

RTD Denver

# Pandemic Recovery Phase Matrix

COVID -19

Pandemic Recovery Response Matrix

Phase (Start)	Decision Criteria	Employees	Facilities	Passengers	Service Level	Social Distancing (SD) & Gatherings	Employee PPE Required
Phase 1 May If Criteria Met	<p>At least 14 consecutive days of decreasing COVID Like symptom cases in the region.</p> <p>At least 14 consecutive days of decreasing documented cases in the region. or At least 14 consecutive days of decreasing positive tests as a percentage of total tests (with increased number of tests) in the region.</p> <p>RTD should consider internal case tracking in decision criteria.</p>	<p>High risk individuals and sick people stay home.</p> <p>Continue to telework at AGM discretion.</p> <p>Supervisor to submit Employee Illness Evaluation for all employees returning to work. (Attachments)</p> <p>Phased return to work may begin. Less than 50% of administrative workforce. (see PPE required)</p> <p>Minimize social interactions.</p> <p>Essential local travel only.</p> <p>No business travel.</p> <p>Leave policy continues. (see Attachments)</p>	<p>Frequent disinfection of workspaces.</p> <p>Continued disinfection of common and high traffic areas.</p> <p>Keep large gathering areas closed.</p> <p>Visitor Policy stays in effect. (Attachments)</p> <p>Maintain DUS/Facility SD policies.</p>	<p>Encourage mask usage.</p> <p>Maintain Social Distancing</p> <p>Rear door boarding with reduced service.</p>	<p>Maintain current COVID Service level.</p> <p>Monitor Ridership and Routes.</p> <p>Monitor vehicle SD limits.</p> <p>Additional vehicles on high ridership trips for SD.</p>	<p>No close proximity without PPE.</p> <p>6 foot spacing at all times.</p> <p>No more than 10 with strict SD.</p> <p>Virtual Meetings to the extent possible.</p>	<p>Wear a Face Covering in public if SD not practicable.</p> <p>Wear a Respirator or Face Covering according to RTD Policy.</p> <p>Nitrile Gloves are available.</p> <p>Wash hands frequently.</p> <p>Use Hand Sanitizer.</p> <p>Disinfectant wipes/spray for frequently touched surfaces.</p>

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	Robust testing in place.  Timely and effective contact tracing by public health agencies.						
Phase 2  June  If Criteria Met	No evidence of a Relapse.  Satisfies Phase I Criteria again.  Consider internal RTD case tracking in decision criteria.  Testing availability for everyone with symptoms.  Timely and effective contact tracing by public health agencies.	High risk individuals and sick people stay home.  Continue to telework at AGM discretion.  Supervisor submit Employee Illness form for all employees returning to work. (In Attachments)  Supervisor submit Pre and Post Travel Forms for all employees that travel. (in Attachments)  Phased return to work. Minimize # of people present and maintain SD. Alternating days Days or Shifts. (see Employee PPE req.)	Continued disinfection of work areas and Common and high traffic areas.  Partially open large gathering areas but ensure SD.  Begin relaxing visitor policy with Risk Assessment. (Attachments)  Maintain COVID DUS/Facility policies.	Encourage mask usage.  Maintain Social Distancing.  Front door boarding with fares if desired SD is working.	Monitor Ridership and Routes.  Evaluate the human resources required to meet service needs.  Monitor vehicle SD limits.  Additional vehicles on high ridership trips for SD.	Limit close proximity encounters.  6 foot spacing at all times.  No more than 50 with SD.  Continue Virtual Meetings and limit Face to Face meetings with social distancing.  Schools, gyms, bars may reopen with SD.	Wear a Face Covering in public and if close proximity is necessary.  Wear a respirator or Face Covering according to RTD Policy.  Nitrile gloves are available.  Wash hands frequently.  Hand Sanitizer If you can't wash hands.  Disinfectant wipes/spray for surfaces.

