



HEALTHIER WORKPLACES

Guidance for Rideshares, Taxis, Limo Services, and other Passenger Drivers-for-Hire

Guidance Document, 2nd edition

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Overview

Many rideshare, taxi, limo, and other passenger driver-for-hire services have operated throughout the pandemic. As businesses, workplaces, and schools reopen, ridership will likely increase. Thus, there is a need for guidance on reducing the risk of transmission for both driver-for-hire employees and customers. This document is intended to provide guidance and considerations for rideshare, taxi, limo, and other passenger driver-for-hire companies, vehicle owners, drivers, and passengers or customers. While the scope of these guidance documents does not cover workplace testing or vaccination guidance, please refer to state, local, and federal guidance on these topics, such as the Centers for Disease Control and Prevention (CDC)'s COVID-19 [testing](#) and [vaccine](#) webpages.

As some restrictions have lifted and continue to be lifted, many uncertainties still remain. Employers and companies are faced with difficult questions that must be addressed as they reopen, resume normal operations, or continue normal operations, such as:

- How can businesses best protect the health and safety of their employees and customers?
- How can individual vehicle owners protect the health and safety of themselves and their customers?
- What communication is needed to keep everyone informed of the preventive steps being taken?
- What steps can we take to minimize the risk of disease transmission?
- What training is needed for our employees?
- What health and safety measures do we need to take regarding new virus variants?
- What do we do if an employee or customer has tested positive for or is suspected to have COVID-19?
- What do we do if an employee or customer is sick or not following guidelines?

- How do we deal with cleaning and disinfecting high-contact surfaces such as seatbelts and door handles regularly during the day?

In addition to the questions asked by employers and companies, employees and customers are also thinking of ways that they can protect themselves.

The current scientific evidence indicates that SARS-CoV-2, the virus that causes COVID-19, is spread primarily by airborne transmission, through exposure to respiratory aerosols or droplets in air that carry the virus. These respiratory aerosols and droplets are generated by the human respiratory system during normal activities, including breathing, speaking, shouting, singing, coughing, and sneezing. Exposure to these respiratory droplets in poorly ventilated or crowded indoor spaces is particularly of concern, and infection can occur through exposure to mucus membranes, such as the eyes, nose, and mouth. In addition, while not the primary route of exposure, people may also become infected from touching surfaces contaminated with the virus. It has also been shown that the virus can survive in aerosols for hours and on surfaces for days, depending on the type of surface. Measures can be taken to reduce the risk of spreading COVID-19 from person to person or by contact with potentially contaminated surfaces.

The purpose of this guidance document is to provide clear and actionable steps towards the safe operations of the passenger transport industry through prevention, early detection, and control of COVID-19. This document offers practical guidance for passenger transport industry employers or self-employed drivers to implement multiple layers of risk mitigation strategies through the hierarchy of controls, a system used to minimize or eliminate exposures to hazards. The hierarchy of controls ranks hazard control approaches in order of most effective to least effective—through the elimination of a hazard, substitution of a hazard, use of engineering controls, use of administrative controls, and correct use of personal



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protective equipment (PPE). Specifically, to reduce the risk of transmitting COVID-19, the controls we focus on in this document are engineering controls, such as ventilation and barriers; administrative controls, such as physical distancing, enhanced cleaning and disinfecting practices, and personal hygiene; and PPE, such as gloves and face coverings. Aside from the hierarchy of controls, we also focus on mitigation strategies to use regarding contact surfaces, employee wellness, training, waste and laundering, and communication. No single mitigation strategy will be sufficient to address COVID-19 health and safety risks; rather, a multilayered risk management approach using controls, which can include vaccines, is recommended to limit the spread of COVID-19.

It is important to continue to monitor the global (World Health Organization or WHO), federal (CDC), state, and local guidelines for changes or updates in recommendations, disinfection strategies, worker protections, and other COVID-19 risk management best practices. It is also important that passenger transport industry employers or self-employed drivers consistently monitor and evaluate the effectiveness of implemented mitigation strategies and alter their approaches as needed.

Any relaxation or modification of the recommendations herein (e.g., based on employee vaccine status) should be based on and comply with federal, state, and local requirements, as well as best practices.

