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# Spokane Transit Health and Safety Procedures

## COVID-19 Response



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# What Everyone Needs to Know and Do

Understanding the following concepts will help you make more informed decisions related to COVID-19.

**Coronavirus disease 2019 (COVID-19)** is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough, or shortness of breath.

## How It Spreads

Our understanding of how the virus is spreading is evolving as we learn more about it, so check the [CDC website](#) for the latest information. Recent studies indicate that the virus can be spread by people before they develop symptoms (pre-symptomatic) or who never develop symptoms (asymptomatic).

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.

The criteria to be determined to be in “close contact” are:

- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes, OR
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads.

## CDC Guidelines for Combating the Spread Of COVID-19 Virus

CDC guidelines for preventing spread of infection are summarized in a simplified list:

- Know how it spreads
- Wash hands for at least 20 seconds, vigorously scrubbing with soap and water
- Practice social distancing by maintaining a six-foot distance from other people when possible
- Disinfect surfaces and materials
- Use Personal Protective Equipment (PPE) where appropriate
- Self-quarantine after potential exposure and/or symptoms

## How the Virus Is Inactivated

The CDC recommends three methods for inactivating the virus:

- Soap/Detergent – for hands, scrubbing with soap and water for 20 seconds or more; for soft (porous) surfaces, detergent, and the warmest water possible.
- Alcohol – hand sanitizer that is at least 60% alcohol and any mixture with at least 70% alcohol for disinfecting surfaces. The material provided to STA employees (Purell, Lysol wipes, etc.) meets this standard
- Disinfectant – STA also uses products on [EPA List N: Disinfectants for Use against SARS-CoV-2](#). Our most prevalent product is Re-Juv-Nal which is prepositioned on all vehicles and distributed in the vicinity of all offices and conference rooms

## Mask Information

Newest CDC guidance recommends wearing any type mask or face cover when social distancing (remaining 6 feet away from another person) is not possible. Consequently, we now **require** all employees to carry some type of mask or face covering with them at all times. This helps protect you and the people around you. Use the mask or face cover to cover your mouth and nose when social distancing is not possible.

There are **five** mask choices available to STA employees

- **STA-issued cloth mask with M5 filter** – These are the preferred masks for daily use. With the filter, they meet the L&I requirements for coach and van operators to protect themselves and others from the virus.
- **M5 disposable** mask – Flat, three-layer foldable mask. Provides same level of protection that CDC now recommends is adequate for First Responders. We currently have a large supply of these available.
- **KN95** – Non-medical grade flat flexible mask. Provides same level of protection as the N95, but the mask not moisture proof, so extra care is needed when handling and storing. We have a supply of 3000 of these masks. Several supply chain sources are needed to keep us stocked but orders are prioritized to health care workers. STA will continue issuing KN95's to Operators and Maintenance employees at your request if you desire this extra level of protection.
- **N95** – Medical grade cone shaped rigid mask. Provides the highest level of particle-type protection. STA has maintained an emergency store of these masks since the HINI, SARS and MERSA medical events occurred in years past. STA's N95 mask supply is depleting and priority purchasing, and distribution is now aimed at keeping healthcare worker and EMT's fully supplied. STA will continue issuing N95's to Operators and Maintenance at your request if you desire this extra level of protection.
- The most popular method to follow the new CDC guidance is for individuals to use cloth masks, bandanas, or other general forms of face covering. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. CDC advises the use of these masks to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

#### **Other Times at Work**

- **Wear a face covering inside any STA building\***, except when alone in your personal work area.
- **Wear a face covering outside any STA facilities and within 6-feet of another person.**
- **Wear a face covering operating non-revenue vehicles with more than one person inside.**

\*The garage areas are considered “outside” for the purposes of face covering protocols.

# Coach Operator Responsibilities

Your potential sources of exposure include close contact with a passenger or fellow employee with COVID-19 or by contacting surfaces touched or handled by a person with COVID-19.

Upon arriving at work, you will have your temperature taken and validate that you do not have symptoms of COVID-19. Do not come to work if you are sick. Human Resources is your point of contact for guidance as to quarantine requirements (325-6008 or HRHelpDesk@spokanetransit.com)

*\*Note: Any employee exhibiting symptoms of COVID-19 will immediately be provided a mask and sent home with instructions to follow up with medical personnel.*

Draw an M-5 protective mask **if you do not have your STA-issued cloth mask**. You also have the option of receiving an N-95 or KN-95 for greater protection should you wish to have that additional protection. **These masks are required to be worn** when you are within 6 feet of another person.

