



# Center for Community Transportation

## Infectious Disease Exposure Prevention Plan

**Industry:** Transportation Service, non-profit

**Address:** P.O. Box 418, Ithaca NY 14851

**Owner/Manager:** Jennifer Dotson, Executive Director

**Contact Information:** jennifer@the-cct.org, 607-793-9578 x5

Last Updated: April 18, 2023

It is the highest priority of the Center for Community Transportation to keep our employees, volunteers and Ithaca Carshare members and their families safe and healthy.

At all times the Center for Community Transportation (CCT) will, at a minimum, operate in compliance with all local, state and federal laws regarding COVID-19, other airborne infectious diseases, and public health, and will stay up to date on all recommendations from the Tompkins County and New York State Health Departments, and the Center for Disease Control, that help to prevent the spread of COVID-19 & other airborne infectious diseases via the work and services of the CCT. If & when local infection & hospitalization rates rise, requiring significant mitigation efforts to prevent community spread, the CCT will follow Tompkins County Health Department (TCHD) local guidance.

### **Communication**

Prominent signage is displayed at the office and on our websites communicating current health standards and expectations regarding sickness, personal hygiene, social distancing, and mask wearing. This Exposure Prevention Plan, and any updates, will be distributed to each employee via email.

Information regarding the CCT's COVID-19 & other airborne infectious disease safety measures related to CCT facilities, the Ithaca Carshare fleet, Bike Walk Tompkins' (BWT) shared equipment and events, and any other publicly accessible location or item will be made available prominently on each program's respective website and also linked from the-cct.org

## **Employees**

All staff must comply with any active government travel restrictions or quarantine requirements.

Employees may use the shared office space, within the parameters listed in this document, unless any Federal, State, or Local health guidelines preclude it. Flexible work options that reduce the risk of disease transmission are available to employees. These options include remote work, shifted schedules, paid leave, and potential shifted job duties. Employees should approach their supervisor to discuss any concerns or needs related to this.

Employees are not required to be vaccinated against COVID-19, but CCT strongly encourages vaccination, and encourages employees to be open about their vaccination with their coworkers. Staff are entitled to added paid leave of up to 4 hours per vaccination in order to get a COVID-19 vaccine. Employees are not required to disclose their vaccination status to CCT management or any co-worker.

Employees with symptoms of COVID-19 or any other contagious disease should take time off or otherwise avoid working in shared spaces where transmission may be possible until they are no longer contagious. Employees who have been in recent close contact with someone with a positive COVID-19 case should test themselves before working in shared spaces until the risk of transmission has subsided, even if they are not experiencing symptoms. Such time off or alternate work arrangements should be communicated and arranged with the appropriate supervisor. Employees should proactively identify and alert any other staff members who may have been exposed during the course of work, or coordinate with their supervisor to do the same.

In all cases, employees should follow any self-isolation and quarantine [requirements stated by the Tompkins County Health Department](#) as well as any recommendations from their doctor. Employees are entitled to all NYS paid sick and family leave benefits as described in the CCT Employee Handbook, which includes 5 days of added paid leave when personally under a quarantine order. New York Family Paid Leave benefits may be used for additional personal recovery days or when caring for a qualifying sick family member. Personal PTO may also be used for recovery from COVID-19 or from the effects of a COVID-19 vaccination.

## **Use of Facilities**

CCT facilities are open for staff use and open to the public during specified hours.

### **Distancing, Ventilation and Face Coverings**

One air purifier will be provided by the CCT per room at the CCT office. The provided air purifiers should be turned on whenever more than one person is using a room. Whenever the weather is moderate enough to allow for added ventilation in the form of open doors or windows this should also be practiced.

All employees should exercise a culture of respect for each other's wishes surrounding personal masking. Any employee may request that another employee EITHER wear a mask OR give them at least 6' of space. No employee should ever be told that they must remove a mask by a supervisor or co-worker. Masks are provided to any employee or visiting member of the public upon request, and at no cost to them. A supply of disposable masks is kept at the office (near the entry).

During in-person meetings, if one person is masking, other CCT staff and volunteers should offer to mask, by asking "Would you like me to mask?" or similar. Phrasing that implies the opposite norm, e.g. "Is it ok if I don't wear a mask?" should be avoided.

In situations where non-CCT staff partners are using the space, partners will be asked to observe all of the guidelines in this policy.

### **Carshare Vehicles**

Carshare users are asked not to use the shared vehicle fleet if they have a positive case of COVID-19. If a user has COVID-19 symptoms, but does not know whether it is COVID or another illness, they should wear a mask while using the car. Messaging about our expectations of members when they use the vehicles will be prominent when visiting Ithaca Carshare's [public website](#).

