



# COVID-19 Workplace Safety Standards Joint Rail Labor Comprehensive Checklist



## Per Washington State Department of Labor & Industries Regulations

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR WASHINGTON STATE LEGISLATIVE DIRECTOR:**

**If an answer to a question is unknown or not applicable – mark as “unk” or “N/A” or add comments at the end of the section.**

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### COVID-19: Facilities: Crew Rooms / Offices / Conference Rooms / Yards checklist:

- A1 Are signs posted at ALL entrances requiring the wearing of masks & prohibiting people with symptoms from entering? Y / N
- A2 Are the workplace facilities thoroughly cleaned and sanitized/disinfected between every working shift at a minimum (if only one shift works at a location, once per day is the minimum)? Y / N
- A3 Are surfaces regularly touched by workers cleaned regularly, disinfected, and maintained in a visibly clean state? (No obvious soiling, smearing or streaks) Y / N  
*Per Labor and Industries - Standard of Cleanliness: After using a wipe or paper towel to clean specific surface, no dirt is visible on wipe/towel!*
- A4 Are commonly touched surfaces and objects receiving regular routine cleaning & disinfection no less than once per shift and more often when used frequently by many different persons? (i.e. tables, doorknobs (inside and outside), door push-bars & plates, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, dispenser levers, touchscreens) Y / N
- A5 Are occupied workstations separated by more than 6 feet or have physical barriers been installed between them? Y / N
- A6 Have furnishings been rearranged and work areas clearly defined/marked to ensure adequate social distancing? Y / N
- A7 Are ALL employees and persons indoors wearing appropriate face masks? Y / N
- A8 Is soap, hot water, and paper towels available for employees to wash their hands? Y / N
- A9 Are break rooms surfaces, including tables where employees eat cleaned between each use? Y / N
- A10 Are food storage & prep. areas & equipment (i.e. microwaves, coffee & beverage dispensers, refrigerators, ice machines) kept in a clean and sanitary condition; touchpoints (control switches/buttons/keypads & handles/levers) are sanitized frequently? Y / N
- A11 Are water dispensers, water coolers & bottled water ice chests placed outside in rail yards regularly cleaned & sanitized? Y / N

COMMENTS/DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COVID-19: PPE & Cleaning Supplies checklist:

- B1 Are employer provided face masks readily available as needed/requested by employees? Y / N
- B2 Are hand sanitizers & supplies, wipes/towelettes readily available for use after handling objects touched by others? Y / N
- B3 Are disposable gloves & plastic face shields supplied for employees required to perform their own cleaning of surfaces? Y / N
- B4 Have non-custodial employees (i.e. train crew members) who are directed or may be expected to engage in cleaning and disinfecting tasks of work areas, computers & keyboards, common surfaces, locomotive interiors & surfaces, etc. received specific training as well as appropriate and adequate PPE to safely perform these activities? Y / N
- B5 Is soap and hot water available for initial deep surface cleaning? Y / N
- B6 Are containers available to move soap and hot water to work locations for initial deep surface cleaning? Y / N
- B7 Are appropriate cleaning utensils available for deep surface cleaning (i.e. brushes, scrubbers, clean sponges, etc.) available? Y / N
- B8 Are *specialized* cleaning supplies available for surfaces that cannot be cleaned with hot water & soap (i.e. electronics, etc.)? Y / N
- B9 If alcohol is used as a surface disinfectant is it a minimum of 70% alcohol solution? Y / N
- B10 Do supplied hand sanitizers consist of a solution of 60% alcohol or greater? Y / N  
***NOTE: Secondary unmarked solution containers and spray bottles (i.e. for bleach water) can ONLY be utilized by the actual employee who mixes & poured the solution into the bottle & ONLY on the same day/shift when the container is mixed & filled.***
- B11 ALL bottles and containers of employer provided cleaning agents are in the original manufacturers packaging & are properly labeled (including safety info.) for the contents? Y / N
- B12 Are MSDS (safety data sheets) for all cleaning agents supplied readily available for review by employees using them? Y / N

COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Shared Equipment checklist:

