

CTAA Best Practices: What To Do if Your Employee Tests Positive



CTAA members across the country are adapting to challenges around employee health and safety. As front-line essential providers, transportation agencies and their employees are at risk for increased exposure to COVID-19. Below are CTAA's recommendations, informed by information directly from the CDC, on best practices for when an employee appears sick and/or tests positive for the virus.

What steps can I take when an employee appears to be sick?

While it may be hard for transit staff to take time off work, CDC advises that individuals who appear to have symptoms, either prior to arriving at work, upon arrival at work, or who become sick during the day, should be separated from other employees, customers, and visitors, and sent home. Isolated employees should be symptom-free for a predetermined times set by the CDC before ending their isolation. Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments. Any fellow employees should then self-monitor for symptoms.

What steps can I take when an employee has a confirmed positive case of COVID-19?

Based off of CDC recommendations and what we are hearing from our members, CTAA recommends taking the following key steps when an employee has a confirmed positive case of COVID-19:

Request a sick employee stay home, and remove them from the operating schedule. While it may be hard for transit staff to take time off work, all individuals who test positive for COVID-19 should remain in quarantine in their homes or in a healthcare facility, and that they should be symptom-free for a predetermined times set by the CDC before ending their isolation.

Coordinate with local health officials. Once learning of a person with confirmed COVID-19, immediately notify local health officials. These officials will have guidance for administrators and leaders to determine a course of action, which may include tracing contacts of that person. Local health officials can offer guidance for closing the facility or restricting access (who can enter or what areas of the facility can be accessed).

Clean and disinfect thoroughly. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Implement strategies to continue essential services for the people you serve. Public transportation has been deemed an essential service and therefore it is likely your service will need to continue even if a staff member (or multiple staff members) have tested positive. When working through your preparedness plans, make sure to identify ways to ensure the safety and social well-being of groups that may be especially impacted or at high risk.

Communicate with staff, volunteers, members, and the people you serve. Coordinate with local health officials to communicate closure decisions, alterations to services, and the possible COVID-19 exposure. As a public transportation system, you play a vital role in your maintaining community morale and cohesion. People will need to be able to receive timely, reliable information from their community leaders, including transportation providers.