Pandemic Recovery Response Matrix

		<p>Minimize social interactions.</p> <p>Resume non-essential local travel.</p> <p>Limited business travel.</p> <p>Leave policy continues. (Attachments)</p>			Determine if Service level adjustment required.		
<p>Phase 3</p> <p>July or August</p>	<p>No evidence of a Relapse.</p> <p>Satisfies Phase 1 criteria again.</p> <p>RTD should consider internal case tracking in decision criteria.</p> <p>Testing for everyone with symptoms.</p> <p>Timely and effective contact tracing by public health agencies.</p> <p>Therapeutic Options or preliminary vaccine available.</p>	<p>High risk individuals and sick people stay home.</p> <p>Supervisors submit Illness Forms and Travel Forms for all applicable Employees. (In Attachments)</p> <p>Continue to telework at AGM discretion.</p> <p>Unrestricted Staffing model.</p> <p>Travel freely – use good judgement.</p> <p>Minimize time spent in large crowds.</p>	<p>Continued disinfection of Common and high traffic areas.</p> <p>Fully open large gathering areas but encourage limited SD .</p> <p>Visitors allowed.</p> <p>Code of Conduct DUS/Facility policies.</p>	<p>Encourage Social Distancing.</p> <p>Front door boarding with fares if desired SD working.</p> <p>Masks should still be worn if desired.</p>	<p>Monitor Ridership and Routes.</p> <p>Evaluate human resources required to service needs.</p> <p>Determine need to return to pre-COVID approved service levels.</p>	<p>High Risk individuals should practice reasonable social distancing.</p> <p>Low risk groups minimize time in large crowds.</p> <p>Face to face meetings. Use good SD judgement.</p> <p>Schools, businesses fully reopen.</p>	<p>Masks not required but encouraged. SD should still be observed as much as possible.</p> <p>Wash hands frequently.</p> <p>Carry hand sanitizer.</p> <p><b>Agency:</b> Procure necessary supplies for future preparedness.</p>

Pandemic Recovery Response Matrix

Phase 4 Fall / Winter	Tested Vaccine Available for Everyone.  Testing available for Everyone going into Influenza Season.	Be aware of Influenza like symptoms.  Encourage vaccinations.	Continue good cleaning and disinfecting protocols	Educate about upcoming Influenza season. Encourage vaccinations.	Plan for potential 2 <sup>nd</sup> wave COVID response.	Encourage social distancing.  No restrictions	Encourage good personal hygiene. As described below.  Ensure sufficient PPE in stock.

**Recommendations Ongoing**

**All Phases:**

**1. Continue To Practice Good Hygiene**

- Hand Washing
- Avoid Touching your face
- Sneeze or cough into tissue or elbow
- Disinfect frequently used items and surfaces as much as possible
- Consider using face coverings while in public and when 6 foot social distancing cannot be maintained.

**2. If you feel sick – experience symptoms**

- Do not come to work
- Contact your doctor and follow advice

**3. Continue Employee Risk Assessment Questions for Illness and Travel**

**4. Continue Workforce Contact tracking**

**Matrix is based upon CDC/WHO/Public Health guidance along with Recommendations by Federal Government Coronavirus Pandemic Response Team.**

**RTD Pandemic Recovery Phase Matrix may be more conservative than Government announced Recovery plans.**

## **ATTACHMENTS**

### **Employee COVID-19 Illness Evaluation Form**

<https://forms.office.com/Pages/ResponsePage.aspx?id=iSAYBYorgkyGS6omW2H6V71WfOadYa1iIV98aX09GbNUMjJOTTROMUFSODRBUFJVWDJUUzdGNEtQRi4u>

To ensure we are doing everything possible to take care of our employees and prevent illness among our employees, effective immediately, in accordance with Colorado Departments of Public Health and Environment guidance, we are asking all managers/supervisors to ask the following Risk Assessment questions (Evaluation Form is attached) of employees who are ill. Additional Information: If one of our employees is experiencing respiratory symptoms such as a cough, shortness of breath, tightness in the chests or a fever, send the employee home until further disposition, ask the questions on the evaluation and have them see a doctor.

1. Employee name
2. Is the employee at work?
3. What is the nature of your illness?
4. Employee Number (affected individual)
5. Are you experiencing respiratory symptoms (tight chest, cough, breathing changes) and running a fever above 100 degrees fahrenheit?
6. When did you start experiencing those symptoms?
7. Have you had exposure to anyone with those symptoms?
8. Have you had exposure to anyone who tested positive for COVID-19?
9. Did you recently travel anywhere? (if Yes, please also complete the COVID-19 Post-Travel Questionnaire)
10. Are you sending the employee home?
14. COVID-19 test results?