What should an Employer or Individual Vehicle Owner do to reduce risk for drivers and customers during passenger transport?

Employers are encouraged to continually monitor global (WHO), federal (CDC), state, and local guidelines for changes or updates in recommendations, disinfection strategies, worker protections, and other

COVID-19 best management practices. Employers should also consider developing a knowledgeable team to monitor, assess, and implement new strategies as they become available and as knowledge evolves regarding SARS-CoV-2 transmission, vaccines, new virus variants, and other aspects of the virus.

Employers are also encouraged to complete a task-based risk assessment or job hazard analysis to best determine, by job task, where engineering or administrative controls can be implemented to reduce or eliminate virus transmission. Refer to the [OSHA Job Hazard Analysis document](#).

Due to the wide variety of passenger transport businesses, it may not be possible for all companies or employers to implement all of the following guidelines. However, implementing as many as possible through a multilayered risk management approach can help reduce health risks and risk of transmission.

Enhanced Vehicle Cleaning and Disinfecting Practices

- Consider developing a standard operating procedure, checklist, or audit system to consistently train employees on enhanced cleaning and disinfecting practices or to track when and how cleaning and disinfecting is conducted, including cleaning and disinfection of spaces previously occupied by someone confirmed to have had COVID-19. Refer to [AIHA's guidance document on workplace cleaning during COVID-19](#).
 - Make Safety Data Sheets (SDS) for cleaning and disinfection products available and ensure employees are aware of the hazards of use. Incorporate new hazards into existing the OSHA Hazard Communications Program.
 - Use disposable wipes or rags when available. Ensure reusable rags are maintained, handled, and cleaned per manufacturers' instructions. For



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- more information, see the “Laundering” section below.
- Establish a disinfection routine and ensure disinfection protocols follow product instructions for application and contact time.
 - All items should be allowed to dry thoroughly after cleaning.
 - Select appropriate disinfectants.
 - The U.S. Environmental Protection Agency (EPA) has developed a list of products that meet EPA’s criteria for use against SARS-CoV-2, [EPA List N](#).
 - Do not mix different EPA-registered chemicals together. The combination could be toxic by inhalation. Be particularly careful when using any products containing ammonia, sodium hypochlorite (bleach), or hydrogen peroxide.
 - Review product labels and SDS and follow manufacturers’ specifications for cleaning and disinfecting.
 - Allow for appropriate ventilation during cleaning and disinfecting.
 - Encourage drivers to clean and disinfect their shared vehicles and equipment in between passengers.
 - Use cleaning wipes to clean any frequently touched surfaces in the passenger area of the vehicle (e.g., seat belt buckles, door handles, and window regulators).
 - At the start and end of shifts, use disinfecting wipes or supplies to clean all frequently touched surfaces in the vehicle and other work equipment, including:
 - Keys
 - Steering wheel, including buttons and horn
 - All levers on the steering wheel or seat
 - All buttons on the radio, dashboard, window regulator, etc.
- All door handles, both inside and outside the vehicle; e.g., on driver and passenger doors, cargo compartments, and glove compartments
 - Seatbelt buckles
 - Fuel cap
 - Mobile devices
 - All other work equipment touched, such as pens
- Consider covering porous seats with a snug, non-porous cover that can be disinfected.
 - Provide appropriate signage regarding cleaning and disinfecting measures being taken, if needed.
 - Consider consulting an occupational and environmental health and safety (OEHS) science professional or industrial hygiene expert if additional advice is needed. AIHA has a [consultants list](#) of such qualified professionals.
 - Please refer to EPA’s guidance on use of different methods for application of disinfectants to learn more.
 - Currently, the CDC does not recommend fogging, fumigation, or wide-area or electrostatic spraying as a primary method for surface disinfection in most cases. Refer to [CDC’s COVID-19 webpage](#) on cleaning and disinfecting facilities.

