



Contractor Policy on Preventing and Addressing COVID-19

POL-SE-0006 SECURITY & EMERGENCY MANAGEMENT

Definitions:

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

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

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

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

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.

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

Any Contractor doing business on Community Transit Property agrees to participate in any health screenings that may be conducted by Community Transit, prior to conducting any work onsite.



1.6 Contractors with COVID-19 Symptoms Prohibited from Company Property

Any Contractor doing business on Community Transit Property agrees to not come on Community Transit property whenever they are exhibiting COVID-19 symptoms, including:

- 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 (myalgias) 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?
- Other symptoms identified by Public Health Officers

1.7 Face Covering Required at Community Transit Property

Any Contractor doing business on Community Transit Property is required, regardless of vaccination status, to properly wear a face covering while on Community Transit Property, as outlined in Washington State Labor & Industry Regulations and this policy.

- Contractors are **required** to properly wear face coverings when on Community Transit property and:
 - Inside a building
 - When in a vehicle that is outside and has more than one person in it
 - When social distancing cannot be maintained
 - When in a vehicle that is inside a building
 - When at an event, even if it is outdoors
- **Exceptions to wearing a face covering or mask:**
 - While actively eating, drinking, or taking medication, for brief periods;
 - 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.
- **Properly wearing a mask or face covering means:**
 - Face coverings and masks must completely cover the nose and mouth. Additionally, contractors must follow 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).



Statement of Policy

- 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.
- Contractors are **recommended**, but not required to wear face coverings when:
 - Alone inside an office, even if the door is closed
 - Alone inside a lunch or break room, even if the door is closed
 - Alone inside a meeting room, even if the door is closed
 - Alone inside a vehicle that is outside
 - When outside and social distance is maintained

1.8 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 tests positive for COVID-19 within 14 days of being on Community Transit property.

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 and may also face criminal prosecution. Vendors and contractors who fail to comply with this policy may also be subject to termination of services provided to Community Transit.

Approved by: <u> <i>Ric Ilgenfritz</i> </u> <i>Ric Ilgenfritz</i> CEO	Written by: Don Burr, Manager of Safety, Security & Compliance Jacob Peltier, Manager of Security & Emergency Management
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