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 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 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 health standards and expectations regarding sickness, personal hygiene, social distancing, and mask wearing. This Workplace Safety 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**

Employees may use the shared office space, within the parameters listed in this document, unless NYS or local Tompkins County guidelines preclude this. All employees may opt to continue remote work indefinitely, within the parameters of their job, until further notice. No employees are required to keep shifts within the shared office space unless they prefer it and state and local guidelines allow.
Flexible work options are in place for all employees, with consideration for necessary work duties. 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 status so others who may be in the same space can make informed decisions.

All staff must comply with any active government travel restrictions or quarantine requirements (including [NYS travel quarantine requirements](#)).

**Employees with any symptoms of COVID-19 or any other airborne infectious disease, a current COVID-19 case or close contact with an active case, or who otherwise feel unwell are required to work remotely or take paid sick time for the full duration of their symptoms and the suggested quarantine period after any exposure.** This includes avoiding all interactions with other employees, and the public. Employees are entitled to all paid sick and family leave benefits under the [Families First Coronavirus Response Act](#).

**Action Plan in the case of exposed or infected employee**
Any employee with a known potential exposure to COVID-19 must work remotely or take paid sick time for a period following federal, county and state guidelines (as of June 2021 this is 10 days).

If an employee tests positive for COVID-19 and has had contact with CCT staff or facilities, the CCT must immediately notify the Tompkins County Health Department and cooperate with contact tracing efforts, including notification of all potential contacts, such as workers or public who had in-person contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The employee must immediately notify the Executive Director, who will coordinate this task.

If an employee tests positive who has had any contact with shared vehicles or bikes or the office space in the 72 hours prior to testing, any of those spaces or items that employee touched should be quarantined and disinfected in accordance with any directives issued by state or local health departments about the required cleaning protocol.

**Office and Indoor Facilities**
CCT facilities are open for staff use. The public may visit only for curbside/outdoor pickup of member packets or other items when mail delivery will not work.

**Distancing, Ventilation and Face Coverings**
Employees wishing to work from the office or other facilities should coordinate timing to ensure that 6’ distancing can be maintained while working. At the 315 N. Aurora St. office, this means no more than 1 person in the front room, and no more than 2 in the other rooms at a time. No more than 1 person in the kitchen/hallway or bathroom area at a time. Maximum ventilation, e.g. open windows, etc., is encouraged when more than one person is using the office.

Masks or face coverings should be worn at all times that more than one person is in any single room. Personal reusable fabric face coverings are provided to all employees upon request, and at no cost to them. A supply of disposable masks is kept at the office in the case that an employee finds themselves at the office or needs to visit a vehicle without one. Employees are responsible for keeping, storing, and cleaning their own reusable masks.

Where federal, state or local guidance allows relaxed guidelines for fully vaccinated individuals, CCT practice allows for this relaxation, if and only if all individuals involved consent to the relaxed guidelines. For instance, if all involved employees consent, fully vaccinated employees may exceed maximum indoor occupancies (listed elsewhere in this section), and may be unmasked in the same space, provided all other relevant federal, state and local guidelines are followed, and doors are closed to other occupied spaces.

Public Access
The office remains closed to the public. Public interactions, if necessary, will follow federal, state and local guidance on distancing, masking and group size. All Ithaca Carshare member materials will be delivered by mail, or via a transfer that maintains distancing and other guidelines.

Cleaning & Sanitation
All employees are encouraged to frequently wash hands or use hand sanitizer. We encourage staff to wipe down both personal and shared surfaces (desktop, computer, phones) frequently with disinfectant spray or wipes.

Carshare Vehicles
- High risk members may request pre-trip disinfection service for shared vehicles
- Unvaccinated members and passengers should wear masks or face coverings while using vehicles.
- Hand sanitizer is provided for member use in each vehicle.
- Messaging about our expectations of members when they use the vehicles will be prominent when making bookings online or visiting our website.
- If CCT staff are aware of someone with an active infection coming in contact with a shared vehicle, it will be quarantined and disinfected according to federal, state and local guidance.
- If a situation arises where a staff person must be in the same car as a member (eg. breakdown rescue), government distancing and masking guidelines will be followed.

Events and Gatherings (including Equipment Lending and Transfer)
CCT follows federal, state and local guidance regarding gatherings and interactions, and defaults to the guidance for unvaccinated or unknown status groups and individuals unless all involved are fully vaccinated and consent to relaxed guidance. Where possible, meetings and gatherings will be held virtually and/or outdoors following group size, distancing and masking requirements, and where possible and effective, communication will happen with minimal physical contact/proximity (e.g., online paperwork, etc). Small group meetings may be held in CCT facilities provided distancing and masking guidelines are followed. Distance will be maintained when loaning or transferring items or equipment by avoiding hand to hand transfer, stepping away from items to maintain distance as per local, state and federal guidance. If CCT staff are aware of someone with an active infection coming in contact with a shared item, it will be quarantined and disinfected according to federal, state and local guidance.

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History of operational 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 cancelled
- 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.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.