Personal Hygiene

- Establish a “before and after work” handwashing or sanitizing protocol for all employees.
- Provide disposable nitrile gloves and closable trash bags or containers for use in vehicles for cleaning and disinfecting.
- Provide an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol to all drivers for use in vehicles:
 - Before and after using the toilet, taking breaks, and eating
 - After blowing their nose, coughing, or sneezing



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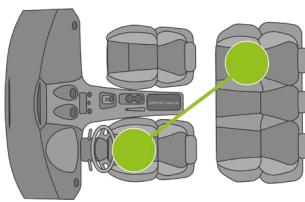
- After handling passengers' personal belongings, if unavoidable
- Between rides and after handling or exchanging money
- After putting on, touching, or removing cloth or disposable face coverings
- Before wearing and after removing cold-weather gloves
- Before and after pumping gas
- Consider providing an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol) in the passenger area of the vehicle and ask passengers to use it upon entering the vehicle, before handling or exchanging money, or after coughing or sneezing.
- Assist drivers with identifying locations of restrooms during the course of a driving shift for washing hands. Drivers should wash their hands with clean, running water and then apply soap, lather and scrub for at least 20 seconds, and rinse. Drivers should dry their hands using a clean paper towel.

Physical Distancing and Vehicle Configuration

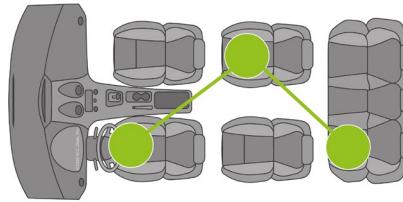
- Physical distancing can help limit transmission. Employers should follow all local, state, or federal physical distancing requirements.

- Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- Avoid close contact (within six feet) with passengers, when possible.
- Tell the passenger to sit in the back seat; do not let passengers sit in the front seat.
- When possible, require passengers to sit six feet from the driver. When transporting passengers in larger vehicles, such as vans and buses, require passengers to also sit six feet from others.
 - See graphics below for recommended seating configuration based on various vehicle types.
- Keep a distance of at least six feet from passengers when you are outside the vehicle.
- Consider asking passengers to handle their own personal bags and belongings during pickup and drop-off.
 - If a passenger leaves an item behind, consider placing it in a plastic or paper bag and moving it to the trunk, if possible. Wash your hands or use hand sanitizer before and after handling passengers' items.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and lower the vehicle windows when feasible.

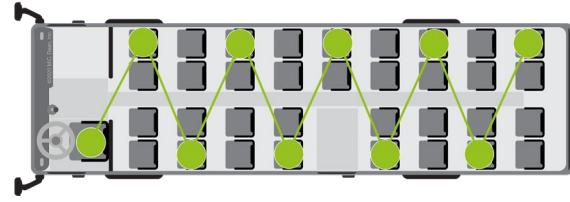
How to seat passengers in various vehicle types



Using a small passenger car



Using an oversized vehicle, such as a van or SUV with a third-row



Using a large van or bus



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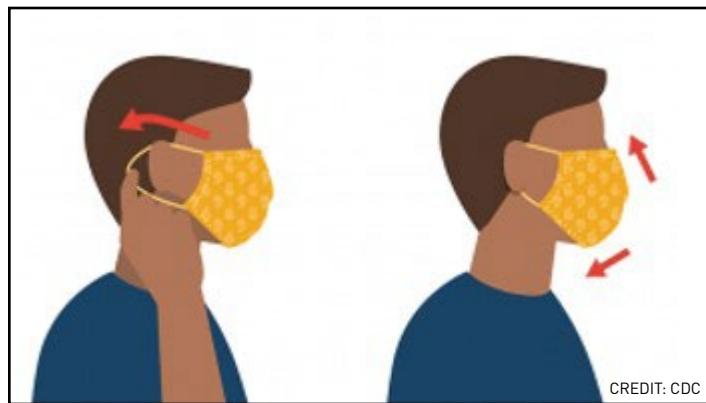
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- Avoid offering free items to passengers, such as water bottles, magazines, or mints and candies.
- Avoid exchanging money with customers and requiring signatures, if feasible. Encourage app-based or contactless credit card payments.
- Avoid contact with vehicle surfaces frequently touched by passengers or other drivers before cleaning and disinfecting them, such as door frame and handles, windows, seatbelt buckles, steering wheels, gearshifts, signaling levers, and other vehicle parts.
- If you work for a company that offers a large fleet of vehicles, ask company management for a car or taxi (when applicable) with a partition between driver and passengers, if available.
 - If feasible, construct a transparent hard barrier or partition to separate the driver from the passenger compartment of the vehicle.
 - Barriers should divide the driver section of the cabin from the passenger seating area to minimize the chance of being exposed to aerosolized respiratory droplets (for example, from a cough or a sneeze).
 - Barriers must not obstruct windows or windshields and must comply with other applicable local traffic authority regulations; they must be completely transparent with no coloring or tinting that would prevent visibility while operating the vehicle.
 - Barriers must not obstruct vehicle controls (e.g., parking brakes and vehicle shift sticks).
 - Materials for barriers may include solid plastic or polycarbonate sheeting that are easy to see through and allow for cleaning on a routine basis.

