



# COVID-19 Resources Guide for Transportation Companies

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## General

- The latest information on the Coronavirus Disease 2019 (COVID-19) is available on the [CDC website](#).
- [World Health Organization](#)
- State & Local Sources
  - [New York State Department of Health](#)
  - New Jersey DOH: [www.nj.gov/health/cd/topics/ncov.shtml](http://www.nj.gov/health/cd/topics/ncov.shtml)
  - [NYC Department of Health and Mental Hygiene](#)
  - [NYC.gov Listserv Signup](#)
  - [NYC DOT Listserv Signup](#)
  - [For NEMT Providers: CMS Listserv Signup](#)

## Guidelines for Businesses

Following guidelines established for employers the CDC and the federal Occupational Safety and Health Administration (OSHA) is the best way to protect your workplace and clients from exposure to the virus and to protect your business from liability.

- [Centers for Disease Control](#) CDC guidance for businesses provides employers and businesses CDC [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) ([www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html)).
- The Occupational Safety and Health Administration (OSHA) [Guidance on Preparing Workplaces for COVID-19](#) (<https://www.osha.gov/Publications/OSHA3990.pdf>) Updates from OSHA area available here: <https://www.osha.gov/SLTC/covid-19/>.

- NYC Taxi and Limousine Commission: <https://www1.nyc.gov/site/tlc/drivers/coronavirus-information.page>

## Business Preparedness Resources

- The U.S. Department of Health and Human Services (HHS) and CDC—the authorities on handling the COVID-19 pandemic—have prepared a [Business Planning Checklist for Pandemics](https://files.constantcontact.com/ef416ee8001/eb47f014-79bd-4ba7-acd9-3119871943cc.pdf) (<https://files.constantcontact.com/ef416ee8001/eb47f014-79bd-4ba7-acd9-3119871943cc.pdf>).
- NYC has also prepared a [Business Continuity Planning Checklist](http://www.nyc.gov/html/nycbe/downloads/pdf/EM_SBSBCPWorksheetsMar2017.pdf) ([http://www.nyc.gov/html/nycbe/downloads/pdf/EM\\_SBSBCPWorksheetsMar2017.pdf](http://www.nyc.gov/html/nycbe/downloads/pdf/EM_SBSBCPWorksheetsMar2017.pdf))

## Environmental Cleaning and Disinfection Recommendations

- CDC [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html): <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- New State Department of Health (NYSDOH) Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19: [www.health.ny.gov/diseases/communicable/coronavirus/docs/cleaning\\_guidance\\_general\\_building.pdf](http://www.health.ny.gov/diseases/communicable/coronavirus/docs/cleaning_guidance_general_building.pdf)

## Basic Infection Prevention Measures

The CDC recommends business take the following measures to minimize risk of exposure to the virus:

- Encourage workers to stay home when they are sick.
- Persons who appear to have acute respiratory illness symptoms (*i.e.*, cough, shortness of breath) should be separated from other employees and be sent home immediately.
- Encourage workers to practice good respiratory etiquette ([www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) and hand hygiene ([www.cdc.gov/handwashing/index.html](http://www.cdc.gov/handwashing/index.html)).
- Provide tissues and no-touch disposal receptacles for use by persons at the workplace.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Advise workers before traveling to avoid nonessential travel to areas where there is ongoing community transmission. Check the CDC's Traveler's Health Notices for the latest guidance and recommendations (<https://wwwnc.cdc.gov/travel>).
- Stay up-to-date on guidance from federal, state, and local health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans. The resources identified below will give you the most reliable and up-to-date source of information and guidelines about COVID-19 in New York and beyond:
  - World Health Organization ([www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019))
  - Centers for Disease Control ([www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html))
  - New York State DOH ([www.health.ny.gov/diseases/communicable/coronavirus/](http://www.health.ny.gov/diseases/communicable/coronavirus/)) New

- Jersey DOH ([www.nj.gov/health/cd/topics/ncov.shtml](http://www.nj.gov/health/cd/topics/ncov.shtml))
- NYC Department of Health and Mental Hygiene ([www1.nyc.gov/site/doh/health/health-topics/coronavirus.page](http://www1.nyc.gov/site/doh/health/health-topics/coronavirus.page))

Businesses licensed by the NYC Taxi and Limousine Commission (“TLC”) should also follow any driver and/or vehicle related guidance the agency issues ([www1.nyc.gov/site/tlc/drivers/coronavirus-information.page](http://www1.nyc.gov/site/tlc/drivers/coronavirus-information.page)).

Those in higher-risk categories (aged 60 years or older, pregnant women, persons with lung/respiratory conditions, heart conditions, chronic kidney and liver disease, blood disorders, diabetes, and/or immunosuppression conditions) should exercise greater precautions.

## Relief for Businesses

- **U.S. Small Business Administration (SBA) [Economic Injury Disaster Loan Program](#)**. The SBA’s Economic Injury Disaster Loan program provides small businesses with working capital loans of up to \$2 million that can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. Other [SBA Products and Resources](#)
- **NYC Department of Small Business Services** relief for small businesses in NYC seeing a reduction in revenue because of COVID-19: <https://www1.nyc.gov/site/sbs/businesses/covid19-business-outreach.page>

The City of New York will provide relief for small businesses in NYC seeing a reduction in revenue because of COVID-19. Businesses with fewer than 100 employees who have seen sales decreases of 25% or more will be eligible for zero interest loans of up to \$75,000 to help mitigate losses in profit. In addition, businesses with fewer than 5 employees may receive a grant to cover 40% of payroll costs for two months to help retain employees. Eligible owners who would like to learn more about these programs should fill visit the NYC website: <https://www1.nyc.gov/site/sbs/businesses/covid19-business-outreach.page>

In addition, at this time, the U.S. Small Business Administration, is offering “COVID-19 Disaster Lending” based upon requests from a state’s governor, to provide working capital to small businesses suffering substantial economic injury as a result of the coronavirus, as set forth in the Coronavirus Preparedness and Response Supplemental Appropriations Act that President signed into law on Friday, March 6, 2020. Additional details may be found here: <https://www.sba.gov/about-sba/sba-newsroom/press-releases-media-advisories/sba-provide-disaster-assistance-loans-small-businesses-impacted-coronavirus-covid-19>

Additional financial assistance for small business will likely be forthcoming in supplemental federal legislation, as well as state and local measures.

## Information Sharing with Industry Members

During this crisis, industry trade associations may provide businesses with information and support via emails, web pages, or social media. For example, the National Limousine Association (the “NLA”) is providing support the NLA membership and industry. The NLA has created a [COVID-19 Resources](#) page on [limo.org](http://limo.org) for NLA members and industry members with updates on recommendations and

information. This page includes an updated Best Practical Measures Guide, a sample letter for providers to send to clients, and additional resources for news and updates.

This is just an example, and other trade associations in the industry may provide similar resources and guidance.