



# WHITE MOUNTAIN APACHE TRIBE

A Sovereign Tribal Nation

## (Amending the Tribe's Personnel Policies and Procedures to Adopt a COVID-19 Policy Addendum)

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**WHEREAS,** The Constitution of the White Mountain Apache Tribe ("Tribe") of the Fort Apache Indian Reservation provides, at Article IV, Section 1(s) that the Tribal Council ("Council") shall exercise the power, "To...regulate subordinate organizations,"; and

**WHEREAS,** The Tribe declared an Emergency Declaration due to COVID-19 on March 12, 2020 and established a set of guidelines and restrictions by means of Tribal Resolutions to help mitigate the spread of COVID-19 on the reservation; and

**WHEREAS,** The Tribe will eventually return back to work, contingent on numbers of active cases on the Fort Apache Indian Reservation and a number of other variables to be determined by the proper local health authority; and

**WHEREAS,** The Tribe understands that until a vaccine or other therapeutic regime is available, Tribal operations must operate under a "new normal" involving mitigation strategies; and

**WHEREAS,** These mitigation strategies require adoption of a policy addendum to the Tribe's Personnel Policies and Procedures Manual, which can be activated and amended now and in the future as needed, a draft of which is attached hereto; and

**WHEREAS,** The Council has reviewed the draft policy addendum, and finds that its adoption will assist the Tribe in safely reconvening operations, and is in the best interests of the Tribe and its members.

**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby adopts the COVID-19 Addendum to the Tribe's Personnel Policy and Procedures Manual, and instructs that it be incorporated therein, effective immediately, and distributed to all Tribal departments.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it further implements a strict "No Mask, No service" measure to safeguard all Tribal Employees, members, and other private business employees on the reservation.



**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby directs that in the event this Resolution directly conflicts with the Tribal Constitution, Tribal Ordinances, or any material facts concerning the issues presented are later found to be false, this Resolution shall be deemed null and void and have no legal effect.

**Resolution No. 09-2020-214**

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby directs that in the event that this Resolution conflicts with a prior Resolution or Policy, this Resolution shall supersede and govern over the conflicting subject matter.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that the Chairwoman, or in her absence, the Vice-Chairman, is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

The foregoing resolution was on **SEPTEMBER 3, 2020** duly adopted by a vote of **TEN** for, **ZERO** against, and **ZERO** abstentions by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it under the enumerated powers listed in Article IV, Section 1 of the WMAT Constitution, so ratified on September 30, 1993, and federally recognized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984).

	<u>9/8/2020</u>		<u>9/8/2020</u>
Gwendena Lee-Gatewood, Chairwoman	Date	Doreen T. Numkena, Tribal Secretary	Date

Addendum to  
White Mountain Apache Tribe  
Personnel Policies and Procedures Manual  
Concerning Novel Coronavirus (COVID-19)  
and Other Highly Contagious Diseases

This temporary policy addendum is based on the current understanding of the novel coronavirus (COVID-19). COVID-19 is a highly contagious and dangerous respiratory illness. As studies into this disease continue, and our understanding evolves, this policy addendum is subject to further amendment.

This policy addendum shall take effect and remain in effect upon recommendation of the Tribe's EOC and Tribal Council. It may be activated in like manner, as needed in the future, should similar outbreaks or pandemics occur.

**Employee Response to Symptoms**

Common symptoms of COVID-19 include but are not limited to:

- Fever equal to or greater than 100.4 degrees Fahrenheit;
- Chills;
- Cough;
- Shortness of breath;
- Vomiting;
- Muscle or body aches;
- Runny nose/sinus symptoms;
- Sore throat;
- Swollen lymph nodes;
- Fatigued;
- Sudden loss of taste or smell;
- Rash;
- Symptoms of a stroke/severe headache; and
- Other symptoms identified by the Centers for Disease Control.

During the term of a pandemic or Tribally declared emergency, employees who exhibit any of these symptoms are advised to notify their supervisor, then stay home and seek immediate attention from their primary care provider.

