

COVID-19 PREVENTION PROGRAM

This document is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in the workplace



THE CLASSICAL ACADEMIES

September 2022

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Purpose

In an effort to protect the health and safety of our employees, The Classical Academies (“TCA”) has prepared a COVID-19 Prevention Program (“CPP”), which is intended to provide information related to the prevention of coronavirus, describe TCA’s policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

The protocols outlined in this document will be modified based on the ongoing and updated guidance from federal, state and local public health agencies, and TCA’s operations.

The CPP is intended to comply with state and local laws regarding employees’ safety including Cal/OSHA’s Title 8, Division 1, Chapter 4, Subchapter 7 of the General Industry Safety Orders Section 3205, COVID-19 Prevention, and the Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Authority and Responsibility

Russell Grant, Chief Information Officer has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors and senior leaders are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Scope

This policy applies to all TCA employees and all places of employment, with the following exceptions:

- Places of employment with one employee who does not have contact with other persons
- Employees working from home
- Employees when covered by Cal/OSHA section [5199, Aerosol Transmissible Diseases](#)

This policy contains general prevention best practices as well as TCA policies and procedures related to COVID-19 in the workplace. This policy, in conjunction with the COVID-19 related documents posted in TCA’s intranet and similar electronic sources, forms the COVID-19 Prevention Program.

What is COVID-19?

COVID-19 is a disease caused by a virus named SARS-CoV-2. It is very contagious and has quickly spread around the world.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus.

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People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Testing may be necessary to confirm an infection.

COVID-19 Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors. Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes.

To minimize the spread, the Center for Disease Control recommends multiple layers of mitigation to prevent the transmission of COVID-19. These include physical distancing, community use of well-fitting masks (e.g., barrier face coverings, procedure/surgical masks), adequate ventilation, and avoidance of crowded indoor spaces. These methods will reduce transmission both from inhalation of virus and deposition of virus on exposed mucous membranes. Transmission through soiled hands and surfaces can be prevented by practicing good hand hygiene and by environmental cleaning.

Identification and Evaluation of COVID-19 Hazards

TCA will implement the following in the workplace:

- Conduct workplace-specific evaluations
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the workplace
 - Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace, without fear of reprisal
 - Please discuss any concerns you may have with your site supervisor, or email the Health & Safety team at healthandsafety@classicalacademy.com
- Develop and implement COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
 - These policies and procedures are available on the TCA intranet and similar electronic sources
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention including:
 - [Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor](#)

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- Environment
 - CDPH Face Covering Requirements
 - CDPH Isolation and Quarantine Guidance
 - Applicable CDPH Employees & Workplaces Guidance
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration
- Conduct periodic inspections as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the COVID-19 policies and procedures

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by bringing to management's attention potential COVID-19 hazards in the workspace, without fear of reprisal.

Employee Screening

Employees will self-screen for COVID-19 symptoms daily according to CDPH guidelines. Those individuals displaying symptoms of COVID-19 should not come into work. Employees who develop symptoms while at work will be sent home. Employees must complete the HR google form for their campus or usual and follow CDPH isolation guidelines for symptomatic individuals. If applicable, employees must also communicate with their direct supervisor to make arrangements for a substitute. HR will work with employees to ensure a safe return to work.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly
- Individuals are identified as being responsible for timely correction
- Follow-up measures are taken to ensure timely correction

Control of COVID-19 Hazards

Face Coverings

TCA will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

TCA will provide clean, undamaged face coverings and ensure, to the extent possible and appropriate, they are properly worn by employees when required by orders from the [California Department of Public Health \(CDPH\)](#). Face covering requirements, including proper use and allowed types of masks will be communicated to employees and non-employees through email, intranet, signage and verbally, as appropriate.

Employees required to wear face coverings in the workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible
- When employees are required to wear respirators in accordance with any respirator program that meets section 5144 requirements
- Employees who cannot wear face coverings due to a documented medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed

Engineering Controls

For indoor locations, TCA identifies and evaluates how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Taking into consideration whether the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant
- Routine maintenance of existing ventilation systems, to the extent feasible, the amount of outside air and increasing filtration efficiency to the highest level compatible with the existing ventilation system
- Using portable or mounted HEPA filtration if it is determined such use would reduce the risk of COVID-19 transmission
- Following applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including [CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#)

Hand Sanitizing

To implement effective hand sanitizing procedures, TCA will:

- Regularly evaluate handwashing facilities
- Determine the need for additional facilities
- Encourage and allow time for employee handwashing
- Provide employees with an effective hand sanitizer
- Encourage employees to wash their hands for at least 20 seconds each time

Personal Protective Equipment (PPE)

TCA will evaluate the need for PPE as required by section 3380, and provide and ensure use of such PPE as needed.

Employees who wish to be fitted with the necessary PPE should reach out to the TCA Health & Safety team at heathandsafety@classicalacademy.com.

Testing of Employees

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To the extent feasible, appropriate and required by law, TCA will make COVID-19 at-home test kits and/or third party testing services available at no cost during paid time. These testing options will be made available to all employees:

- Who had close contact in the workplace
- Who have COVID-19 symptoms
- During outbreaks and major outbreaks (see below for further details)
- In accordance with applicable orders and guidance from state and local authorities

Investigating and Responding to COVID-19 Cases

TCA has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

TCA will also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, is provided to these employees.
- Written notice within one business day of knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c).
- TCA considers a “close contact” that meets the definition in section 3205(b)(1), unless it is otherwise defined by CDPH; “infectious period” meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and “worksite” meets the section 3205(b)(12) definition.