If a situation arises where a staff person must be in the same car as a member or another staff person (eg. breakdown rescue) all current federal, state and local distancing and masking requirements and recommendations should be followed, as well as the guidelines set forth in this policy below regarding use of shared spaces.

### **Open Shop**

During Bike Walk Tompkins open bike shop hours, a masking hour will be designated during which all staff, volunteers and members of the public will be asked to mask while inside the space, regardless of whether doors or windows are open, the fact that air purifiers are operating, or ability to maintain distance. At all other times CCT staff, volunteers, and public will be asked to observe all of the guidelines in this policy.

### **Events and Gatherings**

CCT will observe at least the minimum precautions required by all federal, state and local guidance regarding gatherings, and defaults to the guidance for unvaccinated or unknown status groups and individuals.

## History of operational & policy changes

---

*\*\*Limited operations in effect as of March 17, 2020:*

- All employees working remotely, limited office visits by staff as needed*
- Never more than one employee at the office at a time*
- Office is closed to the public*
- All meetings conducted virtually*
- All in person gatherings and events of any size canceled*
- Ithaca Carshare fleet capacity reduced to 50%*
- Ithaca Carshare overnight bookings 11pm-7am restricted*
- Ithaca Carshare bookings made by phone only*
- Ithaca Carshare members requested to take only essential trips (as per NYS guidance)*
- Hand sanitizer bottles provided inside each in service Ithaca Carshare vehicle*
- Daily disinfecting cleanings of each in service Ithaca Carshare vehicle*

*March 22, 2020 - NY on PAUSE begins*

*Additional actions implemented April 17, 2020*

- Ithaca Carshare drivers and passengers are required to wear face masks at all times when inside vehicles.*

*May 15, 2020 - Southern Tier enters Phase 1 re-opening*

*May 29, 2020 - Southern Tier enters Phase 2 re-opening*

*May 30, 2020 - Mask required/sanitize signage goes into all carshare vehicles, messaging shifts away from essential trips only*

*June 5, 2020 - Ithaca Carshare web booker globally reinstated*

*June 12, 2020 - Southern Tier enters Phase 3 re-opening, CCT submits affirmations to NYS for vehicle rentals and office re-openings.*

*June 21, 2020 - Vehicle disinfections reduced to 3x/week*

*June 26, 2020- Southern Tier enters Phase 4 re-opening*

*July 2, 2020 - Workplace Safety Plan finalized, sent out to staff. Optional use of office for working ok'ed of all, within guidelines of safety plan.*

*July 3, 2020 - still no overnight bookings or fleet care volunteers, fleet size still at 16*

*July 24, 2020 - fleet size begins increasing back to normal*

*August 3, 2020 - Vehicle disinfections reduced to 1x/week*

*September 1, 2020 - Overnight bookings are reinstated*

*May 2021 - Vehicle disinfections reduced to match regular cleaning interval*

*June 3, 2021 - updated to reflect gradual loosening of federal, state, local guidelines. Intention for this to become a durable document for upcoming months/years.*

*Here are links to recent CDC and NYS guidance.*

*[www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html)*

[www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html](http://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html) CHART  
[www.governor.ny.gov/sites/default/files/2021-05/NYS\\_CDCGuidance\\_Summary.pdf](http://www.governor.ny.gov/sites/default/files/2021-05/NYS_CDCGuidance_Summary.pdf)

*June 21, 2021 - updated to reflect lifting of NY on Pause guidelines by Gov Cuomo on June 15 mainly removal of contact log and symptom reporting documentation, and removal of mask requirement in shared vehicles. Office protocols remain (as if everyone is unvaccinated, unless vaccinated AND all present consent).*

*September 24, 2021 - updated to include other airborne infectious diseases, in line with Gov Hochul's Hero Act.*

*Dec 14, 2021 - updated to reflect Gov Hochul's indoor mask requirement for all indoor public spaces other than private residences or spaces with vaccine requirements. JD Discussed with attorney Susan Brock categorizing carshare vehicles as "private conveyances" as mentioned in [CDC guidance](#) which is referenced in the [NYS Health Commissioner's Dec. 10, 2021 Determination](#),*

*February 9, 2022 - updated with lapse of NYS mask mandate, allowing consent-based exceptions to indoor masking.*

*May 4, 2022 - drafted updates as per internal policy & practice, never finalized*

*Oct. 26, 2022 - updated*

*April 2023 - updated to remove obligatory masking, shift to "culture of respect" approach, updates to NYS paid leave options and testing and quarantine requirements. Maintains guideline for COVID-19 positive individuals to to avoid use of office space and shared carshare vehicles.*