



**Date:** March 20, 2021  
**To:** All MTD Employees  
**Re:** Notice of Potential Exposure to COVID-19  
**Fr:** Mary Gregg, Chief Safety Officer

**This is not a notice to isolate or self-quarantine.**

The health and safety of our employees and the public are our top priority. Pursuant to AB 685 and Labor Code Section 6409.6, which went into effect January 1, 2021, please be advised that according to the information below, you may have been on the premises at the same worksite as a qualifying individual within their infectious period and that you may have been exposed to COVID-19.

At this time and based on the information available to us, the District has determined that you HAVE NOT had close contact with a qualifying individual. Therefore, you ARE NOT required to self-quarantine. Employees that may be required to isolate or self-quarantine will be notified individually under separate notice.

“Close contact” is defined as being within 6 feet for longer than 15 cumulative minutes within a 24-hour period.

“Worksite” is defined as the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter.

The District received confirmation notice of the positive COVID-19 test on March 19, 2021. The qualifying individual was diagnosed with COVID-19 and received a positive COVID-19 test. The individual’s worksite is 550 Olive Street, Santa Barbara, CA 93101.

Please note the District has, in cooperation and coordination with employee representatives, implemented significant safety measures consistent with the guidelines from the Local Public Health Department (LPH), the California Department of Public Health (CDPH), Cal/OSHA, and the Centers for Disease Control (CDC) to reduce the risk of exposure to COVID-19 while at work and to ensure employee safety. Specific District procedures are outlined below and may also be found in Internal Employee COVID-19 Protocols Communication Memos issued by MTD’s General Manager, and/or issued by MTD’s Chief Safety Officer throughout the pandemic.

We understand this notice may be concerning. If you have questions or wish to discuss any of the information set forth in this correspondence, including further details regarding your rights, or for copies of internal employee communication memos, please contact:

Elsa Perez  
Senior HR Analyst  
Phone: 805-883-4210  
Email: [eperez@sbmtd.gov](mailto:eperez@sbmtd.gov)

Rafael Cortez  
Risk Administrator  
Phone: 805-883-4242  
Email: [rcortez@sbmtd.gov](mailto:rcortez@sbmtd.gov)

Thomas Reynolds  
HR Generalist  
Phone: 805-883-42XX  
Email: [treynolds@sbmtd.gov](mailto:treynolds@sbmtd.gov)

Mary Gregg  
Chief Safety Officer  
Phone: 805-883-4230  
Email: [mgregg@sbmtd.gov](mailto:mgregg@sbmtd.gov)

## **Sick Leave & Pay**

Please note if you are unable to telework, or if you become ill or otherwise unable to work, you will be able to use any available leave entitlements, such as:

- Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA) voluntarily extended by MTD to qualifying employees through June 30, 2021 after the expiration date of FFCRA on December 31, 2020
- Leave pursuant to the Family and Medical leave Act (FMLA) and the California Family Rights Act (CFRA)
- Worker's Compensation
- Sick Leave, including a one-time use of up to a negative 80 hours against accrual balance available for use through September 30, 2021
- District waiver of the pro-rata contribution toward the cost of medical and dental benefits for all employees who do not meet the pay hours worked in the previous month requirement through September 30, 2021.
- Rights specified in the employees' collective bargaining agreement if applicable

## **Employee Safety Protocols**

Employee Safety Protocols have been implemented in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

Social Distancing Protocols in place in accordance with Santa Barbara County PHD Health Officer Order No. 2020-8, as documented and posted at the entrances to MTD's Administrative Office at 550 Olive Street, Santa Barbara, CA 93101. (The full Health Officer Order can be viewed at <https://publichealthsb.org/health-officer-orders/>). A minimum six-foot distance from one employee to another will be maintained at all times at all MTD physical locations (Terminal 1 buildings and bus yard, Transit Center, Terminal 2); And, at any time interaction between two or more employees is necessary out in the field or at bus stops.