## Employee COVID -19 Pre-travel Evaluation Form (on SharePoint)

<https://forms.office.com/Pages/ResponsePage.aspx?id=iSAYBYorgkyGS6omW2H6V71WfOadYa1lIV98aX09GbNUQVo4QkFGQVhDQkJQNjJKNDA1Wk44TEMwQi4u>

Attention: ALL Travel domestically and internationally is considered HIGH RISK as of March 31, 2020 Employees traveling to domestically within US should be asked the evaluative questions Before the Employee returns to work. To ensure we are doing everything possible to prevent illness among our employees, effective immediately, in accordance with Colorado Departments of Public Health and Environment guidance, we are asking all managers/supervisors to ask the following questions of employees planning to take time off/travel. RTD is currently asking employees returning from ANY TRAVEL to remain at home/work from home for up to 14 days and self-monitor for symptoms ( respiratory and fever), as the Pandemic is in every state as of March 31, 2020.

- 1.Employee Name
- 2.Employee ID #
- 3.Location
- 4.What date do you plan on departing?
- 5.What date you you plan on returning home?
- 6.Are you traveling internationally?
- 7.If the above answer is yes, what country or region?
- 8.If you are traveling domestically, where are you traveling to? Be specific as to States/Cities visiting and whether you are driving or flying.
- 9.Are you going to be on a cruise ship?
- 10.Are you traveling to or meeting up with anyone in or from a high risk COVID-19 area?
- 11.Any additional information or questions that you wish to share?

## Employee COVID -19 Post - Travel Evaluation Form (on SharePoint)

<https://forms.office.com/Pages/ResponsePage.aspx?id=iSAYBYorgkyGS6omW2H6V71WfOadYa1IIV98aX09GbNUNTVTRIdQVDE1WE5VU1hKV1MxMFhMREhRVC4u>

Attention: ALL Travel domestically and internationally is considered HIGH RISK as of March 31, 2020 Employees traveling to domestically within US or internationally should be asked the evaluative questions before the employee returns to work. Employees must have RTD Approval to return to work after travel. To ensure we are doing everything possible to prevent illness among our employees, effective immediately, in accordance with Colorado Departments of Public Health and Environment guidance, we are asking all managers/supervisors to ask the following questions of employees planning to take time off/travel. RTD is currently asking employees returning from ANY TRAVEL to remain at home/work from home for up to 14 days and self-monitor for symptoms (respiratory and fever), as the Pandemic is in every state as of March 31, 2020.

1. Employee Name (affected individual)
2. Employee ID #
3. Location
4. Where did you travel?
5. What was the date of your return?
6. Did your plans change while traveling?
7. Are you experiencing respiratory symptoms (tight chest, cough, breathing changes) and running a fever above 100 degrees fahrenheit?
8. Did you have any contact with anyone presenting the above symptoms?
9. Did you have contact with anyone who tested positive for COVID-19?
10. If yes, have you seen your doctor or are you planning to go to the doctor?
11. If yes, did your doctor recommend a test for Coronavirus?
12. What was the COVID-19 test results?
13. Are there any additional questions or concerns you would wish to share?



## **RTD Pandemic Leave Policy**

This policy applies to both represented and non-represented employees. All full-time employees will be allowed to take up to 80 hours of emergency paid sick leave for any of the six reasons listed below with proper documentation, where they are unable to either work or telework. Part-time employees will also be granted up to two weeks of leave based on their average hours worked. These new procedures took effect April 1, 2020, and this revised procedure will apply retroactively to April 1.

### **Reasons for Administrative Leave**

1. If an employee is subject to any federal, state, local, or RTD quarantine or isolation order related to COVID-19
2. If an employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis
4. The employee is caring for an individual who is subject to a quarantine order or advised to self-quarantine
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable due to COVID-19 precautions
6. The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor

For reasons 1-4 above, RTD will pay your regular pay if you are sick or quarantined, or are caring for an individual who is sick or quarantined. For reasons 5-6 above, your pay will be 2/3 of your regular pay and will be capped at \$200/day and \$2,000 in the aggregate for a max of 80 hours.

