

## Coronavirus 2019 (COVID-19) Best Practice Protocols at Work

1. Employer should develop an Infectious Disease Preparedness and Response Plan, in collaboration with collective bargaining partners, in order to protect workers from potential sources of COVID-19 infection.
  - a. Plan should include:
    - i. Modified work practices
      1. Maintain distance between workers.
        - a. Limit face-to-face meetings; consider digital and phone-based communication as the primary mode of contact.
        - b. As much as possible, limit tasks requiring multiple employees to work closely together.
        - c. As much as possible, limit crowding in confined areas, such as vehicles.
        - d. As much as possible, stagger work shifts and lunch and break times to promote social distancing (both, among staff, and also between staff and other commuters while traveling to/from work).
      2. Maintain distance between workers and clients.
        - a. As much as possible, limit interaction between workers and clients at job sites.
          - i. Consider modifying shift schedule to visit client sites during “off hours” or low staff hours.
          - ii. Consider digital and phone-based communication as the primary mode of contact.
      3. Limit sharing equipment and/or tools.
      4. Allow workers additional time for handwashing and sanitizing between tasks.
    - ii. Personal Protective Equipment (PPE)
      1. It is the employer’s responsibility to assess the need for and provide the appropriate PPE to protect the workers from infection.
        - a. At a minimum, the PPE to mitigate the infection of COVID-19 should include:
          - i. Respiratory protection
            1. Cotton fabric masks that are 2-3 layers are acceptable.
          - ii. Eye protection
          - iii. Gloves
      2. As of April 17, 2020, all people in NYS **must** wear face coverings when in public.
    - iii. Handwashing locations
      1. Ensure that workers have adequate access to bathrooms or other handwashing facilities at employer sites.
      2. Employers should negotiate bathroom access for workers at client premises.
    - iv. Hand sanitizer
      1. In situations where handwashing is not feasible (such as when en route to client facility), employers should provide workers with hand sanitizer that contains at least 60% alcohol.
    - v. Workplace sanitization

## Coronavirus 2019 (COVID-19) Information for Teamsters

1. Employers should engage cleaning and housekeeping services to sanitize employer workplaces.
  - a. Cleaning protocol and name of disinfecting agents should be provided to collective bargaining partners.
2. Employers should ensure that client facilities where employees will be visiting or working are also following adequate cleaning protocol.
  - a. Client premises cleaning protocol should be shared with collective bargaining partners, including name of cleaning agents.
- vi. Worker training
  1. Employer should train employees on the following:
    - a. modified work practices,
    - b. location of handwashing stations,
    - c. location of sanitization equipment,
    - d. personal protective equipment (use and disposal of),
- vii. Sick leave policy
  1. Employer sick leave policy should encourage sick employees to stay home until fully recovered.
  2. Employer policy should also take into consideration that workers may be needed to care for sick family members or children who are home due to school quarantine orders.
- viii. Develop procedures for identification of and isolation of sick workers, in collaboration with collective bargaining partners.
  1. Infectious or potentially infectious employees should be asked to leave the worksite, take sick leave, and follow self-quarantine procedures.
  2. All workers in direct contact with the affected worker should be immediately informed of potential contact with an infected person (without revealing the identity of the infected person) and asked to self-quarantine for 14 days.
  3. All affected worksite locations should be closed for deep cleaning.