Face Coverings

- Face coverings can help limit transmission. Employers should follow all local, state, or federal face covering requirements.

- Cloth or disposable non-medical face coverings are NOT PPE but do offer some protection to the wearer and others. Use of face coverings is not a substitute for physical distancing, engineering controls, cleaning and disinfecting, proper hygiene, or staying home while sick.
- At a minimum, follow [CDC's guidance](#) for ride-share, taxi, limo, and other passenger drivers-for-hire services.
- Ensure that drivers have cloth or disposable face coverings and consider policies and communications that remind passengers that wearing cloth or disposable face coverings (or better protective equipment) is required when traveling in taxis or rideshares within the U.S.
- Train employees on the proper way to maintain, wear (covering both the nose and mouth), handle, and clean face coverings, as discussed by CDC. Refer to the graphic below and to [CDC's guidance on how to wear masks](#).
- Encourage employees to wear cloth or disposable face coverings at all times, particularly when physical distancing cannot be maintained.
- Encourage employees to wear cloth or disposable face coverings if using public transportation to get to work. Refer to [CDC's guidance on safe use of public transportation](#) during COVID-19.



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- Additional information on cloth face coverings can be found in [CDC's guidance for using masks](#) to slow the spread of COVID-19.

Restrooms

- For passenger transport businesses that offer a physical location for employees, including restroom facilities, post signage limiting restroom occupancy, to allow for proper physical distancing, and to remind employees to wash their hands before and after using the restroom.
- Minimize touchpoints when entering and exiting restrooms, if possible.
 - If the door cannot be opened without touching the handle, provide paper towels and a trash can by the door so that a paper towel can be used when touching the handle and then discarded.
 - Consider controlling access to bathrooms with a key so that disinfection measures can be better managed. If a key is used, consider disinfecting it after each use.
- If possible, allow doors to multi-stall restrooms to be opened and closed without touching handles.
- Place signs as reminders to close toilet lids (if present) before and after flushing.
- Use no-touch faucets, towel dispensers, soap dispensers, and waste receptacles when possible.
- Hand soap should be readily available for use by occupants.
- Provide paper towels in restrooms.
 - Refer to [AIHA's guidance document on hand air dryers](#) use during the COVID-19 pandemic for more information.
- If feasible, work with heating, ventilation, and air conditioning (HVAC) professionals to ensure that bathrooms are well ventilated and, if filtration is used, that proper filtration practices are being followed.

- Increase frequency and efforts to keep bathrooms clean and properly disinfected and maintain a record of sanitary work practices.
 - Take precautions when cleaning or maintaining sinks and toilets (i.e., avoid creating aerosols, close toilet lids before flushing, and use disposable gloves).

Waste and Laundering

- Single-use items and used disinfection materials can be treated as regular waste, following regular safety guidelines.
- Any reused cloth materials, including clothes and cloth face coverings, should be washed and dried on the highest temperature setting allowable for the fabric.
- When handling dirty laundry, wear gloves and a mask and do not shake.
- Clothes hampers or laundry baskets, if used, should be cleaned according to manufacturers' instructions.
- Wash hands after handling dirty laundry.

Training

- Provide awareness training to employees on cleaning and disinfection products used in the workplace following [OSHA's Hazard Communication Standards](#).
 - For employees who will use cleaning and disinfecting products, training should also include proper use, PPE, disposal, and relevant precautionary measures.
- Provide instruction and training to employees on how to correctly maintain, handle, wear, clean, and dispose of cloth or disposable face coverings.
- Provide appropriate training and education for all PPE, including disposable and reusable gloves.
- NOTE: If an employer chooses to provide or the employee supplies their own N95 respirator,**



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please fully consider all the potential OSHA requirements.