- The number of persons who can enter into a facility and work areas will be limited in order to maintain a six-foot distance from one another and access to MTD property and buildings is restricted to employees and authorized vendors only. Family and friends are not permitted on property.
- Maximum occupancy in areas throughout the facilities have been determined and posted. Any person needing to enter will wait at a designated location indicated outside of the entrance until such time that the area /room is available.
- Designated standing zones and how lines form have been noted in applicable areas.

Collection of fares is currently suspended and rear door boarding in place on all MTD fixed-route bus service.

Occupancy loads are limited. MTD will continue to keep passenger loads in place and monitor industry best practices in review of data of case numbers in Santa Barbara County.

Face covering policy (passengers/public): required to properly wear facemasks/coverings on buses and at all times on MTD property. Onboard bus announcements and messaging, and signage located on the exterior and interior of all buses, reminds the public of social distancing and the requirement to wear a face covering.

Face covering policy (employees):

- Face coverings to be worn by employees at all times in all MTD vehicles (buses, relief cars, staff cars, and maintenance vehicles), outdoors on MTD property (including the Transit Center), while walking across the yard and parking lots, as well in multiple occupant locations such as bathrooms, hallways, breakrooms and outdoor rest areas.
- As further enhancement and support of the use of face coverings at all times on MTD property, smoking on MTD's Administrative Office location and Yard (Terminal 1) is suspended, including in personal vehicles.
- MTD provides face coverings to all employees as stock supplies are available.

Enhanced Cleaning Protocols and Supplies

- Hand sanitizer, soap and water, and/or other effective disinfectant are located at or near the entrance of the facility and in other appropriate areas for use by the public and employees.

- Handwashing dispensers in employee and public restrooms contain soap with antimicrobial cleansing agents.
- Janitorial services are cleaning common areas, restrooms, and high-touch surfaces at the administrative location and the temporary transit center facility.

Measures to Prevent Unnecessary Contact: Self-serve food preparation items have been removed from common use.

Telework: Employees that may carry out their work duties from home are directed to do so.

### **Disinfection Protocols**

Disinfection protocols are conducted in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

- Nightly disinfection of all high touch surfaces in the buses and relief vehicles. Every bus that went out into service gets a full cleaning every night. The disinfectant used is hospital grade and is being used in accordance with CDC guidelines.
- Nightly disinfection of buses and relief vehicles using electrostatic sprayers or “foggers” to more effectively apply the disinfectant to every surface of the bus, including hard-to-reach areas and cloth seats. The machine combines with air and atomizes the disinfectant. Because the particles in the spray are positively charged, they cling to and coat any surface they’re aimed at.
- Relief car key fobs and attached key chains are disinfected before and after every use. Sanitizer wipes are located next to the key rack for use by employees and supervisors.

### **Anti-Discrimination/Retaliation Protection**

The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19. Employees who believe they have been retaliated against in violation of section 6409.6 may file a complaint with the Division of Labor Standards Enforcement pursuant to Section 98.6.

If you experience any COVID-19 symptoms (fever, cough, shortness of breath, chills, chills with shaking, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, congestion or runny nose, headaches, confusion, or new loss of sense of taste/smell), please inform your immediate supervisor, and/or human resources, immediately and contact your health care provider. MTD will keep all medical information confidential, including the name of any affected employee, as required by the Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA). MTD will not share personally identifiable information of employees or customers out of respect for individual privacy and in keeping with HIPAA (Health Insurance Portability and Accountability Act) protections.

In the meantime, there are many science-based methods to reduce spread and impact. The most effective way to stay healthy and minimize the spread of infectious disease is to follow health best practices such as:

- Maintain hygiene, including washing hands thoroughly with soap and water. If not available, use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing. (See CDC’s Cover your Cough page <https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm>).
- Stay home when you are sick until you recover. Seek immediate medical care if symptoms become more severe, e.g., high fever, cough, or difficulty breathing.

Please contact your healthcare provider if you have any additional medical questions or concerns.