Ensure you have Purell or hand sanitizer with you. Refills are available at dispatch.

STA recommends you also draw protective gloves. Gloves are available at dispatch

The following measures maximize your ability to avoid close contact with others.

## While in Service

- **Passengers are required to wear a mask when on public transit. There are very limited exceptions due to medical conditions. You will be provided masks for customers without a mask and will deny service if they do not comply.**
- **Configure the airflow on your coach as directed in Operations Notice 2020-023, Preparations for Resumption of Full Service. Rear hatch open, dash fan pointed to rear of coach, air system set as directed.**
- It is highly recommended you use gloves when securing a passenger with a mobility device.
- Report instances to dispatch where passenger loads exceed **20** passengers for more than a couple stops. Do not deny trips to customers, it is up to them to decide if they desire to wait for the next bus.
- Report any instance to dispatch where you deny service to an individual who **refuses to wear a mask**. For your safety, report your intent to dispatch prior to asking the individual to depart the coach.
- **Passengers should practice social distancing whenever possible. They should evaluate the nature and priority of their own trip and determine for themselves their level of comfort within the available seating.**

## Other Times at Work

- Remain 6 feet from other employees or don a mask.
- Use the expanded driver's area near the alignment pit in the garage
- Wipe down tables and chairs with provided Re-Juv-Nal and paper towel prior to use.
- Keep separation in the TV room, or wear a mask, and wipe down chair arms prior to use.

## Other Protective Measures

- **Protective driver's shields are being installed on all coaches.**
- Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds when a bathroom is available. Otherwise use the hand sanitizer provided to you.
  - Key times to clean hands include:
    - Before, during, and after preparing food
    - Before eating food

- Before and after using the restroom
- After blowing your nose, coughing, or sneezing
- Before and after work shifts
- Before and after work breaks
- After touching frequently touched surfaces, such as fareboxes and handrails
- Use gloves if required to touch surfaces contaminated by bodily fluids.
- Handle lost and found items with gloves, limiting exposure to items.
- Wash your cloth mask daily.
- Your bus is disinfected nightly, but follow these additional measures:
  - Crews from other STA Departments are assigned to disinfect periodically at transit centers. Assist them in clearing your bus of passengers if so requested.
  - Disinfect your driver area and farebox prior to turning over your bus to the next operator. Use the Re-Juv-Nal and paper/cloth towels or the Lysol wipes available in your coach. Notify dispatch if these items are not available when you turn in the coach in at night.

### Further Fixed Route References

#### Plans

- Spokane Transit Commercial Driver Licensing In-Cab Training and Testing Plan

#### Operating Notices

- 2020-008 Disinfectant Wipes
- 2020-009 Social Distancing on Coaches
- 2020-011 Suspended Fare Collection
- 2020-012 Service Level 3
- 2020-013 Essential Trips
- 2020-014 Temperature Screening
- 2020-015 Essential Trips PR Code
- 2020-016 UPDATED – Essential Trips PR Code
- 2020-017 Mask and Sanitization Efforts
- 2020-018 Police Presence on Coaches
- 2020-019 Suspended Fares, Front Door Boarding
- 2020-021 Use of Wheelchair Restraints to Restrict Coach Access
- 2020-022 Spokane Regional Health Face Covering Directive
- 2020-023 Preparations for Resumption of Full Service
- 2020-024 Resumption of Full Service

#### Safety Notices

- S20-001 – Coronavirus Update 1
- S20-002 – Coronavirus Update 2
- S20-003 – Coronavirus Update 3
- S20-004 – Coronavirus Update 4
- S20-005 – Coronavirus Update 5
- S20-006 – Coronavirus Update 6
- S20-007 – Coronavirus Update 7
- S20-008 – Coronavirus Update 8

# Van Operator Responsibilities

Your potential sources of exposure include close contact with a passenger or fellow employee with COVID-19 or by contacting surfaces touched or handled by a person with COVID-19.

Upon arriving at work, you will have your temperature taken and validate that you do not have symptoms of COVID-19. Do not come to work if you are sick. Human Resources is your point of contact for guidance as to quarantine requirements (325-6008 or HRHelpDesk@spokanetransit.com)

*\*Note: Any employee exhibiting symptoms of COVID-19 will immediately be provided a mask and sent home with instructions to follow up with medical personnel.*

Draw an M-5 protective mask **if you do not have your STA-issued cloth mask**. You also have the option of receiving an N-95 or KN-95 for greater protection should you wish to have that additional protection. **These masks are required to be worn** when you are within 6 feet of another person.