- Use videos and in-person visual demonstrations of proper PPE donning and doffing procedures, while maintaining physical distancing during these demonstrations.
- Emphasize that care must be taken when putting on and taking off PPE, to ensure that the worker or the item does not become contaminated.
- PPE should be: (1) disposed of; or (2) properly disinfected and stored in a clean location when not in use.
- Stress hand hygiene before and after handling all PPE.
- Correct maintenance on handling, wearing, cleaning, and disposing of PPE.
- Make SDS for cleaning and disinfection products available and ensure employees are aware of the hazards of use. Incorporate new hazards into your existing [OSHA Hazard Communication program](#).
- Implement and inform employees of supportive workplace policies, as applicable.
 - Provide flexible sick leave policies consistent with public health guidance. Providing paid sick leave is important to encourage employees to stay home when sick.
 - Refer to [CDC's guidance for businesses and employers](#) regarding COVID-19 test results from employees.
 - Offer employees the flexibility to stay home to care for sick family members.
 - Implement human resources policies consistent with public health guidance and state and federal workplace laws. For more information on employer responsibilities, visit the [Department of Labor](#) and [Equal Employment Opportunity Commission](#) websites.

- Provide employee assistance programs and community resources to help employees manage stress and receive support.
- Offer special accommodations upon request for employees at increased risk for severe illness, to allow them to perform their job duties safely, while also protecting sensitive employee health information.
- Post signs and reminders at any business facilities and within the vehicle to provide instruction on hand hygiene, respiratory hygiene, and cough etiquette. Include signs with images for non-English readers, as needed.
- Train employees on new or modified working schedules, how they can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises.

Other Control Measures

- Employees and customers should be encouraged to stay home if they are symptomatic.
- If applicable, employers are encouraged to explore work-from-home options, staggered work shifts or hours, and other flexible approaches for employees.
- If employees commute to work using public transportation, consider asking them to:
 - Use other forms of transportation, if possible.
 - Maintain physical distancing and wear cloth or disposable face coverings.
 - Commute at off-peak times, if possible.
 - Wash their hands before the trip and as soon as possible after arriving.
- Educate employees on recognizing the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms.
- Although perhaps not necessary if handwashing protocols are rigorously followed, consider provid-



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ing disposable gloves and hand sanitizer to employees, especially for cleaning and disinfecting, removing waste materials, and cleaning the restrooms.

- If gloves are worn, change them regularly; wearing gloves is not a substitute for handwashing.
- If worn, inspect gloves frequently. Remove or replace any gloves that are torn, damaged, or contaminated.
- Plan for employee absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track employee absences related to COVID-19.
- Stay informed of local and state COVID-19 information and updates in your geographic area.

Communication

- Communication and training should be easy to understand, in languages preferred to be spoken or read by the employees and passengers, and include accurate and timely information.
 - Methods for communicating with employees could include emails, texts, automated phone calls, websites, and signage.
- Adopt a communication strategy that is customized to your organization and emphasizes transparency.
 - Communicate to employees and passengers what is being done to mitigate the spread of COVID-19 (e.g., disinfection routines, health policies for staff, and health and safety measures in place).
 - Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback.

Employee Wellness

- Communicate to employees the importance of

being vigilant when monitoring personal health symptoms and contacting their employers or managers if or when they start to feel sick.

- Revisit your sick leave program to allow for time off and follow all HR policies and HIPAA or other regulatory requirements.
- Conduct employee temperature screenings and wellness checks before each shift. (**NOTE: Comply with [OSHA's Access to Employee Medical and Exposure Records Standard](#) for confidentiality.**)
 - Temperature screening methods can include a manual thermometer (use non-contact infrared thermometers) or thermal camera meeting [FDA recommendations](#). Additional screening information and guidance can be found on [CDC's website](#).
 - Assign an employee to manage and conduct temperature screenings while following CDC guidelines. If this is not possible, or for self-employed drivers, employees can self-check their own temperatures.
 - Screening should be done in a manner such that the privacy of employees is respected.
 - Perform visual inspections for other signs of illness (e.g., flushed cheeks, rapid or difficult breathing without recent physical activity, fatigue, and coughing).
 - Employees who have a fever of 100.4 degrees Fahrenheit (38 degrees Celsius) or above or other signs of illness should not be admitted into the facility or inside company vehicles.
- When applicable, employers can consider incorporating a wellness questionnaire similar to [CDC's general screening survey](#). However, we encourage checking your regional health department websites. For example, there is a [personnel screening form](#) available on the San Francisco Department of Health's website.