**Employee Check-In and Self-Reporting**

Before starting work, each employee will self-report to their supervisor if, to the best of their knowledge, they:



- Have any of the symptoms of COVID-19 [See above];
- Have been in close contact with someone diagnosed with COVID-19. Close contact means living in the same house as someone who is positive for COVID-19; caring for a person who has tested positive for COVID-19; being within 6 feet of a person for 10 minutes or longer who has tested positive for COVID-19; or coming into contact with secretions (sharing spoons and forks, being coughed on, sneezed on) from a person who tested positive for COVID-19 regardless of how long they interacted. Employees must also share if they have been in any crowded conditions since they last reported to work; or
- Have been advised or ordered to quarantine or isolate by their doctor, a local public health official, or as required by Tribal policy.

It is important for employees to be honest when answering these questions.

### **Temperature Scan Screenings**

Directors and supervisors, or their designee, must conduct temperature checks on each employee before employees begin work. Such scans shall occur in a well-ventilated room, so designated for this purpose. The individual conducting the temperature scan must wear a facemask and use a no-contact thermometer. Temperature scans must be conducted privately to protect each employee's protected health information. Should the employee's temperature scan read more than 100.4 degrees Fahrenheit for two consecutive tests, the employee shall be furnished with a mask and shall immediately leave the premises.

### **Secure Storage**

Departments may choose to document the temperature and answers to the daily screening questionnaires for each employee but a verbal confirmation of these is also acceptable. Any documentation must be treated as a confidential medical record bound by the Health Insurance Portability and Accountability Act (HIPAA). These records must be kept separate from an employee's personnel file and access should be granted to authorized individuals only. Any employee concerned about the disclosure of these details to their supervisor may instead report to the Tribe's Personnel Department for temperature screening.

### **Feeling Ill at Work**

Employees who show up to work with any COVID-19 symptoms, answer yes to any of the questions in the questionnaire, have a temperature equal to or greater than 100.4 during the temperature screening, or who become ill at work, must immediately separate from coworkers, and go home. Employees who are sent home must immediately seek medical attention from their primary care provider.

An employee can return to work only after a qualified medical determination that the employee is not believed to have COVID-19 or any other infectious disease.

If an employee is not able to obtain a medical clearance within three days the employee must notify their director, supervisor, or designee or Personnel Department and produce documentation of why they have not yet been tested. If no test is accessible to the employee, the employee must still provide a document from a treating health care provider stating that no test is available or ordered and showing the course of medical restrictions provided or other instructions issued.

### **Quarantine/Isolation**

If an employee tests positive for COVID-19 they must notify their director, supervisor, or designee or the Personnel Department by the next business day after receiving the confirmation of any COVID-19 test result and their notification to quarantine or self-isolate by their primary care provider, testing facility, or local health authority. Employees can utilize the COVID-19 Related Emergency Excused Absence Leave (CREEA) during their quarantine as outlined in this policy or its addendum, and as available.

Employees who test positive for COVID-19 shall refer to the advice of their health care provider regarding how long they must observe any restrictions or guidelines. Employees should consult with their supervisor as certain categories of employees, including first responders and essential service employees may have different guidelines regarding how long they can quarantine.

Employees must stay home during the pending status of their test results and may use CREEA leave, if available while they wait for their results. If the results are negative the employee is cleared to return to work.

Employees may also be advised to quarantine as part of the contact tracing process with their local health authority.

Any employee who has come into close and prolonged contact with someone who is positive for COVID-19 or exhibiting symptoms, for more than 15 minutes, must quarantine for 14 days. Close contact means living in the same house as someone who is positive for COVID-19; caring for a person who has tested positive for COVID-19; being within 6 feet of a person for 15 minutes or longer who has tested positive for COVID-19; or coming into contact with respiratory droplets (sharing spoons and forks, being coughed on, sneezed on) from a person who tested positive for COVID-19 regardless of how long they interacted.

Indian Health Service-Whiteriver Service Unit is providing an "Off Quarantine Letter" for any individual who test positive at their facility. Additionally, they also provide a "Back to Work Letter" for anyone placed on quarantine through their contact tracing surveillance. Employees are advised to inform IHS they will need anyone of these letters upon their initial contact with the Public Health Nursing. Similar procedures may be provided at outside facilities.