Ensure you have Purell or hand sanitizer with you. Refills are available in the Supervisor's office.

STA recommends you also draw protective gloves. Gloves are available in the Supervisor's office.

The number of vans in service is designed to minimize or eliminate shared rides, Personal Care Attendant (PCA) excluded.

The following measures maximize your ability to minimize close contact exposure with others.

## While in Service

- **Use van's air system as directed in Operating Notice P20-12 COVID-19 Protective Measures Update.**
- It is highly recommended you use gloves when securing a passenger with a mobility device.

## Other Times at Work

- Try to remain 6 feet from other employees or don a mask.
- Wipe down tables and chairs prior to use.
- Keep separation in the break room or wear a mask.

## Special Instructions for Additional Tasks Currently Being Assigned

- Work uniforms worn during cleaning and disinfecting should be laundered afterwards. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean your hands after handling laundry by washing your hands with soap and water or using an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wear disposable painter overalls when performing disinfecting task for fixed route buses. Dispose of the uniform prior to resuming other duties. Wash hands after disposing of painter overalls
- Follow on Route Vehicle Cleaning instructions found in the Vehicle/Maintenance Responsibilities section of this document if you are assigned to that task.
- Follow all other responsibilities listed under any additional task you are performing.

## Other Protective Measures

Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds when a bathroom is available. Otherwise use the hand sanitizer provided to you.

- Key times to clean hands include:
  - Before, during, and after preparing food
  - Before eating food
  - **Before and** after using the toilet
  - After blowing your nose, coughing, or sneezing
  - Before and after work shifts

- Before and after work breaks
- After touching frequently touched surfaces, such as fareboxes and handrails
- Use gloves if required to touch surfaces contaminated by body fluids.
- Handle lost and found items with gloves, limiting exposure to items.
- **Wash your mask nightly.**
- Your van is disinfected nightly, but follow these additional measures:
  - Wipe down handrails and hard surfaces touched by passengers after each trip.
  - Disinfect your driver area prior to turning in your van.
  - Use the Re-Juv-Nal and paper/cloth towels or the Lysol wipes available in your van for both measures above. Notify dispatch if these items are not available when you turn in the van in at night.

### **Further Paratransit References**

#### **Plans**

- **Spokane Transit Commercial Driver Licensing In-Cab Training and Testing Plan**

#### **Operating Notice**

- **P20-04 COVID-19 Lysol Disinfecting Wipes**
- **P20-09 Re-Juv-Nal**
- **P20-11 Face Mask Directive**
- **920-12 COVID-19 Protective Measures Update**
- **P20-13 Face Mask Update and Fare Collection Update**

#### **Safety Notices**

- **S20-001 – Coronavirus Update 1**
- **S20-002 – Coronavirus Update 2**
- **S20-003 – Coronavirus Update 3**
- **S20-004 – Coronavirus Update 4**
- **S20-005 – Coronavirus Update 5**
- **S20-006 – Coronavirus Update 6**
- **S20-007 – Coronavirus Update 7**
- **S20-008 – Coronavirus Update 8**

# Supervisors/Administration/Dispatch/Reservations/Customer Service Responsibilities

## Common Responsibilities

Upon arriving at work, you will have your temperature taken and validate that you do not have symptoms of COVID-19. Do not come to work if you are sick. Human Resources is your point of contact for guidance as to quarantine requirements (325-6008 or HRHelpDesk@spokanetransit.com).

*\*Note: Any employee exhibiting symptoms of COVID-19 will immediately be provided a mask and sent home with instructions to follow up with medical personnel.*

Draw an M-5 protective mask **if you do not have your STA-issued cloth mask. You are required to wear a mask when you depart your personal work area or** are within 6 feet of another person. Using your own cloth mask is also authorized. Cloth masks generally protect others from potential infection from you. **Ensure you are washing your cloth mask daily.**

Wipe down desk, keyboard, mouse, telephone, microphone, door handle and other frequently touched surfaces at the beginning and end of each shift. Use the Re-Juv-Nal and paper towels located in the near vicinity for this purpose. In Customer Service, use the Lysol wipes or other products that have been provided.