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- Refer to [CDC's guidance for businesses and employers](#) regarding employees who have symptoms or signs of COVID-19 (i.e., fever, cough, or shortness of breath) or who have had close contact with someone who has COVID-19.
- If an employee tests positive for COVID-19:
 - Follow federal, state, and local recommendations for reporting and communicating cases, while remaining compliant with regulations and guidelines pertaining to protecting private health information, such as confidentiality required by the Americans with Disabilities Act (ADA). See [OSHA for guidance on reporting workplace exposures to COVID-19](#).
 - Engage HR immediately and enforce all applicable HR rules and regulations.
 - Follow federal, state, and local recommendations for any individuals that had close contact with the employee.
 - Use trained personnel to perform enhanced cleaning and disinfecting of any surfaces that the employee may have come into contact with.
 - Encourage the trained personnel to wear face coverings and gloves, dispose of their gloves after use, and wash their hands and faces when complete. Visibly dirty surfaces should be cleaned using a detergent or soap and water PRIOR to disinfection.
 - For disinfection, use only EPA-registered disinfectants on [List N](#).
 - Encourage employees who are sick to stay home. This includes:
 - People with flu-like symptoms or who live with someone with these clinical symptoms.
 - People with COVID-19, people who live with someone with COVID-19, or people who have been exposed to someone with COVID-19.

- Employers are encouraged to educate employees to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms.

What should an Employee or Driver do to reduce risk to themself and passengers?

- Employees should evaluate their health continuously; if they are sick, have a fever or symptoms, or have someone sick at home, then they should remain home.
 - **NOTE: Employer HR policies, HIPAA guidelines, and other laws should be followed at all times.**
- Self-check your temperature prior to beginning your driving shift or participate in a temperature check provided by your employer.
- Disinfect shared equipment and high-touch surfaces before and after your shift, between customers, and on additional occasions, as needed.
- In accordance with CDC requirements, wear a cloth or disposable face covering during passenger transport. Maintain a clean cloth or disposable face covering. Replace frequently, if needed, and replace after contamination.
 - When wearing a face covering, ensure both your nose and mouth are covered.
 - Change face covering if it becomes wet, damaged, or contaminated.
 - Wash your hands before touching your face covering.
 - Wear a cloth or disposable face covering while using public transportation.
 - Additional information on cloth face coverings can be found on [CDC's website](#). (**NOTE:** Cloth or disposable non-valved face coverings primarily protect other people but can also protect the



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wearer. When wearing a face covering, ensure both your nose and mouth are covered. Use of a cloth or disposable face covering is not a substitute for physical distancing.)

- Have extra face coverings on hand.
- Inform passengers to wear cloth or disposable face coverings during transport. Follow all federal, state, and local guidelines regarding face covering use.
- Consider leaving the windows down between passenger pickups or while driving.
- Maintain good hygiene practices by washing your hands with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol. For more information, refer to [CDC's handwashing guidelines](#).
- If you are an employee who tests positive for COVID-19, or who has come in close contact with someone who has COVID-19, follow [CDC's guidelines](#).
- At minimum, wash or sanitize your hands after transporting each customer; after being in a public place; after touching your face covering; after blowing your nose, coughing, or sneezing; after using the restroom; after touching any common contact surfaces; and before eating. Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze and throw used tissues in the trash. If you do not have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands after blowing your nose, coughing, or sneezing. Learn more about [coughing and sneezing etiquette](#).
- Let your employer know if you have concerns about PPE or face coverings that may be provided to you and ensure that you are properly instructed on how to use them. CDC has recommended sequences for donning and doffing PPE.

– NOTE: If an employer chooses to provide an N95 respirator, please fully consider all the potential OSHA requirements.