- C1 Are shared equipment & tools being initially & regularly cleaned and allowed to dry before being disinfected/sanitized? Y / N
- C2 Are RCL control boxes & any shared tools disinfected prior to transfer over to or use by another employee? Y / N
- C3 Are tablets/work reporting devices/portable computers disinfected prior to use by another employee? Y / N
- C4 Are shared computers (mouse, keyboards, screens, etc.) cleaned/sanitized in between each user? Y / N
- C5 Are phones/intercoms sanitized in between users? Y / N
- C6 Are shared printers/copiers frequently sanitized on touch points? Y / N
- C7 Are all facility vending machines, including PPE dispensing machines sanitized in between users? Y / N
- C8 Are Workers aware of/understand the requirement that NO worn clothing items (including safety vests) are to be shared? Y / N
- C9 Are Common use PPE (safety-glasses, hard hats, safety-vests for contractors/visitors etc.) washed/sanitized between users? Y / N

COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Locomotive checklist:

List Locomotive Numbers: \_\_\_\_\_, Unit(s) last location: \_\_\_\_\_

*Labor and Industries - Standard of Cleanliness: After using a wipe or paper towel to clean specific surface, no dirt is visible on wipe/towel!*

- D1 Have locomotive interiors undergone initial thorough deep cleaning, and are they undergoing regular cleaning and allowed to dry before disinfectants/sanitizers are applied? Y / N
  - D2 Are regularly touched surfaces visibly clean? (No obvious soiling, smearing or streaks.) Y / N
  - D3 When using wipes or paper towels to clean surfaces, NO dirt is visible on the material after wiping a specific area? Y / N  
*(When cleaning wipes become obviously dirty, consider (within railroad rules) writing the date/time & unit # on dirty wipe & taking a photo of it.)*
  - D4 Have all common contact surfaces including desk surfaces, window pulls, light switches, radio handsets, light switches control knobs, interior and exterior door handles, grab irons, stairway & platform railings and handholds, been deep cleaned to ensure they are free of dirt and accumulated grime before being sanitized/disinfected? Y / N
  - D5 Have interior locomotive cab surfaces been disinfected at the start of shift and in between use by every subsequent crew? Y / N
  - D6 Is the toilet room visibly clean, sanitary, and free from dirt/ debris? Y / N
  - D7 Is the toilet clean, odor free, operable, not in need of servicing nor overflowing, and free of any visible leakage? Y / N
  - D8 Is the locomotive free of any full bags of accumulated garbage? Y / N
  - D9 Are locomotive seats & armrests visibly clean and free of dirt and accumulated grime & surfaces sanitized/disinfected? Y / N
  - D10 Are cold food storage ice boxes/cabinets, and/or cab refrigerators being cleaned, sanitized, and regularly disinfected? Y / N
  - D11 Are cab Ice Buckets used for cold drinking water and food storage being cleaned, sanitized, and disinfected FREQUENTLY? Y / N
  - D12 Are handles on ice boxes, refrigerators & lids/handles/touch points on ice buckets sanitized between use by each crew? Y / N
- NOTE: Secondary unmarked solution containers (i.e. bleach water) and spray bottles can ONLY be used by the employee who mixed & poured the solution into the bottle on that day/shift when the employee mixed the solution & and filled the container.**
- D13 **ALL** bottles and containers of cleaning agents are contained in the original manufacturers packaging & are properly labeled (including safety info.) for the contents? Y / N
  - D14 Is the locomotive adequately supplied with surface cleaning wipes and supplies as well as useable disinfecting/sanitizing materials including gloves, face masks/shields, sanitary trash bags, paper towels etc. Y / N
  - D15 Is the locomotive stocked with adequate supplies of usable hand sanitizers, personal cleaning wipes and toilet paper? Y / N
  - D16 Do supplied hand sanitizers (including those in crew packs) consist of a solution of 60% alcohol or greater? Y / N

COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Carrier & Crew Motor Transport Vehicle checklist:

- E1 If more than one person is present in the vehicle, are all persons wearing a face mask (including managers)? Y / N
- E2 Are the commonly touched surfaces cleaned at a minimum at the start and end of each shift AND ALWAYS in between transporting different occupants/crews? Y / N
- E3 Are hard (non-porous) surfaces visibly free of dirt? Y / N
- E4 Are soft (porous) surfaces such as seats visibly clean? Y / N
- E5 Are shared rail carrier work vehicles being disinfected and sanitized each time occupants change? Y / N

COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Employer Safety Plan checklist:

- F1 Are employees clearly aware of requirements to self-report any potential COVID-19 exposure to their employer? Y / N
  - F2 Is a carrier designated Covid19 Site Supervisor ON DUTY at each workplace on each shift where crews report for duty? Y / N
  - F3 Are ALL employees asked screening questions about experiencing any virus symptoms prior to starting work every shift? Y / N  
(Employee workplace screening is MANDATORY for all businesses in Counties in Phase 1, 2 & 3 Status as determined by the Washington State Department of Health. Screening may be done verbally in person or by paper form or by a computer survey. )
  - F4 Does the carrier ensure sick employees stay home, or go home if ill, without being dissuaded by carrier officers? Y / N
  - F5 If employees & managers are not following COVID-19 safety protocol are their behaviors corrected? Y / N
  - F6 Have you been briefed/ trained on your employers' workplace Covid19 plan? Y / N
  - F7 Are the company's Covid19 policies made available to you? Y / N
  - F8 Is the carrier notifying local govt. health authorities whenever a confirmed or suspected COVID-19 case occurs on property? Y / N
- COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Additional Mandatory Safety Protocol Checklist: **When EXPOSED rail worker(s) displaying no symptoms are permitted by the carrier to continue working:**

- G1 Is the company checking or ensuring temperatures of asymptomatic rail workers who have been exposed to a person with COVID-19 is being taken prior to every shift worked, and before the employee ever enters the building? Y / N
  - G2 Are asymptomatic workers who have been exposed to COVID-19 actively self-monitoring their health? Y / N
  - G3 Are employer provided medical professionals supervising asymptomatic exposed employees who are self-monitoring? Y / N
  - G4 Are asymptomatic exposed employees always wearing face masks inside and when around other employees outside? Y / N
  - G5 Are asymptomatic exposed employees maintaining 6' separation and practicing social distancing as work duties permit? Y/N
  - G6 Where duties don't permit social distancing, are other controls used (i.e. barriers, fans) to protect other workers? Y / N
  - G7 Are all worksite areas including offices, bathrooms, common areas, locker rooms, locomotive cabs and shared electronic equipment being cleaned and disinfected with greater frequency when exposed asymptomatic employees are working? Y / N
  - G8 Has the frequency of cleaning commonly touched surfaces increased when exposed asymptomatic workers are present? Y / N
  - G9 Are other employees physically distancing themselves from exposed asymptomatic workers when in locker rooms, during job briefings, when inside locomotive cabs, or linking to RCL systems, while taking breaks, and when performing tasks in computer workstation areas? Y / N
- COMMENTS/DETAILS: \_\_\_\_\_

### COVID-19: Required Workplace Biohazard Response Protocol checklist:

#### **When an employee develops or exhibits symptoms of COVID 19 while at work:**

- H1 Are employees who feel or appear sick sent home immediately, without being dissuaded by carrier officers? Y / N
- H2 Is the Local Health Department or Agency notified as soon as practicable? Y / N
- H3 Have areas occupied by an employee with suspected or confirmed COVID-19 been cordoned off? Y / N
- H4 Have outside doors and windows been opened to increase air circulation in those areas? Y / N
- H5 Has 24 hours elapsed before cleaning and disinfecting of these areas occurs? If 24 hours is not feasible, did the carrier wait as long as possible before allowing anyone to enter the area for deep cleaning/disinfection activity? Y / N
- H6 **Are ALL areas and equipment utilized or occupied for 10 minutes or more by a person who became sick at work**, thoroughly cleaned and disinfected, including offices, locomotive cabs, vehicles, bathrooms, common areas, shared electronic equipment including handhelds, keyboards, RCL controls, and vending machines, in accordance with CDC guidelines. Y / N
- H7 Was a high-efficiency particulate air (HEPA) filter vacuum utilized in carpeted areas, and no other persons were in the room during vacuuming? Y / N
- H8 Have these areas and equipment have undergone deep cleaning and sanitization in accordance with DOSH & CDC cleaning guidelines before reopening or allowing access by all other employees? Y / N

H9 Has the carrier identified and provided to the local health department a list of employees who may have been exposed to the ill employee; beginning 48-hours before the ill employee first developed symptoms? **[Anyone who had close contact, defined as being within 6 feet for a CUMULATIVE total of 15 minutes or more over a 24-hour period\*, with a person having confirmed or suspected COVID-19 is considered exposed!]** Y / N

COMMENTS/DETAILS: \_\_\_\_\_

\_\_\_\_\_

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If the answer is “NO” to any item on this checklist ***your worksite is out of compliance*** with the State of Washington Covid-19 response and reopening regulations.