## **Prevention/Risk Management**

- Employees will always maintain at least a 6-foot distance from one another or as practicable in the office;
- Employees will wash their hands with soap often throughout the workday, or use hand sanitizer when soap and water are not available, and avoid touching their faces directly;
- Employees will cover their coughs and sneeze into a tissue and will wash their hands immediately thereafter;
- Employees must self-check to confirm they are not symptomatic before entering the office, even if they plan to work in the office alone;
- Employees must not share equipment, phones, or tools with any other employee or visitor, including pens, pencils, and food or drinks;
- Employees must always wear a facemask while they are working; and
- Employee must avoid any gathering, whether work-related or personal, of greater than 10 people, during both work hours and personal time.

### Temporary Closures.

Temporary workspace closures will occur as needed, based on site exposure events and other location directives.

### Self-Identification of Vulnerable Individuals

Individuals with health vulnerabilities must self-identify to their supervisor, director, or designee or Tribal HR as either “vulnerable” or “at risk,” without disclosing protected health information, and considering the following guidance:

- Diagnosis or presence of chronic health conditions
- Any weakened immune response (e.g., inflammatory conditions, organ compromise, immune-impacting medications, surgery/invasive treatment needs, ongoing conditions, etc.);
- Any “ill feeling” such as abdominal pain, rash, fever, cough, headaches, or other symptom onset not otherwise associated with an individual’s regular health profile;
- Any unsafe personal practices/conditions (e.g., “sharing” scenarios, home circumstances, etc.);
- Experiencing any scenario escalating their COVID-19 illness risk such as non-distanced encounters with others not being observed/able to observe safeguarding practices (no facemasks, no protections from cough/sneeze exposures, etc.) or individuals who could be asymptomatic or who are not known to be disease free. Personal fitness assertions from other individuals do not eliminate this consideration; or
- Individuals expressing general personal safety concerns (single parent, sole wage earner, etc.)

## **Site Management**

## **Cleaning and Disinfecting**

Each office must routinely clean and disinfect all frequently touched surfaces including but not limited to keyboards, remote controls, desks, countertops, and doorknobs. If a janitor is employed by a department, a daily schedule of cleaning duties must be established and adhered to. If no janitor is available, each department's staff will be required to assign cleaning responsibilities based on the direction of the director, supervisor, or designee. Departments may require that their janitor or custodian clean and disinfect work areas during periods where staff are predominantly working from home.

Each employee is responsible for cleaning and disinfecting their immediate workspace upon arrival, and before leaving from each shift.

## **Social Distancing**

All tribal departments must implement social distancing precautions. Physical contact between employees, and employees and visitors, including but not limited to "high five" gestures, handshakes, or other physical contact is prohibited under the terms of this policy addendum and for the term of these measures.

Seating arrangements, desks, and other furniture within departments must be reconfigured to ensure that there is a minimum of 6 feet of space between employees.

If adequate social distancing cannot be accomplished at a job site due to space shortage or other logistical limitations, directors and supervisors may utilize varied work arrangements to create safety.

Such variations may include creating alternating work site schedules across staffing assignments or adding shifts to disperse staff throughout a work week or reducing the total number of employees in a facility at any given time. Alternate schedules due to worksite space limitations must be approved by a department director, with written notification to Tribal Personnel Department and the Tribal Chairperson' Office.

## **Public Dealings/Site Visitors**

All tribal staff must take steps to safeguard their health both while they are at work and while away from work due to the extremely infectious nature of this virus and the high risk of transmitting the disease. As a result, the Tribe recommends all staff members to wear a facemask while in public or as directed by local jurisdictions.

Until further notice, no unauthorized non-employee of the Tribe is allowed entry to the Tribe's offices unless arranged with supervisor in advance or in the event of an emergency with no alternate means of rendering assistance. Employees should call for emergency assistance while non-employees remain outside or make phone calls for individuals outside the building.

Visitor contact shall be normally restricted to phone and electronic communication. Signage shall be posted at worksites to explain and promote compliance herewith.

Every work site must maintain a daily check-in log which documents which employees are present at all times.

### **Worksite Modifications**

Departments that interact with the public must install plexiglass or other barriers form prior to opening for any interactions with visitors.

### **Work Continuity**

An employee may request or be directed by the Tribe to modify their customary work arrangement due to COVID-19.

Such variations may include:

### **Working from Home**

Employees may be allowed or directed to work from home or at some other offsite location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Tribe and employees or be authorized to resolve risk management concerns.

