

WISCONSIN

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



TRANSPORTATION



The transportation and warehousing sector includes industries providing transportation of passengers and cargo, scenic and sightseeing transportation, and support activities related to modes of transportation. Wisconsin has more than 117,000 workers and 6,600 businesses in this sector, all working to keep the state's economy moving.

As many people stay safe at home, COVID-19 has significantly affected public transportation services such as ride sharing, taxi services, buses and air transportation. The nature of these services makes it difficult to practice social distancing.

Trucking and rail industries have also been affected, but with a distinct difference between those that work in essential versus nonessential industries. Nonessential commercial transport is not allowed under the Safer at Home Order. The Wisconsin Department of Transportation is providing additional permits to truckers, adding rest areas, and relaxing weight and driver hour restrictions to aid the delivery of crucial food, medical supplies and other supplies during the pandemic.

The guidelines contained in this document can help protect safety and maintain operations during the COVID-19 pandemic. In addition, please see the "**General Guidance for All Businesses**" document for guidance that applies to all industries and consult the other available industry guides as relevant for your specific business type.

Recommendations for Transportation

Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- ▶ Emphasize effective hand hygiene, including washing hands for at least 20 seconds, especially before preparing or eating food; after going to the bathroom; and after blowing your nose, coughing or sneezing.
- ▶ Always wash hands with soap and water. If soap and water are not readily available, then use hand sanitizer containing at least 60% alcohol.
- ▶ Avoid touching your eyes, nose and mouth.
- ▶ Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



PROTECT



WASH OFTEN



DISINFECT



CAUTION

Personal protective equipment (PPE) and cloth face coverings

- ▶ Develop a plan to have sufficient PPE on hand for both routine operations and emergencies (for example, providing an ill employee or customer with a face mask until they can leave the workplace).
- ▶ All workers should wear a mask or cloth face covering. Workers may require some combination of protective clothing, a face shield and/or goggles in addition to a face covering. The main purpose of a cloth face covering is to help prevent the wearer from unknowingly spreading the virus to other people, not to protect the wearer from becoming infected.
- ▶ Cloth face coverings should be worn when indoors or in enclosed spaces (e.g., buses or taxis) where others are present, even if social distancing is being practiced. The main purpose of a cloth face covering is to help prevent the wearer from unknowingly spreading the virus to other people, not to protect the wearer from becoming infected. Face coverings are not PPE and are not appropriate where masks or respirators are required. Considerations should be made for individuals who are exempt from wearing a face covering. Check with state and local health departments for the most up-to-date information on mask requirements and exceptions.

Temperature checks and/or symptom screening; identify and isolate sick people

- ▶ Provide a face mask to the ill individual and ask them to wear it. More information is available in [Publication 3990](#) from the U.S. Occupational Safety and Health Administration (OSHA).

Business operations:

- ▶ Allow remote work for specific jobs and tasks when possible.
- ▶ Widen physical distance between workstations to a minimum of six feet.
- ▶ Avoid in-person meetings.
- ▶ Stagger start times for drivers to prevent crowding at terminal locations.
- ▶ Remove or modify proof-of-delivery signature requirements.
- ▶ Discourage workers from sharing tools and equipment.
- ▶ Provide disposable wipes to allow operators to frequently disinfect common touch points (rails, doors, buttons, etc.)

Additional customer protections:

- ▶ Post signage at entrances to facilities, on digital customer communications or in vehicles letting customers know about changes to your policies and reminding individuals experiencing COVID-like symptoms to stay home.
- ▶ Use face masks or cloth face coverings while indoors or in enclosed spaces (e.g., buses or taxis), even if social distancing is being practiced.
- ▶ Make face masks available to customers who did not bring their own, and provide adequate trash receptacles for used PPE.

Bus transportation

Passengers:

- ▶ Wisconsin transit systems across the state have new guidelines to protect drivers and passengers, including new limits on rider capacity. Riders need to know about these guidelines:
 - ▶ Wear a mask or cloth face covering.
 - ▶ Enter and exit buses through the rear doors.
 - ▶ Maintain a six-foot distance from others.
 - ▶ Only take the bus for essential trips.

