Community Transit property.

**Face Covering or Face Masks:** Face coverings and face masks must completely cover the nose and mouth.

**Face coverings and face masks must meet these guidelines:**

- Cloth masks should be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source).
- Masks or face coverings should be secured with ties, ear loops, or elastic bands that go behind the head.
- If gaiters are worn, they must have two layers of fabric or be folded to make two layers.
- Masks should fit snugly but comfortably against the side of the face.
- Masks should be a solid piece of material without slits, exhalation valves, or other holes.

**Fully Vaccinated:** A person is fully vaccinated against COVID-19 two weeks after they received the second dose in a two-dose series of COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson (J&J/Janssen)) authorized for emergency use, licensed, or otherwise approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.

This policy applies to all Contractors & Vendors on Community Transit Property:

This policy may change as federal, state, and local regulations and public health guidance regarding COVID-19 changes.

**Section 1: Vendors & Contractors Required to Comply with COVID-19 Regulations**

**1.1 Violations of COVID-19 Regulations and Policies Prohibited**

Anyone doing business with, or conducting business on behalf of Community Transit, agrees to follow this policy and will not commit any violations of this policy while on Community Transit property. This includes Contractors and Sub-Contractors on Community Transit property.

**1.2 Government Proclamation Compliance Required**

Anyone doing business with, or conducting business on behalf of Community Transit, is required and agrees to comply with all County, City & Town Proclamations for COVID-19, as outlined in RCW 38.52.070



### 1.3 Health Officer Orders Compliance Required

Anyone doing business with, or conducting business on behalf of Community Transit, is required and agrees to comply with all Snohomish County Health District (SnoHD) and Public Health Seattle / King Counties' Local Health Officers Orders for COVID-19, as outlined in RCW 70.05.070.

### 1.4 Washington State Governor Proclamation Compliance Required

Anyone doing business with, or conducting business on behalf of Community Transit, is required and agrees to comply with all Washington State Governor Proclamations for COVID-19, as outlined in RCW 43.06.220

## **Section 1: Vendors & Contractors Required Comply with COVID-19 Community Transit Policies**

### 1.5 Mandatory Health Screenings

Contractors are required to participate in exposure, and temperature for those properties equipped with temperature check machines, self-checks each day upon arrival at work at a Community Transit property, and if they answer yes to any of the following questions, they are required to leave immediately:

- Have you tested positive for COVID-19 test in the past five days?
- Have you had your employer, public health or medical professional tell you to isolate or quarantine because of concerns about COVID-19 infection or exposure to close contact?
- Do you have any COVID-19 symptoms that cannot be associated with another medical condition?

### 1.6 Contractors with COVID-19 Symptoms Prohibited from Company Property

Contractors are prohibited from coming to Community Transit property, or being on Community Transit property, whenever they are exhibiting COVID-19 symptoms. This applies even if you only have one symptom or mild symptoms that cannot be associated with another health condition you have. If a Contractor develops COVID-19 symptoms while on Community Transit property, they are required to leave immediately and follow their companies' procedures. COVID-19 symptoms include:

- A new fever (100.4°F or higher), or a sense of having a fever
- A new cough that you cannot attribute to another health condition
- New shortness of breath that you cannot attribute to another health condition
- A new sore throat that you cannot attribute to another health condition
- New muscle aches (myalgia) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)
- New loss of taste or smell
- Fatigue that you cannot attribute to another health condition
- Congestion or runny nose that cannot be attributed to another health condition
- Nausea or vomiting
- Diarrhea
- Other COVID-19 symptoms identified by public health officers

### 1.7 Symptom Isolation

Contractors with COVID-19 symptoms that cannot be attributed to another health condition are required to isolate and remain off Community Transit property until 10 days from the start of their illness, unless they receive a negative COVID-19 test result.



## 1.8 Face Covering Required at Community Transit Property

Community Transit's mask policies are based on state Labor & Industry (L&I) regulations, Transportation Security Administration regulations, public health guidance and local conditions.