Please return this completed form to your Union’s State Legislative Director (see front page) by email! **Photos (taken in compliance with carrier operating rules) of any of these safety issues are ESPECIALLY USEFUL and will be greatly appreciated. *If you are reluctant to be identified as the employee filing a complaint, your UNION WILL ACT ON YOUR BEHALF to protect your confidentiality!***

Workplace safety complaints about Coronavirus can be reported to the State of Washington Labor and Industries reporting line: 1-800-423-7233 or an online report <https://lni.wa.gov/forms-publications/F418-052-000.pdf> can be completed and sent by electronically, or by fax or US mail. NOTE: **IF YOU REQUEST CONFIDENTIALITY WHEN YOU FILE A REPORT, Washington L & I will act to protect your identity.**

**OR**

You can report issues to the SMART-TD COVID-19 online reporting system:

<https://smart-union.org/td/covid-19-report/>

**OR**

Contact your Local Legislative Representative, Local Chairperson or State Legislative Director.

## COVID-19: Resources & Additional Information:

Labor and Industries – Phase 1 and Phase 2 Workplace Safety and Health Requirements

Link: <https://www.lni.wa.gov/forms-publications/f414-169-000.pdf>

Division of Occupational Safety and Health (OSH)

Link: <https://www.osha.gov/SLTC/covid-19/>

Center of Disease Control and Prevention

Link: <https://www.cdc.gov/>

## COVID-19: EXPOSURE INFORMATION & PROTOCOL

**PANDEMIC SAFETY PROTOCOL CHANGES AS NEW INFORMATION IS OBTAINED ABOUT THE VIRUS. ALL INFORMATION CONTAINED IN THIS DOCUMENT IS CURRENT AS OF 11/10/2020 & IS SUBJECT TO CHANGE BY HEALTH AUTHORITIES.**

**COVID-19 STATUS: Confirmed, Probable/Suspected & Potentially Exposed:**

“**Confirmed**” means individuals who’s COVID-19 infection has been verified by a positive test result.

“**Probable/Suspected**” means a medical professional has determined that an individual’s symptoms indicate “probable infection” or creates a reasonable suspicion of infection – not yet confirmed by a positive test result.

### **POTENTIAL EXPOSURE:**

Anyone sharing a household with, or having close contact (being within 6 feet for a **CUMULATIVE total of 15 minutes or more over a 24-hour period\***) with an individual having **confirmed or suspected** COVID-19, within 2 days BEFORE the infected persons onset of symptoms (or, for asymptomatic infected persons – 2 days BEFORE their COVID-19 test) until they are isolated or quarantined.

\*Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

**REPORTING POSSIBLE EXPOSURE:** Any railroad employee having a reason to believe they may have been exposed to COVID-19 **MUST** contact their carriers designated health representative to discuss the details regarding their possible exposure, so the carrier can better determine whether or not the employee may continue working or quarantine. **Determinations will depend on the unique circumstances concerning each potential exposure scenario.**

As government designated “**Essential Workers**”, potentially exposed railroad employees **MAY** be allowed by their carrier to continue working, depending on the specific circumstances of their exposure, **as long as they are asymptomatic!** However, such employees and their carrier must adhere to significantly higher standards of social distancing and sanitation practices, as well as carrier supervised health status monitoring. **Asymptomatic exposed persons are a greater risk of unknowingly infecting others!**

Various factors impacting virus transmission includes the length of time and proximity to an infected person, the location where close contact occurs (indoors, outside, confined areas such as vehicles, locomotive cabs), ventilation, activities of an infected person that may increase airborne aerosolized respiratory secretions (i.e. coughing/sneezing, singing, speaking loudly/yelling).

***Any employee who resides with any person who has been informed by a medical provider they have a probable unconfirmed case OR a confirmed positive COVID-19 test result must quarantine and contact the carrier’s health section to obtain a medical leave of absence. Rail workers developing confirmed COVID infections are strongly urged to contact the public health department where their worksite is located – ASAP; to prevent carriers from concealing on-the-job infections and ensure co-workers are informed and are aware of their exposure risk by the health agency.***

Employees who experience symptoms of COVID-19 **must not** report for duty and contact the carriers designated health representatives as soon as possible for guidance.