The following basic requirements must be met in any work from home arrangement:

- Employees must be able to carry out same duties, assignments, and other work obligations at their home or alternate location as they do when working on-site as determined by a supervisor;
- The workweek for fulltime regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day from 8am until 5pm unless otherwise approved by their supervisor or by the Tribe;
- Employees must be available to answer calls and emails from their supervisors and coworkers during scheduled work hours; and
- Employees must be able to attend scheduled meetings and participate in other required worksite activities as needed via selected internet platforms from their remote location.

### **Equipment/Furnishings/Office Supplies**



If budgetary restrictions allow, the Tribe shall provide a computer and printer to any employee whose job duties require the use of these items. The department must document these supplies and have an agreement in place requiring the employees' signature.

#### **Off Site Visit Process (Home Visits)**

- No off-site visits shall occur without advance permission from a supervisor;
- Virtual contact alternatives must be used, as available and practicable (e.g. conference call/WebEx);
- When offsite work is authorized, the employee must obtain confirmation that the offsite location is adhering to appropriate safety protocols and has no one present who was COVID-19 positive or suspected for at least 14 days prior to visiting;
- Employees must maintain all safety protocols whenever offsite (social distancing/wearing facemasks); and
- Employees who express concern about working at offsite locations shall be allowed to find alternatives to any in-person presence, when feasible.

#### **Oversight/Compliance**

All personnel must promptly report any workplace occurrences related to COVID-19 to their director, who shall notify the EOC/IC and the Tribe's Personnel Department, if necessary.

#### **Disciplinary Action**

Failure to follow this policy may justify disciplinary action as provided for in Section IX of the Tribe's Personnel Policies and Procedures Manual.

COVID-19 RELATED LEAVE  
The Families First Coronavirus Response Act Leave Allowances  
Effective from April 1, 2020 to December 31, 2020

**COVID-19 RELATED EMERGENCY EXCUSED ABSENCE**

1. Purpose

The COVID-19 Related Emergency Excuse Absence (CREEA) allowance provides emergency leave related to the COVID-19 pandemic. It becomes effective April 1, 2020 and is applicable until December 31, 2020 or until such a time deemed necessary by the Emergency Operations Center and/or the Tribal Council of the White Mountain Apache Tribe. It addresses the anticipated need for pay continuity with a new, temporary benefit for Tribal staff whose work is disrupted by the COVID-19 pandemic.

2. Eligibility and Amount of Leave

Directors and supervisors are required to provide CREEA leave for employees who cannot work for any of the following reasons:

- a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- d. The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19 OR who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- e. The employee is caring for their son or daughter under the age of 18 if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- f. The employee is experiencing any other substantially-similar condition as specified by the U.S. Secretary of Health and Human Services.

3. Duration of Leave

Fulltime employees are eligible for up to 80 hours of this leave.

4. Calculation of Pay

For employees taking leave due to reasons a-c, they shall be paid at their regular rate; for reasons d-f, the employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day.

5. Procedure

Employees are immediately eligible to take the CREEA leave regardless of length of employment. Substitution of existing leave is not required. Employees are not required to find their own replacement, meaning arranging for shift coverage, during the use of CREEA.

To use CREEA leave, employees must complete the Tribe's "Leave Request Form" and select Administrative Leave, then indicate CREEA leave. The director or supervisor will review the request and determine when CREEA begins and ends. The employee will be notified by their supervisor or designee of the approval or denial of their request within two business days.

Employees may use accrued annual leave to supplement any deficiency if leave is extended beyond an 80-hour period while this CREEA policy is in effect. Timekeepers should mark "CREEA" on the employee's timesheet for every day an employee uses the CREEA, up to a total of 80 hours. Directors and supervisors should make every effort to track the CREEA and total compensation paid to employee.

### **Family and Medical Leave Act Allowances (Expanded)**

#### **1. Purpose**

The Tribe will observe the requirements of the Family and Medical Leave Act (FMLA) in providing leave to employees utilizing the following provisions. When this leave is utilized, an eligible employee must obtain a form from the Human Resources Office and any questions concerning applicability of the leave explained to the immediate supervisor and employee by a staff member from the Human Resources Office.