Bus drivers, transit maintenance workers and transit station workers

- ▶ Potential sources of exposure for bus drivers, maintenance workers and transit station workers include having close contact with passengers or coworkers with COVID-19, or contacting surfaces touched or handled by a person with COVID-19 and then touching mouth, nose or eyes. The CDC [Bus Driver Fact Sheet](#) contains best practices and helpful information for drivers and employers, including information



on routine cleaning and disinfection of the driver cockpit, along with suggestions to manage passenger movement. Fact sheets are also available for [transit maintenance workers](#) and [transit station workers](#).

- ▶ The Milwaukee and Madison transit authorities have issued additional guidance: www.ridemcts.com, www.cityofmadison.com

Trucking and other driving services

- ▶ Minimize interaction between drivers and customers by leaving deliveries at loading docks, doorsteps or other locations that do not entail person-to-person interactions.
- ▶ Clean and disinfect high-contact areas like door handles, keys, steering wheels, switches and in-vehicle communication devices. Incorporate end-of-shift wipe downs for all shared spaces.
- ▶ Maintain social distancing guidelines to avoid spreading the virus within the warehouse.
- ▶ Allow remote work when the work function allows it (such as remote entry of orders), even if this is not feasible for an employee's entire job, thus helping to minimize workers' contact with common equipment and facilities.
- ▶ Instruct employees to take care when handling packages and avoid touching their faces.
 - ▶ COVID-19 resources and fact sheets for truck drivers:
 - ▶ Social distancing for truckers fact sheet from Washington

state: lni.wa.gov Managing COVID-19 impacts on driver stress fact sheet from Washington state: lni.wa.gov OSHA fact sheet on COVID-19 for delivery truck drivers: www.osha.gov

- ▶ Resources for truckers from a commercial association: <https://www.trucking.org/COVID19/health>
- ▶ Mail and parcel delivery drivers' potential sources of exposure include having close contact with coworkers or delivery recipients, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC offers best practices and helpful information on its [webpage for mail and parcel delivery drivers](#).
- ▶ Potential sources of exposure for ride share, taxi, limo and other drivers for hire include having close contact with passengers, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC [webpage for drivers for hire](#) offers best practices and helpful information.

Airlines/airports

- ▶ Air crew must report passenger illnesses to the CDC for symptoms associated with COVID-19:
 - ▶ Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher) that has persisted for more than 48 hours, by itself or with one of the following: Persistent cough, difficulty breathing, passenger appears obviously unwell
 - ▶ Additional requirements for minimizing contact between air passengers, cabin crew and the sick person and disinfecting the aircraft can be found on the [CDC's COVID-19 webpage for air crew](#).

The CDC offers specific guidance and fact sheets for other airline workers:

- ▶ Customer service representatives' and gate agents' potential sources of exposure include assisting an infected person with close contact or handling passenger items such as baggage, boarding passes, identification documents, credit cards and mobile devices, then touching mouth, nose or eyes. The CDC [fact sheet for customer service representatives and gate agents](#) contains best practices and helpful information.
- ▶ Potential sources of exposure for airport custodial staff include handling solid waste or cleaning public facilities (such as waste bins, tables, chairs, basins or toilets) that have been

used by an infected person and then touching mouth, nose or eyes. The CDC [fact sheet for airport custodial staff](#) contains best practices and helpful information.

- ▶ Aircraft maintenance workers could be exposed through close contact with an infected person or by touching surfaces (for example, changing an air filters or repairing an aircraft interiors or lavatory) that have been touched or handled by an infected person, then touching mouth, nose or eyes. The CDC [fact sheet for aircraft maintenance workers](#) contains specific guidance for these situations.
- ▶ Additional COVID-19 guidance for airline/airport workers can be found on this [CDC webpage](#).

Cruise and Cargo Ships

- ▶ **Cruise ships** are currently under a "[no-sail order](#)." For additional information, see the [CDC interim guidelines](#) for crew members and cruise ships.
- ▶ Cargo ships should follow [CDC guidelines](#) for handling sick passengers and crew members, sanitizing the ship and wearing PPE.

Railroads

- ▶ Potential sources of exposure for rail transit operators include having close contact with an infected passenger or contacting surfaces touched or handled by an infected person, then touching mouth, nose or eyes. See the CDC [rail transit operator fact sheet](#) for best practices and helpful information.



