



METRO TRANSIT  
COVID-19 EMPLOYEE  
PREPAREDNESS PLAN

# METRO TRANSIT

# COVID-19 EMPLOYEE PREPAREDNESS PLAN

## INTRODUCTION

Metro Transit is committed to providing a safe and healthy work environment for all employees during and beyond the COVID-19 pandemic. To create such an environment, employees must take precautions to mitigate the risk of transmission as outlined in this document. As described in this plan, several steps have been implemented since the start of the COVID-19 pandemic, including:

- Health screenings and COVID-19 reporting protocols
- The adoption of a COVID-19 Leave policy
- The use of remote work to limit the number of staff on site
- Increased air circulation and filtration at support facilities
- The distribution of Personal Protective Equipment, including masks
- Enhanced cleaning and disinfection of facilities and vehicles

Prevention efforts will be adapted to reflect evolving public health guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH) and the Occupational Safety and Health Administration (OSHA). Metro Transit will also act in accordance with all executive orders.

This plan was developed by Metro Transit's Incident Command, the Executive team and staff from Engineering & Facilities, among other departments and supplements the Metropolitan Council's COVID-19 Employee Preparedness Plan.

Employees should regularly refer to MetNet, Council newsletters, including *Insights*, bulletins, memos, emails and signage for more information about Metro Transit's response to COVID-19. Questions can be directed to a manager or supervisor or sent to [EmployeeResourceCenter@metc.state.mn.us](mailto:EmployeeResourceCenter@metc.state.mn.us).

- [Emergency Policies and Procedures](#)
- [Metro Transit's response to COVID-19](#)
- [COVID-19 Employee FAQ](#)
- [COVID-19 Manager FAQ](#)
- [Bulletins](#)
- [Insights](#)

## HOW TO USE THIS DOCUMENT

Nearly 3,200 Metro Transit employees report to more than a dozen support facilities and provide service throughout the Twin Cities region. This document is intended to introduce all employees to COVID-19 policies and procedures and will be continually updated. Directors are encouraged to regularly discuss Metro Transit's COVID-19 response with staff and to help address questions and concerns. The references below provides links to more detailed information for specific departments and work groups.

## COVID-19 RISK REDUCTION

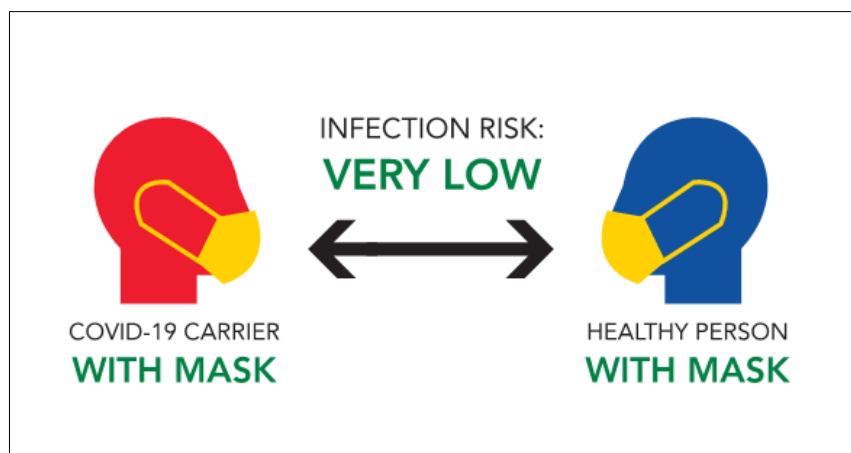
To reduce the risk of transmission at the workplace and in the community, employees should follow public health guidance, including social distancing, wearing face coverings and seeking immediate medical attention when symptoms appear.

### 1. Avoiding close contact

- a. Employees who have not been designated as on-site essential staff should expect to continue working remotely through mid-2021.
- b. Designated on-site essential employees must wear facial coverings whenever they are indoors or in a Metro Transit vehicle and are encouraged to limit close interactions whenever possible..
- c. Protective barriers have been installed in spaces where face-to-face interactions are difficult to avoid.
- d. Meeting rooms are limited to 25% capacity and employees have been asked to avoid breakrooms unless they are immediately reporting to or leaving work.