#### **2. Eligibility and Amount of Leave**

- a. Family and Medical Leave will be granted to permanent employees who work over twenty (20) hours per week and who have completed 30 days of service with any branch of the Tribe.
- b. Such leave can extend for up to 12 weeks, with up to 10 weeks of paid leave for an employee who is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. If applicable, CREEA leave can provide paid leave for the first two weeks of the employee's absence in this category (for a total of 12 weeks of paid leave).
- c. Additional leave without pay may be requested as provided in the Tribal Personnel Policy (Section VII. M. Leave Without Pay)

#### **3. Calculation of Pay**

Employees taking leave under this category that qualifies as paid leave shall be paid at 2/3 their regular rate, up to \$200 per day.



#### 4. Benefits While on Leave

Taking expanded family and medical leave will not result in the loss of any employment benefit accrued before the date that the leave began. Employment benefit includes all Tribal benefits provided or made available to employees of the Tribe including group life insurance, health insurance, disability insurance, annual leave and retirement plan as contained in these policies or Tribal employee benefit plans. While on COVID-tied family and medical leave, the employee is entitled to continue health, life, dental, and long term disability insurance at the Tribe's expense. Retirement contribution and leave accrual will continue based only on hours paid.

## Section VII Work Schedules, Paid Time-Off, Leave and Fringe Benefits Regulations

### SECTION VII. WORK SCHEDULES, PAID TIME-OFF, LEAVE AND FRINGE BENEFIT REGULATIONS

#### A. Regular Attendance Regulations

1. Official business hours. The period each day when the White Mountain Apache Tribal offices are officially open for business, 8:00 a.m. - 5:00 p.m., Monday through Friday. At any time, the Tribe may make an Emergency Declaration which will require departments to work under different business hours. These modified hours of operations must be posted outside each department's front door and communicated to staff members by email or interoffice memorandum.

2. Hours of work. The normal workday for non-exempt full-time, employees shall be eight (8) hours and the normal work week forty (40) hours, except within occupations where the best interest of the Tribe is served by extended or alternate work hours. Each eight-hour day includes one unpaid lunch hour unless alternate arrangements are approved in advance by the direct supervisor.

In the event the Tribe makes an Emergency Declaration, departments may be required to operate on varying business hours and may modify, stagger, or rotate their employees' schedules to safely fulfill their program's scope of work and other objectives while adhering to all local applicable safety guidelines and regulations.

3. Attendance. Employees shall attend their assigned work site in accordance with these policies and/or general or departmental regulations. An employee unable to report for duty on a workday shall notify the supervisor or designee of that fact not later than one hour after the beginning of work unless departmental written rules require an earlier reporting time. Failure to do so without good cause may result in disciplinary action, up to and including termination of employment.

During any Emergency Declaration Department Heads/Supervisors or their designee must notify their staff members in writing, an email may suffice, of their department's working hours and the employee's scheduled time of work.

4. Monitoring. From time to time, the Chairwoman, upon recommendation from the Personnel Office, the Controller and/or relevant Department Heads/Supervisors may institute methods of monitoring employee compliance with workday and work week requirements to ensure accountability.

#### B. Leave Authorization

1. General Provisions. Leave will be granted based upon the conditions stated for each type of leave or holiday pay described in the Tribe's Personnel Policies and Procedures (policies).

2. During an Emergency Declaration an employee may be required to work a modified, staggered, or rotated schedule as determined by the Department Head/Supervisor or their designee.

3. If an employee is scheduled to report to work as directed by their Department Head/Supervisor or designee and is unable to report for duty for any reason they must use their annual leave or compensatory time off as directed and approved by the Department Head or designee.

#### L. Administrative Leave

Administrative Leave is leave with pay and may be granted by an appropriate authority of the Tribe in the following situations:

- a. Early release applies to:
  - Time off for voting
  - Inclement weather
  
- b. Safety applies to:
  - Temporary closure of employee work sites or facilities due to environmental health hazards or other safety or health reasons.

