

# WISCONSIN

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



TRANSPORTATION



The transportation and warehousing sector includes industries providing transportation of passengers and cargo, scenic and sightseeing transportation, and support activities related to modes of transportation. Wisconsin has more than 117,000 workers and 6,600 businesses in this sector, all working to keep the state's economy moving.

As many people stay safe at home, COVID-19 has significantly affected public transportation services such as ride sharing, taxi services, buses and air transportation. The nature of these services makes it difficult to practice social distancing.

Trucking and rail industries have also been affected, but with a distinct difference between those that work in essential versus nonessential industries. Nonessential commercial transport is not allowed under the Safer at Home Order. The Wisconsin Department of Transportation is providing additional permits to truckers, adding rest areas, and relaxing weight and driver hour restrictions to aid the delivery of crucial food, medical supplies and other supplies during the pandemic.

The guidelines contained in this document can help protect safety and maintain operations during the COVID-19 pandemic. In addition, please see the "**General Guidance for All Businesses**" document for guidance that applies to all industries and consult the other available industry guides as relevant for your specific business type.

## Recommendations for Transportation

### Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- ▶ Emphasize effective hand hygiene, including washing hands for at least 20 seconds, especially before preparing or eating food; after going to the bathroom; and after blowing your nose, coughing or sneezing.
- ▶ Always wash hands with soap and water. If soap and water are not readily available, then use hand sanitizer containing at least 60% alcohol.
- ▶ Avoid touching your eyes, nose and mouth.
- ▶ Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



PROTECT



WASH OFTEN



DISINFECT



CAUTION

### Personal protective equipment (PPE) and cloth face coverings

- ▶ Develop a plan to have sufficient PPE on hand for both routine operations and emergencies (for example, offering an ill employee or customer a face mask until they can leave the workplace).
- ▶ Workers who have frequent, close contact with members of the public or other workers may need to wear some combination of protective clothing, a face mask, a face shield and/or goggles.
- ▶ CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks or respirators are required.

### Temperature checks and/or symptom screening; identify and isolate sick people

- ▶ Provide a face mask to the ill individual and ask them to wear it. More information is available in [Publication 3990](#) from the U.S. Occupational Safety and Health Administration (OSHA).

## Business operations:

- ▶ Allow remote work for specific jobs and tasks when possible.
- ▶ Widen physical distance between workstations to a minimum of six feet.
- ▶ Avoid in-person meetings.
- ▶ Stagger start times for drivers to prevent crowding at terminal locations.
- ▶ Remove or modify proof-of-delivery signature requirements.
- ▶ Discourage workers from sharing tools and equipment.
- ▶ Provide disposable wipes to allow operators to frequently disinfect common touch points (rails, doors, buttons, etc.)

## Additional customer protections:

- ▶ Post signage at entrances to facilities, on digital customer communications or in vehicles letting customers know about changes to your policies and reminding individuals experiencing COVID-like symptoms to stay home.
- ▶ Use face masks or [cloth face coverings](#) while in public, and particularly when using mass transit.
- ▶ Consider making face masks available to customers who did not bring their own, and provide adequate trash receptacles for used PPE.

## Bus transportation

### Passengers:

- ▶ Wisconsin transit systems across the state have new guidelines to protect drivers and passengers, including new limits on rider capacity. Riders need to know about these guidelines:
  - ▶ Enter and exit buses through the rear doors.
  - ▶ Maintain a six-foot distance from others.
  - ▶ Only take the bus for essential trips.
  - ▶ Wear a mask if possible.

### Bus drivers, transit maintenance workers and transit station workers

- ▶ Potential sources of exposure for bus drivers, maintenance workers and transit station workers include having close contact with passengers or coworkers with COVID-19, or contacting surfaces touched or handled by a person with COVID-19 and then touching mouth, nose or eyes. The CDC [Bus Driver Fact Sheet](#) contains best practices and helpful information for drivers and employers, including information on routine cleaning and disinfection of the driver cockpit, along with suggestions to manage passenger movement. Fact sheets are also available for [transit maintenance workers](#) and [transit station workers](#).
- ▶ The Milwaukee and Madison transit authorities have issued additional guidance: [www.ridemcts.com](http://www.ridemcts.com), [www.cityofmadison.com](http://www.cityofmadison.com)