Use the same workstation as much as possible. Maximize separation between occupied workstations to at least six feet apart as much as possible.

After use of a conference room, designate one person to wipe down table and chair arms. Use the Re-Juv-Nal and paper towels located in the near vicinity for this purpose. In the Plaza Conference Room, use the Lysol wipes or other products that have been provided.

Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds when a bathroom is available. Otherwise use the hand sanitizer provided to you.

- Key times to clean hands include:
  - Upon return to your vehicle or workstation after interaction with customers or other employees.
  - Before, during, and after preparing food
  - Before eating food
  - **Before and** after using the toilet
  - After blowing your nose, coughing, or sneezing
  - Before and after work shifts
  - Before and after work breaks

## Supervisors

- You also have the option of receiving an KN-95 mask for greater protection should you wish to have that additional protection
- Disinfect the areas you touch in your vehicle using Re-Juv-Nal and paper towels before and after each shift.

## Security Responsibilities

- Restrict vendor access to central point of entry at STA facilities to ensure health screening is accomplished prior to vendors entering STA facilities.
- Monitor & enforce the “walk through only” procedures put in place at the STA Plaza to help ensure physical distancing and discourage large gatherings.
- Track and report Plaza attendance (internal and external) to monitor effectiveness.



- Reallocate vehicle resources (with Vanpool assistance) to ensure the maximum practicable mobile patrols are available for Paratransit and Fixed Route Operator calls for assistance.

### **Safety Responsibilities**

- Primary representative to the regional Department of Emergency Management Emergency Coordination Center (ECC).
- Assist the STA Incident Commander with daily taskings.
- Assume centralized procurement and distribution of all personal protective equipment (PPE) for all STA departments & facilities.
- Face masks/respirators
- Gloves
- Hand sanitizer
- Sanitizer wipes
- Cleaning suits
- Produce timely employee Safety Notices to inform STA employees on incident safety related topics.

# Facilities Responsibilities

For transit facilities workers, potential sources of exposure include close contact with a coworker with COVID-19 or contacting surfaces touched or handled by a person with COVID-19.

Upon arriving at work, you will have your temperature taken and validate that you do not have symptoms of COVID-19. Do not come to work if you are sick. Human Resources is your point of contact for guidance as to quarantine requirements (325-6008 or [HRHelpDesk@spokanetransitl.com](mailto:HRHelpDesk@spokanetransitl.com)).

*\*Note: Any employee exhibiting symptoms of COVID-19 will immediately be provided a mask and sent home with instructions to follow up with medical personnel.*

Draw an M-5 protective mask if you do not have your STA-issued cloth mask. You are required to wear a mask when are within 6 feet of another person. Using your own cloth mask is also authorized. Cloth masks generally protect others from potential infection from you. Ensure you are washing your cloth mask daily.

Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds when a bathroom is available. Otherwise use the hand sanitizer provided to you.

- Key times to clean hands include:
  - Before, during, and after preparing food
  - Before eating food
  - Before or after using the toilet
  - After blowing your nose, coughing, or sneezing
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as fareboxes and handrails
- Use gloves if required to touch surfaces contaminated by body fluids.

## General Facilities Measures

HVAC units have been adjusted to achieve the highest setting for fresh air above local energy code restrictions, and filters are being changed regularly.<sup>1</sup>

Facilities will be disinfected at the following frequency:

- Restrooms 3x daily
- Meeting rooms 2x daily
- Stairs/stairwells/handrails 3x daily
- Doors/light switches 3x daily
- Time clocks 2x daily

## Standard Disinfecting Procedures

Building Disinfecting - Misting Procedure

- Step 1: Wear appropriate Personal Protective Equipment (PPE) such as eye/face protection, gloves, and face mask.
- Step 2: Be sure surface areas are clean and do not have any standing soil that would prevent contact of the disinfectant on the surface.
- Step 3: Apply Re-Juv-Nal Disinfectant with trigger sprayer or pump sprayer to all contact surfaces such as:
  - Bathrooms: Toilets/urinals & flush handles, Sinks/faucets & countertops, Partitions (specifically handles), Door handles/push plates/pulls, Dispensers & receptacles, and Shelving.

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<sup>1</sup> APTA, 3.