IN PARTNERSHIP WITH WISCONSIN'S REGIONAL ECONOMIC DEVELOPMENT ORGANIZATIONS:

7 Rivers Alliance
Centergy
Madison Region
Economic Partnership
Milwaukee 7

Momentum West
Prosperity Southwest
Grow North
The New North
Visions Northwest

CHECKLIST GUIDE FOR REOPENING

Your Transportation Business

After reading through the available guidance for your business sector at wedc.org/reopen-guidelines use this checklist to ensure that you have taken the necessary steps to open your business safely, protecting the health of your employees and customers. In addition to reviewing this checklist, be sure to consult your local health department, as some communities may have additional local regulations in place.

Policy Checklist

- Create a policy for identification and isolation of sick people, including employee self-monitoring, required reporting of illness, sick leave policies and isolating individuals that become ill at work.
- Assess leave policies for quarantined/isolated workers and those caring for sick family members.
- Update employee policies. Require that employees wear face masks or cloth face coverings while indoors or in enclosed spaces, even if social distancing is being practiced. You may wish to recommend that employees with frequent, close contact with members of the public or other workers wear goggles and face shields.
- Connect employees to employee or community assistance resources such as the Wisconsin COVID-19 hotline (211) or COVID-19 Resilient Wisconsin dhs.wisconsin.gov/covid-19
- Create a customer service policy. Customers should wear face coverings while indoors or in enclosed spaces, even if social distancing is being practiced. Require that customers bring their own face mask or covering, and also provide them for customers who don't bring their own. Considerations should be made for individuals who are exempt from wearing a face covering. Refuse service to any customer who does not follow customer service policies or arrives with symptoms. Check with state and local health departments for the most up-to-date information on mask requirements and exceptions.
- Create a response plan in the event that an employee has COVID-19 symptoms or is suspected or confirmed to have COVID-19. This should include criteria for impacted employees to return to work and guidance for identifying, communicating with and accommodating potentially exposed workers.

Communications Plan Checklist

- Establish an employee communications schedule and develop a training plan for employees with modules on social distancing, hygiene and sanitation best practices, what to do if they feel sick, proper use of PPE and cloth face coverings, and how to educate guests about the new policies and practices.
- Update website and social media with new policies and procedures. Inform customers of updated policies or other service changes.

Facility Plan Checklist

- Post signage about policy changes for employees and riders at entrances to facilities, on digital communications and/or in vehicles.
- Provide tissues and no-touch trash receptacles.
- Set up sanitizer or handwashing stations in multiple convenient locations. Provide disinfectant wipes in/near equipment requiring touch (e.g., payment terminals).

- If a time clock is used, add floor marks to ensure spacing of six feet between employees. Provide hand sanitizer at the time clock.
- Consider adding clear plastic barrier protection for the driver.
- Implement touchless payment systems/options.
- Increase physical space between individuals to six feet. Physically block off seats or rows to accommodate distancing, and provide physical barriers where possible.
- Minimize the need for employees to share equipment/tools (pens, markers, scissors, walkie-talkies, etc.) by purchasing additional sets as needed. If sharing cannot be avoided, provide a means to sanitize shared items after each use.

Operations Plan Checklist

- Assign one or more staff members (ideally one per shift) to take the lead on cleaning and disinfecting. Review cleaning/disinfecting/sanitizing product labels to determine glove and other PPE requirements. Provide chemical hazard training to employees.
- Purchase face masks or cloth face coverings for customers and PPE for staff.
- Purchase cleaning supplies appropriate to sanitize the type of surfaces and products found in your facility.
- Consider reducing capacity, if possible, to ensure adequate social distancing. Stagger work days and start times to the extent possible. Stagger breaks to minimize congestion and contact.
- Hold in-person meetings in open, well-ventilated spaces when possible.
- Implement new rider guidelines for your bus transit system. Encourage riders to wear a mask if possible and leave extra room between riders.

Cleaning Schedule

Between Customers/Frequently

- Common areas (door handles, steering wheels, levers)
- Shared equipment (walkie-talkies, pens)
- Restrooms

Daily

- Clean HVAC intakes
- Vehicle interiors, seats, hand straps, etc.