#### Provisions for Administrative Leave

1. Administrative Leave is subject to the final approval by the Department Head/Supervisor based on program needs and other deadlines.
2. Anytime Administrative Leave is granted under Section L, "Administrative Leave," subsection b, employees are on standby notice and must report to work if they are needed. Employees who fail to report to work for any reason not mentioned in this policy must use their annual leave or compensatory time off.
3. Early release does not apply to employees on leave, travel or whose tour of duty does not cover the period of the early release.
4. Safety leave does not apply to employees designated "emergency" by their Department Head/Supervisor or designee.

#### Emergency and Non-Emergency Designation

All staff of the Tribe are essential to its operations but during any Emergency Declaration, certain employees of the Tribe must continue to work to ensure operations are maintained. To this end, Department Heads/Supervisors of the Tribe must designate each employee of their department as either Emergency or Non-Emergency.

#### Emergency Employee



Employees designated as Emergency must remain at work onsite or report to work onsite at the departments regularly scheduled start time if no delayed openings, early dismissals, or closure has been declared.

#### Non-Emergency Employee

Employees designated as Non-Emergency can be on administrative leave during any emergency declaration unless they are notified of a need to report for duty.

#### Public Safety

Given the nature of their work, Public Safety Departments are always deemed Emergency.

These departments include:

1. Police Department
2. Emergency Medical Services
3. Fire Department
4. Department of Corrections
5. Game and Fish Rangers
6. Police Department Dispatchers
7. Game and Fish Dispatchers

White Mountain Apache Tribe  
Employee Vehicle Use Policy  
For COVID-19

This temporary guidance is based on the current understanding of the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that quickly spreads from person to person. These policies and procedures may change as our understanding of COVID-19 grows. This guidance is meant to lower potential infections among those using tribal vehicles and to minimize the risk of spreading the virus to others with whom the drivers interact.

There is widespread community transmission of COVID-19 on the Fort Apache Indian Reservation, which means we should act as if we are all exposed.

**Practice healthy personal hygiene**

- Wash hands often with soap and water for at least 20 seconds.
- If soap and water are not available, an alcohol-based hand sanitizer with at least 60% alcohol should be used.
- Cover coughs and sneezes with a tissue or your sleeve. Do not use your hands.
- Immediately throw out tissues in trash and wash or sanitize your hands afterward.
- Do not touch your eyes, nose, and mouth with unwashed hands.
- Have tissues and hand sanitizer available in your vehicle for your passengers.
- Do not shake hands.
- If you do physically interact with a customer, remember to wash hands with soap and water or use hand sanitizer after every transaction.
- Wear masks whenever others are in the vehicle with you.

**Clean and disinfect your vehicle routinely. When cleaning and disinfecting:**

- Pay special attention to surfaces and objects that are touched often by passengers, such as door handles, window buttons, locks, payment machines, arm rests, seat cushions, buckles, and seatbelts. Also wipe down surfaces that you frequently touch, such as the steering wheel, radio buttons, turn indicators and cup holders.
- Use regular disinfectant products that are appropriate for the surface.
- Keep the vehicle doors open while cleaning and disinfecting.
- Wear disposable gloves when cleaning and only use them once. Throw gloves in the trash after use and wash hands immediately with soap and water or use an alcohol-based hand sanitizer.
- Wait until all surfaces have dried before giving a ride to a passenger.
- Clean passenger area between each passenger.
- Driver should clean driver area of vehicle before they use vehicle and at the end of their shift.

**Maintain social distancing.**

- Create more personal space. Keep at least 6 feet of distance between yourself and others, whenever possible.
- Ask passengers to sit in the back to create physical distance. If the vehicle has a partition, close the partition before picking up passengers. If the vehicle does not have a partition, consider

putting up a clear plastic barrier between the front and back of the vehicle which should not affect rear view mirror visibility. If possible, have passenger sit in seat not directly behind driver.

- Only transport passengers who are in the same department.
- Do not transport any unauthorized persons in the company vehicle.
- Staff must always wear a facemask when at work. It is essential that staff continue to practice physical distancing and good hand hygiene even when wearing a facemask.
- Whenever possible, set ventilation to “non-recirculated air mode” in both the driver and passenger compartment. Open windows if this is not an option.
- Staff should not carpool with others who don’t live in their household.

**Medical facility contractors providing transport for patients should follow their company’s guidelines.**

**References:**

1. Disinfecting non-emergency vehicles  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>
2. List of approved disinfectants against COVID-19  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>