System for Communicating

TCA's goal is to ensure that TCA has effective two-way communication with employees, in a format that can be readily understood, and that includes the following information:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.
 - Employees will complete an HR google form for their campus or usual work site to report any symptoms, possible close contacts and/or positive cases. Employees may contact the TCA Health & Safety Team with any COVID-19 hazards concerns.
- That employees can report symptoms, possible close contacts and hazards without fear of reprisal
- That employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by speaking directly to their manager or HR
- TCA will supply tests kits or other means of tests at no cost to all employees who require testing
- Employees will be notified of the COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and COVID-19 policies and procedures
- That all personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees. All employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, unless an exception applies under the law

Training and Instruction

TCA will provide effective employee training and instruction that includes:

- The COVID-19 policies and procedures in place to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
 - An infectious person may have no symptoms
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and the policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including:
 - How to properly wear them
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn
 - The fact that facial hair can interfere with a seal
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace
- That employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms
- Information on COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death

COVID-19 Cases and Employees Who Had a Close Contact

When TCA has a COVID-19 case or close contact in the workplace, TCA will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts
- For employees excluded from work, continuing, and maintaining employees' earnings, wages,

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seniority, and all other employees' rights and benefits. This will be accomplished by COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave and workers compensation.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is TCA's policy to:

- Report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b)
- Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request

Return-to-Work Criteria

TCA will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until it can be demonstrated that all of the following criteria have been met:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving**, may not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication
 - 10 days have passed from when the symptoms began and symptoms are improving
- COVID-19 tests may be self-administered and self-read only when verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

Multiple COVID-19 Infections and COVID-19 Outbreaks

In accordance with section 3205.1, multiple COVID-19 infections and COVID-19 outbreaks occur when three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period. This section will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 Testing

TCA will provide self-administered test kits or third party testing COVID-19 testing as appropriate and feasible at no cost to all employees, during paid time, in the exposed group except for:

- Employees who were not present during the relevant 14-day period
- Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to return to work criteria

COVID-19 testing consists of the following:

- All employees in the exposed group are immediately tested regardless of their vaccination status and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department
- After the first two COVID-19 tests, TCA will continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period
- Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases
- TCA will make additional testing available when deemed necessary by Cal/OSHA or if recommended by the local health department

TCA will continue to comply with the applicable elements of the CPP, as well as the following:

- Employees in the exposed group must wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply)
- TCA will give notice to employees in the exposed group of their right to request a respirator for voluntary use
- TCA will evaluate whether to implement physical distancing measures between persons as appropriate and feasible

COVID-19 Investigation, Review, and Hazard Correction

TCA will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review includes:

- Investigation of new or unabated COVID-19 hazards including:

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- Leave policies and practices
- COVID-19 testing policies
- Sufficiency of outdoor air
- Sufficiency and feasibility of air filtration
- Sufficiency of physical distancing
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards
 - When otherwise necessary
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. TCA will consider:
 - Moving indoor tasks outdoors or having them performed remotely
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration
 - Increasing physical distancing as much as feasible
 - Requiring respiratory protection in compliance with section 5144

Buildings or Structures with Mechanical Ventilation

TCA will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, TCA will use filters with the highest compatible filtering efficiency. TCA will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

Major COVID-19 Outbreaks

In accordance with section [3205.2](#), major COVID-19 outbreaks occur when twenty or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period. This section will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

TCA will continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks section, except that the COVID-19 testing, regardless of vaccination status, will be required of all employees in the exposed group twice a week, or more frequently if recommended by the local health department. Employees in the exposed group will be tested or excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases starting from the date that the outbreak begins.

In addition to complying with the CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, TCA will also:

- Upon request, provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. Examples of methods TCA may use, as appropriate and feasible, include:
 - Telework or other remote work arrangements

- Reducing the number of persons in an area at one time, including visitors
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA

COVID-19 Prevention in Employer-Provided Transportation

This section applies to TCA-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations
- To employees with occupational exposure as defined by section 5199
- To public transportation

Assignment of Transportation

To the extent feasible, TCA will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities. TCA will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible

Face Coverings and Respirators

To the extent possible, TCA ensures that:

- Face covering requirements of the CPP **Face Coverings** are followed for employees waiting for transportation, if applicable
- TCA will review CDPH and local health department recommendations regarding face coverings and implement face covering policies that effectively eliminate or minimize transmissions in vehicles
- TCA will provide training to employees on CDPH and local health department recommendations regarding face coverings, and on its policies
- Upon request, TCA will provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle

Screening

TCA will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

- Individuals are expected to self-screen for symptoms prior to entering the vehicle

Ventilation

Vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees
- Protection is needed from weather conditions; such as rain or snow
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100

Hand Hygiene

TCA will provide hand sanitizer in each vehicle and expects that all drivers and riders will sanitize their hands before entering and exiting the vehicle.