**If an employee develops symptoms while on duty the carrier must immediately release them from duty & send them home; areas occupied by the employee should be immediately cordoned off and remain inaccessible for 24 hours if possible before anyone enters to clean.** These areas are considered a biohazard risk, deep cleaning and thorough disinfection of these areas is mandatory, persons performing cleaning activities must be properly trained, covered with protective garments, and equipped with proper cleaning supplies. Additionally, the local health department or agency must be contacted as soon as practicable.

## **COVID-19 – WORKPLACE CLEANLINESS AND SANITATION REQUIREMENTS:**

### **UTILIZING AND HANDLING OF SANITIZING & DISINFECTING SOLUTIONS:**

Bleach dilutions are not stable solutions, as they lose their effectiveness over time. The length of time such solutions are effective for disinfection ranges from hours to less than a month depending on the dilution. **Cleaning and sanitizing solutions must be contained in their original manufacturers packaging with proper labeling including instructions, and safety information.**

**Unlabeled non-original chemical solution containers such as generic plastic spray bottles are NOT allowed, EXCEPT when utilized by the person who mixed the solution and/or rebottled it, and then ONLY during the same work date/shift when mixed and/or rebottled!** Any remaining contents must be disposed of at the end of the workers shift.

<https://lni.wa.gov/forms-publications/F413-014-909.pdf>

Find the list of approved disinfectants at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

This list includes the amount of contact time required for each product to disinfect or sanitize a surface contaminated with COVID-19 - it ranges from **30 seconds to 25 minutes** (i.e. properly mixed chlorine bleach water requires surface contact for **at least one-minute** to kill the virus), as well each products effectiveness on various types of surfaces.



## CLEANING & DISINFECTING STANDARDS:

Additional guidance regarding **MANDATORY** cleaning and disinfection standards Washington State is enforcing for businesses, workplaces & vehicles during this pandemic can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

## REGULAR CLEANING OF WORKSITE AREAS & FREQUENT CLEANING OF COMMON-TOUCH SURFACES IS MANDATORY:

- a. A cleaning schedule must be kept to maintain general housekeeping to prevent buildup of dirt, grime and clutter.
- b. *The first step in cleaning is to remove all accumulated buildup of dirt, grime and other materials on surfaces.*

**CLEANING BEFORE DISINFECTION:** Water and soap or other appropriate cleaning fluids are used with wipes, cloths, sponges, brushes, as well as other physical methods of thoroughly removing incrustations until the surfaces are completely free of all accumulated dirt & grime so they clearly have no residue, smears or streaks remaining on surfaces.

**Disinfecting is the second step** and is especially necessary for high touch surfaces. Effective diluted bleach solutions or an EPA approved disinfectant **must be properly utilized when applying to surfaces; disinfecting solutions must be left on surfaces for that chemicals specific required length of time** to ensure its effectiveness, before removing or wiping.

Surfaces that are commonly touched with the hands but difficult to clean (fabric, rough surfaces, and so forth) may need to be covered to make sure the environment is hygienic.

- a. Proper and adequate cleaning supplies must be available to workers to do spot cleaning when necessary.
- b. For surfaces touched by a single worker, disinfecting needs to be done periodically, at least once per shift and when unclean, at a minimum.
- c. For surfaces touched by multiple workers, cleanings must be done on a more frequent schedule, no less than between each shift, or as frequently as between each worker's use.
- d. Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks), between each shift at a minimum.

For information on Washington State's Corona Virus Prevention Orders – **DOSH Directive 1.70** go to:

<https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf>

**WARNING: PLEASE DO NOT USE CELL PHONES OR SIMILAR MULTI-FUNCTION ELECTRONIC DEVICES WHILE ON DUTY TO PHOTOGRAPH OR DOCUMENT RAILROAD SAFETY ISSUES!**

***PLEASE USE STAND ALONE CAMERAS ONLY!***

**Disposable film cameras & stand-alone digital cameras can be purchased for as low as \$7.00 - \$15.00**

This keychain sized digital camera can be bought for as low as \$7.00 - search the web for:

[DigitalX6 Portable Ultra Mini HD High Definition Digital Camera Mini DV](#)

**QUESTIONS OR TO DISCUSS COVID-19 CONCERNS - EMAIL OR CALL YOUR WASH. STATE LEG. DIRECTOR:**

**SMART-TD/UTU Members: Herb Krohn 206-713-5442**

**BLET Members: Shahrain C. Allen 253-961-1021**