- **General Face Mask Policies**
  - Following the metrics provided within the CDC Community Levels for COVID-19 in Snohomish County, Community Transit shall use the following policies for implementing mask requirements for contractors so long as the requirements are not lesser than those set forth by L&I, public health, and/or the TSA.
  - Temporary mitigation measures may be implemented regardless of COVID-19 Community Level for contractors should Community Transit case counts, local case counts and trends, as well as other public health metrics warrant additional mask requirements.
  - Contractors can wear a mask at all times based on personal preference, informed by personal level of risk, and are protected from harassment or discrimination.
- **COVID-19 Community Level:**
  - Low:** Face masks are optional. It is recommended contractors follow [current public health guidance](#).
  - Medium:** Face masks are optional. It is recommended contractors follow [current public health guidance](#). However, face masks may be required in certain situations as implemented through a Temporary Mitigation Measure.
  - High:** Face masks are required for all contractors.
- **Requirements to wear a face mask regardless of COVID-19 Community Level (see exceptions below)**
  - Unvaccinated Contractors: Unvaccinated individuals that are exempt from the vaccination policy outlined in 1.10 are required to properly wear a face covering whenever they are on Community Transit property, regardless of social distancing being maintained.
  - Contractors working inside a building that does not have a fully operational and running HVAC system, are required to always wear face coverings regardless of vaccination status and social distancing.
- **Exceptions to wearing a face covering or mask for all employees including those outlined above.**
  - For brief periods while actively eating, drinking, or taking medication
  - While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication.
  - If unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance.
  - When necessary to temporarily remove the mask to verify one's identity such as when asked to do so by any law enforcement official.
  - A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.)
    - Employees seeking reasonable accommodation because of a disability must contact Employee Engagement.
  - Persons who are experiencing difficulty breathing or shortness of breath or are feeling winded may remove the mask temporarily until able to resume normal breathing with the mask.
  - Persons who are vomiting should remove the mask until vomiting ceases.
  - Persons with acute illness may remove the mask if it interferes with necessary medical care such as supplemental oxygen administered via an oxygen mask.



### **1.9 Notification of COVID-19 Positive Cases at Community Transit Property**

Any Contractor doing business on Community Transit Property agrees to notify Community Transit in the event one of their employees, or sub-contractors, tests positive for COVID-19 within 14 days of being on Community Transit property shall immediately notify their Community Transit representative. Community Transit representative personnel immediately notify Security & Emergency Management.

### **1.10 Vaccination Status on Community Transit Property**

Effective February 15, 2022, Community Transit requires all Contractors on property that is owned, controlled, leased, or operated by Community Transit to be fully vaccinated against COVID-19 unless otherwise exempt in this policy.

Contractors are strongly recommended to follow public health guidance on COVID-19 boosters, but it is not explicitly required.

The following Contractors, including subcontractors and employees of such Contractor/Subcontractors, are exempt from the above vaccine requirement, but must meet all COVID-19 vaccination and testing requirements issued by the United States Department of Labor's Occupational Safety and Health Administration's (OSHA) and/or Washington State Labor & Industry (L&I) to protect employees from COVID-19, or as subsequently amended:

- Revenue Services Contract Providers & Services (e.g., Transdev & First Transit)
- Services provided through the Snohomish County Sheriff's Office Interlocal Agreement or other similar law enforcement services
- Delivery Drivers (e.g., UPS, Fed-Ex, Fuel Delivery, Amazon, Tool Delivery Trucks and similar vendors)
- Contractors used by Planning during the Construction Phase of a project.

## **Section 2: Vendors & Contractors Subject to Certain Actions for Non-Compliance**

### **2.3 Individuals Are Subject to Certain Action if They Do Not Comply**

Vendors and contractors who fail to comply with this policy are subject to exclusion from all Community Transit property and services. Vendors and contractors who fail to comply with this policy may also be subject to termination of services provided to Community Transit or other penalties as outlined in terms of their contract with Community Transit.

## **Section 3: Reporting Violations of COVID-19 Policy**

Contractors may report violations of this policy, or other COVID-19 related policies, to their company or Community Transit's Security & Emergency Management Program.

## **Section 4: Manager of Safety, Security & Compliance Responsibilities & Authority:**

The Manager of Safety, Security & Compliance, or designee, has the responsibility and authority to manage and implement the elements of this policy, including:

- Developing and/or implementing agency-wide programs, plans, procedures, training, and tasks for the implementation of this policy.



# Statement of Policy

- Manage the agency-wide COVID-19 Prevention & Response Program, unless the Emergency Operations Plan (EOP) is activated, and the Incident Command System (ICS) is being utilized.
- Acts as an authorized agent of Community Transit for the purposes of notifying a vendor or contractor to vacate Community Transit property or be subject to exclusion and/or criminal trespass for violation of this policy, or other company policies, rules or applicable laws.

<p>Approved by: <u>Ric Ilgenfritz</u></p> <p>Ric Ilgenfritz Chief Executive Officer</p>	<p>Written by:</p> <p>Don Burr Manager of Safety, Security &amp; Compliance</p> <p>Jacob Peltier Manager of Security &amp; Emergency Management</p>
<p>Cancels or supersedes: POL-SE-00006 Contractor Policy on Preventing and Addressing COVID-19 – Adopted 1-20-2022</p>	
<p>Last reviewed: [For Use By Policy Committee Team Only]</p>	