

✓ Education & Training:

- Employees are being trained on the latest information on how Coronavirus is transmitted
- Trainings are provided in multiple languages (Spanish, Amharic etc)?
- Employees are being actively encouraged not to come to work if sick
- Hand washing, cough & sneeze & refraining from close contact (<6ft for >10 mins) protocols are being emphasized
- Employees have access to & are trained on correct use of **Personal Protection Equipment (PPE)** like gloves, face masks, etc

Janitorial-Specific:

- Employees cleaning bathrooms or with exposure to bodily fluids should have leak resistant, waterproof gloves & appropriate disinfectant
- Employees are being trained on waste disposal techniques regarding coronavirus patients / suspected cases of coronavirus
- EVS workers / Janitors are being trained in safe room cleaning procedures - including wait time before entering & appropriate mask to wear
- Proper PPE is available & shared with employees for "extra" or "deep" cleaning requests

Security-Specific:

- What specific PPE do Security Officers have?

✓ Protocols to Discuss with Employers:

- Protocols in place to train employees potentially exposed to coronavirus on the job on how to protect their families at home
- Protocols in place for workers if:
 - Schools are closed
 - An employee's worksite is closed
 - The government asks people to quarantine in their home
 - The employer asks an employee or employees to stay home
 - Someone at their site has the infection

Janitorial-Specific:

- Protocols in place for removing & handling waste regarding coronavirus patients / suspected cases of coronavirus

Security-Specific:

- Protocols in place & shared for Security Officer roles as part of emergency response plan to evacuate or seal off building & coordinate with police or health response team in case of infectious disease
- How is workflow being handled if extra breaks are needed for handwashing & other safety measures?

Airport-Specific:

- Procedures to disinfect & clean wheelchairs. Frequent opportunities for attendants to wash hands between passengers
- Attendants are given frequent opportunities to wash hands between passengers

✓ Space & Equipment:

- Doors to buildings & offices are propped open to reduce touching of door handles, where possible
- Ensure adequate supplies of an alcohol-based hand sanitizer with at least 60% Alcohol present in break rooms

Janitorial-Specific:

- Ensure adequate cleaning supplies & 100% safety if janitors are asked to do "deep cleaning"

Airport-Specific:

- Relevant PPE & Supplies for Cabin Cleaners & Terminal Janitors

✓ Staffing & Sick Days:

- How are staffing levels being maintained as employees asked to clean / secure more?
- How is overtime being handled?
- How is employer covering days off for employees who don't have paid sick days?
- How is employer covering extra days off if an employee is unable to work due to being exposed to possible COVID-19, has used all their sick days or is quarantined?
- How is employer covering time off, full pay, seniority and benefits when worksites are closed?

✓ General Communication:

- Employers are communicating often with employees in multiple forums to provide updates, reinforce prevention protocols & combat misinformation
- Employers are disclosing "on the spot" information in potential coronavirus situations
- Employers will remain in regular contact with our local union to ensure effective communication
- Employers will involve our local union & our members in the development, periodic review & implementation of the Employer's COVID-19 preparedness plan, including all after action / debriefing reviews after all suspected & known COVID-19 cases. Our members' involvement & experience can help ensure the plan is as effective as possible for employees, tenants & the public