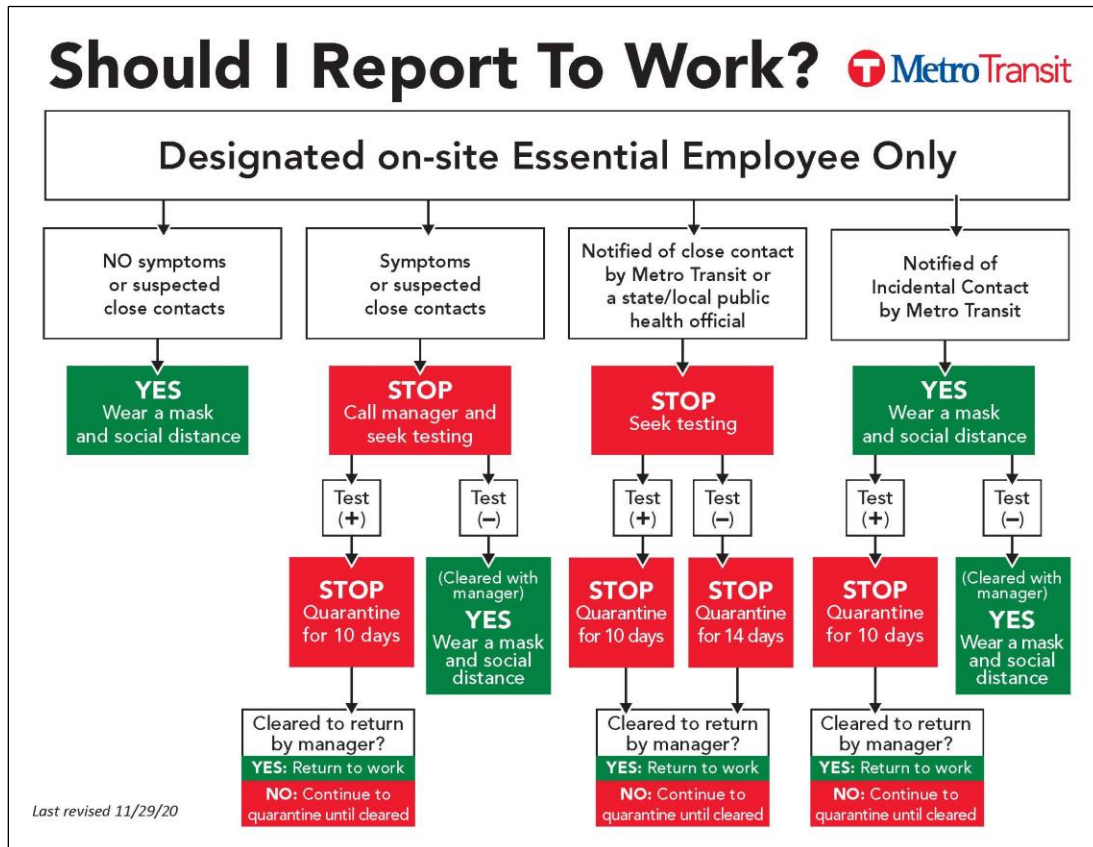


[Refer to Recommendations for Community Health and Safety for more information and exemptions](#)



## 2. Proactively identifying and responding to COVID-19 cases

- a. Employees who test positive for COVID-19, have been identified as a close contact or suspect they have symptoms should immediately contact their manager and seek testing.



- b. Free COVID-19 tests are available at:
  - i. **Community Testing Sites:** Free testing is available at community testing sites throughout the region. Appointments are suggested. To make an appointment and see a full list of sites and hours, visit [mn.gov/covid19](https://mn.gov/covid19) or call 1-855-612-0677.
  - ii. **HealthPartners drive-up clinic:** Employees who have a HealthPartners medical plan can schedule a video screening to determine whether they should go to a drive-up testing site or seek more immediate care. COVID-19 tests and treatment are fully covered for HealthPartners members. For more information, visit [healthpartners.com/coronavirus](https://healthpartners.com/coronavirus) or call 612-339-3663.
  - iii. **Well@Work Clinic:** Asymptomatic employees may schedule a COVID-19 test at the Council's Well@Work Clinic, located in the Heywood Office, 560 N. Sixth Ave., Minneapolis. To make an appointment, call 952-967-7468.
  - iv. **At-home test kit:** COVID-19 test kits that can be self-administered are available to select on-site essential employees. Saliva samples will be sent to a lab and results will be available within 48 to 72 hours. The state is also offering free at-home saliva test kits. To

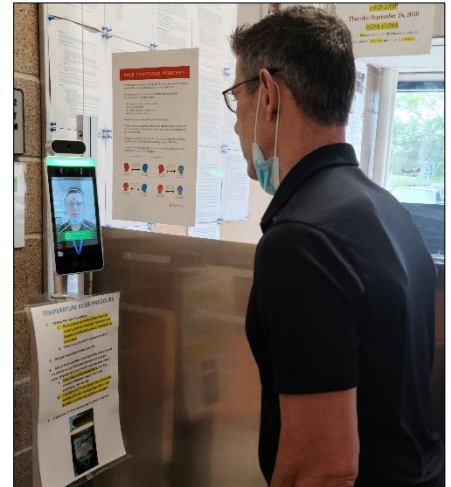
learn more about getting a test kit through work, contact a manager or supervisor. Questions about in-home testing can also be directed to [mn@vaulthealth.com](mailto:mn@vaulthealth.com) or 800-800-5698.