## Trucking and other driving services

- ▶ Minimize interaction between drivers and customers by leaving deliveries at loading docks, doorsteps or other locations that do not entail person-to-person interactions.
- ▶ Clean and disinfect high-contact areas like door handles, keys, steering wheels, switches and in-vehicle communication devices. Incorporate end-of-shift wipe downs for all shared spaces.
- ▶ Maintain social distancing guidelines to avoid spreading the virus within the warehouse.
- ▶ Allow remote work when the work function allows it (such as remote entry of orders), even if this is not feasible for an employee's entire job, thus helping to minimize workers' contact with common equipment and facilities.
- ▶ Instruct employees to take care when handling packages and avoid touching their faces.
  - ▶ COVID-19 resources and fact sheets for truck drivers:
  - ▶ Social distancing for truckers fact sheet from Washington state: [lni.wa.gov](http://lni.wa.gov) Managing COVID-19 impacts on driver stress fact sheet from Washington state: [lni.wa.gov](http://lni.wa.gov) OSHA fact sheet on COVID-19 for delivery truck drivers: [www.osha.gov](http://www.osha.gov)

- ▶ Resources for truckers from a commercial association: <https://www.trucking.org/COVID19/health>
- ▶ Mail and parcel delivery drivers' potential sources of exposure include having close contact with coworkers or delivery recipients, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC offers best practices and helpful information on its [webpage for mail and parcel delivery drivers](#).
- ▶ Potential sources of exposure for ride share, taxi, limo and other drivers for hire include having close contact with passengers, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC [webpage for drivers for hire](#) offers best practices and helpful information.

## Airlines/airports

- ▶ Air crew must report passenger illnesses to the CDC for symptoms associated with COVID-19:
  - ▶ Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher) that has persisted for more than 48 hours, by itself or with one of the following: Persistent cough, difficulty breathing, passenger appears obviously unwell
  - ▶ Additional requirements for minimizing contact between air passengers, cabin crew and the sick person and disinfecting the aircraft can be found on the [CDC's COVID-19 webpage for air crew](#).

### The CDC offers specific guidance and fact sheets for other airline workers:

- ▶ Customer service representatives' and gate agents' potential sources of exposure include assisting an infected person with close contact or handling passenger items such as baggage, boarding passes, identification documents, credit cards and mobile devices, then touching mouth, nose or eyes. The CDC [fact sheet for customer service representatives and gate agents](#) contains best practices and helpful information.
- ▶ Potential sources of exposure for airport custodial staff include handling solid waste or cleaning public facilities (such as waste bins, tables, chairs, basins or toilets) that have been used by an infected person and then touching mouth, nose or eyes. The CDC [fact sheet for airport custodial staff](#) contains best practices and helpful information.
- ▶ Aircraft maintenance workers could be exposed through

close contact with an infected person or by touching surfaces (for example, changing an air filters or repairing an aircraft interiors or lavatory) that have been touched or handled by an infected person, then touching mouth, nose or eyes. The CDC [fact sheet for aircraft maintenance workers](#) contains specific guidance for these situations.

- ▶ Additional COVID-19 guidance for airline/airport workers can be found on this [CDC webpage](#).

## Cruise and cargo ships

- ▶ **Cruise ships** are currently under a "[no-sail order](#)." For additional information, see the [CDC interim guidelines](#) for crew members and cruise ships.
- ▶ Cargo ships should follow [CDC guidelines](#) for handling sick passengers and crew members, sanitizing the ship and wearing PPE.

## Railroads

- ▶ Potential sources of exposure for rail transit operators include having close contact with an infected passenger or contacting surfaces touched or handled by an infected person, then touching mouth, nose or eyes. See the CDC [rail transit operator fact sheet](#) for best practices and helpful information.



### IN PARTNERSHIP WITH WISCONSIN'S REGIONAL ECONOMIC DEVELOPMENT ORGANIZATIONS:

7 Rivers Alliance  
 Centergy  
 Madison Region  
 Economic Partnership  
 Milwaukee 7

Momentum West  
 Prosperity Southwest  
 Grow North  
 The New North  
 Visions Northwest