Worker Rights

This document presents and supports workplace protections that are essential components of occupational health and safety systems and programs. These basic protections are worker rights, as well as essential ingredients of occupational health and safety systems.

What can a Passenger do to reduce the risk of transmission of COVID-19?

- Comply with instructions regarding COVID-19 precautions set forth by the business, including but not limited to physical distancing requirements and use of face coverings.
 - Passengers in vehicles should follow physical distancing practices to the extent possible.
 - If possible, handle your own luggage rather than asking the driver to do this for you.
 - Wear a cloth or disposable face covering during your trip. Ensure both your nose and mouth are covered.
 - Avoid handshake greetings.
- Evaluate your own health and your family's health continuously. If you are sick, stay home. If you have an elevated temperature, stay home. If someone in your house is sick, stay home. If you have allergies and uncontrollable sneezing, stay home.
 - Notify the driver if you are feeling unwell prior to entering the vehicle.
- If applicable, check with the ride-for-hire business prior to scheduling your ride regarding any current requirements for customers to follow specific to COVID-19.
- Ask the driver to open vehicle vents or windows for



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air circulation.

- Do not recirculate the air in the vehicle.
- Avoid touching surfaces in the vehicle whenever possible and carry hand sanitizer with you to use as needed.
- Wash or sanitize your hands before and after you leave the vehicle, if possible, especially when touching common high-touch surfaces. Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol.
- Cover your mouth and nose with a tissue when you cough or sneeze and throw used tissues in the trash. If you do not have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands after blowing your nose, coughing, or sneezing. Learn more about [coughing and sneezing etiquette](#).

Resources

[AIHA: Effective and Safe Practices, Guidance for Custodians, Cleaning, and Maintenance Staff Guidance Document](#)

[AIHA: Employers' Guide to COVID-19 Cleaning and Disinfection in Non-Healthcare Workplaces Guidance Document](#)

[AIHA: Joint Consensus Statement on Addressing the Aerosol Transmission of SARS-CoV-2 and Recommendations for Preventing Occupational Exposures](#)

[AIHA: Reducing the Risk of COVID-19 Using Engineering Controls Guidance Document](#)

[AIHA: Worker Rights White Paper](#)

[AIHA: Workplace Cleaning for COVID-19](#)

[ASHRAE: Coronavirus \(COVID-19\) Response Resources from ASHRAE and Others](#)

[CDC: COVID-19 – Cleaning and Disinfecting Your Facility](#)

[CDC: COVID-19 – COVID-19 Testing Overview](#)

[CDC: COVID-19 – General Business Frequently Asked Questions](#)

[CDC: COVID-19 – Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#)

[CDC: COVID-19 – How to Wear Masks](#)

[CDC: COVID-19 – Protect Yourself When Using Transportation](#)

[CDC: COVID-19 – Use Masks to Slow the Spread of COVID-19](#)

[CDC: COVID-19 – Vaccines for COVID-19](#)

[CDC: Facilities COVID-19 Screening](#)

[Department of Labor: Coronavirus Resources](#)

[EPA: Can I Use Fogging, Fumigation, or Electrostatic Spraying or Drones to Help Control COVID-19?](#)

[EPA: List N](#)

[FDA: Non-Contact Temperature Assessment Devices During the COVID-19 Pandemic](#)

[OSHA: Access to Employee Medical and Exposure Records](#)

[OSHA: Hazard Communication Standards](#)

[OSHA: Heat](#)

[OSHA: Job Hazard Analysis](#)

[OSHA: Recording Workplace Exposures to COVID-19](#)

[OSHA: Safety Management – Recommended Practices for Safety and Health Programs](#)



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[San Francisco Department of Public Health: Attachment A-1 – Personnel Screening Form](#)

[U.S. Equal Employment Opportunity Commission: What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

[U.S. Equal Employment Opportunity Commission: Coronavirus and COVID-19](#)



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These guidance documents were primarily developed for those smaller business that don't have readily available occupational health and safety resources, and designed to help business owners, employers, employees and consumers implement science-backed procedures for limiting the spread of the coronavirus. They are subject to any local, state, or federal directives, laws, or orders about operating a business and should only be used if they do not conflict with any such orders.

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