- c. All on-site employees, as well as visitors and contractors, must successfully pass a health and temperature screening before entering a support facility. Employees who do not pass these screenings should contact their manager and seek medical attention.

- i. [Bulletin: Updated Temperature Testing and Health Screening Process](#)

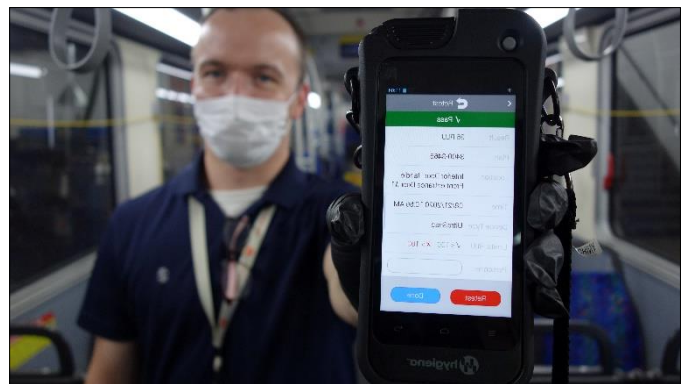
- d. Employees will continue to have access to Emergency Sick Leave and COVID-related childcare leave into 2021, while we await either reauthorization of the federal Families First Coronavirus Response Act or new guidance from the federal government. The act provides additional FMLA provisions for circumstances employees may be dealing with related to the COVID-19 pandemic.

- i. Employees will continue to have access to the 80 hours of Emergency Sick Leave that remains in their banks. This is a continuation of the 80 hours each employee received in 2020, not additional leave if you exhausted your bank in 2020.
    - ii. Employees will be able to continue using FMLA for childcare leave (paid at 2/3 rate of pay after the first two weeks) for a maximum of 480 hours within a 12-month period. This extends the time to use that bank into 2021; it doesn't restart the bank.
    - iii. These benefits were scheduled to expire with the federal law on Dec. 31, 2020. They will now be extended while Minnesota is under a peacetime emergency or until a new federal law/guideline replaces this one.



### 3. Enhanced cleaning and disinfecting

- a. While the CDC has indicated that surfaces are not a primary cause of COVID-19 transmission, maintenance staff continue to disinfect high-touch areas, in addition to their routine cleaning efforts. All buses and trains are also fully disinfected before entering service.
- b. Employees are responsible for cleaning shared items like tools, desks and tables using approved and provided supplies.
- c. EPA-approved products are used to clean and disinfect surfaces.



- d. Upon management request, janitorial staff may be asked to thoroughly clean and decontaminate facilities. A standard procedure has been established for cleaning and disinfecting a facility if a worker is diagnosed with COVID-19.

[Refer to Enhanced Cleaning Protocols for Support Facilities for more information](#)

## **ADDITIONAL RESOURCES**

### **Wellness**

The Council's employee wellness program, Fit For Life, offers mental and physical health resources. For more information, email [fitforlife@metc.state.mn.us](mailto:fitforlife@metc.state.mn.us) or review the calendar on MetNet.

Employees can also access free counseling through the Council's Employee Assistance Provider, Sand Creek. For more information, call 888-243-5744 or visit [sandcreekeap.com](http://sandcreekeap.com).

In accordance with new state guidelines, all Council fitness centers will be closed through at least December 18.

### **Childcare**

For assistance finding a licensed provider, call the Child Care Aware referral line at 1-888-291-9811 or visit [mn.gov/childcare](http://mn.gov/childcare). Financial assistance may be provided to those who qualify. The Council's COVID-19 leave policy provides for leave time and some pay if employees need to provide childcare because their school or childcare provider is unavailable due to COVID-19.

### **Minnesota Department of Health**

The Minnesota Department of Health provides the latest information on COVID-19 spread, testing and tracing efforts. For more information, visit [mn.gov/covid19](http://mn.gov/covid19). Questions can also be directed to the COVID-19 hotline at 651-297-1304 or 1-800-657-3504.