### **Documentation**

You are required to provide appropriate documentation in support of the reason for the leave, including your name, qualifying reason for requesting leave, statement that you are unable to work, including telework, for that reason, and the date(s) for which leave is requested. Justification for the leave could include any quarantine or isolation order, the name of the health care provider who has advised you to self-quarantine, a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider.

You will need to notify your supervisor, but please do not provide the documentation directly to your supervisor. Rather, please send all requests and correspondence to Dan McClain at ext. 3323, who will notify payroll and human resources.

You may also qualify for FMLA or EFMLEA protection status. Please see FMLA/ EFMLEA procedures.

### **COVID-19 Visitor Access Policy**

Out of an abundance of caution we are extending the **No Visitor** policy at our RTD facilities **until further notice**. This means no visitors, vendors, consultants, contractors, candidates, etc., should be invited into our facilities unless required for the performance of services related to the conduct of RTD essential operations, facility repair or other emergency. If you do need to bring in an outside contractor, please escort them and maintain social distancing to the extent feasible. Any questions about the need for someone to enter the facility should be directed to your Senior Manager prior to entry.

At Blake Street this means there will be no discount pass issuance at Blake Street. In addition, the ADA entrance on the North side of the building should not be used. Only the front door should be used for employee entrance and exit. The intercom at the ADA door is still functional and security will respond should access be required. Please ensure you are tightly controlling access at all facilities.

Deliveries of products needed to conduct daily business can be received, but to the extent possible employees should receive the items at the entrance and bring them into RTD facilities.

All visitors should be asked the Employee Illness and Travel Risk Assessment Evaluation Questions prior to entry.

Remember the best defense against any virus is frequent cleaning, hand washing, disinfecting and sanitizing. Your personal hygiene and the cleanliness of your environment will make the biggest difference.

## **Glossary**

**Close Proximity** - a prolonged period of time (more than 15 minutes) within 6 feet of an individual, sharing cups or utensils, or direct physical contact. It does not include people walking by or brief conversations within the 6-foot social distancing guidelines.

**Contact Tracing** - tracing and monitoring the contacts of infected persons to determine a known source of infection.

**Decision Criteria** – case data used to determine when it is safe to move from one phase of recovery to the next. Data should be regional data as captured by public health agencies and validated by CDC.

**Disinfection** – the application of EPA emerging virus approved chemicals used according to manufacturers directions on surfaces to ensure mitigation of virus at the time of application.

**Large Gathering Areas** – areas where 10 or more people could occupy a space and make social distancing difficult or impossible. Examples include lunchrooms, classrooms, common areas. Or as specified by RTD Safety.

**Leave Policy**- policy adopted by RTD to specify eligibility for paid leaves of absence due to pandemic related symptoms or events. In attachments section.

**Mask / Face Covering Policy** - Policy adopted by RTD to specify the use of Masks (respirators) and face coverings by all employees. Based upon public health guidance as applied to the safety needs of RTD.

**Relapse** – defined as 5 days of sustained rise in new cases of infection or a substantial # of cases that cannot be traced to a known case of infection. If a relapse occurs consideration should be made to return to the previous recovery phase.

**Risk Assessment Evaluation / Questions** – Evaluation criteria, based upon a series of question, to determine if a person should quarantine or isolate themselves from others due to potential of infection. In attachments section.

**Robust Testing** – COVID testing is available for more than just hospitalized patients, those in high risk groups, healthcare workers and first responders in the Denver region. As stated by public health officials.

**RTD Case Tracking** – data that includes number of employees out of work with symptoms, positive tests, contact tracing from public health and trends specific to the RTD employee population. This data should be considered to ensure it corresponds to regional data for decision making purposes.

**Social Distancing** – keeping space between you and others. CDC recommends that keep at least 6 feet between you and other people, that you do not gather in groups, and stay out of crowded spaces to avoid large gatherings. Social distancing is the best method to avoid infection.

## Pandemic Recovery Response Matrix

**Social Interactions** – social exchanges between two or more people typically in close proximity to one another or in areas where social distancing may not be maintained at all times.

**Therapeutic Options** – treatments designed to treat the pandemic illness, to decrease symptoms and their effects to improve the health of those infected. These options are not designed to prevent the illness. These may include nasal therapies or antibody therapies, etc.

**Visitor Policy** – RTD policy that specifies visitor traffic during a pandemic to enhance the safety of employees and facilities.