- Halls & Stairwells: Door handles/push plates/pulls, and Handrails.
- Meeting Rooms, Break rooms, and Common Areas: Countertops/sinks/faucets, Dispensers & receptacles, Door handles/push plates/pulls, and Tables & chairs
  - Do not allow disinfectant to puddle up on surfaces
  - Allow disinfectant to dwell for ten (10) minutes.

*\*Note: Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*

- Step 4: Wipe down all surfaces after product has dwelled for ten (10) minutes to remove residue.
- Step 5: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water for at least 20 seconds. If the product is on skin, wash with plenty of water.<sup>2</sup>

## **Transit Stations**

### Shelter Disinfecting/Cleaning Procedure - Pressure Washing Procedure

- Step 1: Wear appropriate Personal Protective Equipment (PPE) such as eye/face protection, gloves, and face mask.
- Step 2: Apply Re-Juv-Nal Disinfectant through injection on pressure washer. Saturate entire shelter inside & outside, ground, benches, and handrails/arm rests.
- Step 3: Scrub entire shelter to loosen and remove debris and encourage contact and exposure with Re-Juv-Nal.
  - Allow disinfectant to dwell for ten (10) minutes
- Step 4: Rinse off shelter and ground with clean water through pressure washer.
- Step 4: Dry windows with squeegee and remove any standing water on shelter to prevent hard water spots. Remove standing water from benches.
- Step 5: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water. If the product is on skin, wash with plenty of water. (Reference product SDS for first aid recommendations if necessary)

*\*Note: Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*

## **Quarantine Procedures**

### Building Disinfection Procedure for Quarantined Areas

- Section of building that to be exposed will be cleared of staff, locked, and secured with a lock and or security taped off until F&G staff can disinfect. Notify local Spokane Regional Health of potential exposure in area.

### Disinfecting procedure: Misting

- Step 1: Wear appropriate Personal Protective Equipment (PPE) eye/face protection, gloves, and face mask and company provided clothing.
- Step 2: Be sure surface areas are clean and do not have any standing soil that would prevent contact of the disinfectant on the surface.
- Step 3: Apply Re-Juv-Nal Disinfectant with trigger sprayer or pump sprayer to all contact surfaces such as:
  - Bathrooms: Toilets/urinals & flush handles, Sinks/faucets & countertops, Partitions (specifically handles), Door handles/push plates/pulls, Dispensers & receptacles, and Shelving.
  - Halls & Stairwells: Door handles/push plates/pulls, and Handrails.
  - Meeting Rooms, Break rooms, and Common Areas: Countertops/sinks/faucets, Dispensers & receptacles, Door handles/push plates/pulls, and Tables & chairs
    - Do not allow disinfectant to puddle up on surfaces
    - Allow disinfectant to dwell for ten (10) minutes.

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<sup>2</sup> Spokane Transit Vehicle and Facilities Department, "Standard Operating Procedures (SOP) for Cleaning/Disinfecting Facilities and Vehicles."

*\*Note: Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*

- Step 4: Wipe down all surfaces after product has dwelled for ten (10) minutes to remove residue.
- Step 5: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water. If the product is on skin, wash with plenty of water. (Reference product SDS for first aid recommendations if necessary)

Area will be opened up for normal use

# Vehicle/Maintenance Responsibilities

For Transit maintenance workers, potential sources of exposure include close contact with a coworker with COVID-19 or contacting surfaces touched or handled by a person with COVID-19.

Upon arriving at work, you will have your temperature taken and validate that you do not have symptoms of COVID-19. Do not come to work if you are sick. Human Resources is your point of contact for guidance as to quarantine requirements (325-6008 or [HRHelpDesk@spokanetransitl.com](mailto:HRHelpDesk@spokanetransitl.com)).

*\*Note: Any employee exhibiting symptoms of COVID-19 will immediately be provided a mask and sent home with instructions to follow up with medical personnel.*

**Draw an M-5 protective mask if you do not have your STA-issued cloth mask. You are required to wear a mask when you are within 6 feet of another person. Using your own cloth mask is also authorized. Cloth masks generally protect others from potential infection from you. Ensure you are washing your cloth mask daily.**

Proper hand hygiene is an important infection control measure. Regularly wash your hands with soap and water for at least 20 seconds when a bathroom is available. Otherwise use the hand sanitizer provided to you.

- Key times to clean hands include:
  - Before, during, and after preparing food
  - Before eating food
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as fareboxes and handrails
- Use gloves if required to touch surfaces contaminated by body fluids.

## **General Vehicle/Maintenance Measures**

Perform routine cleaning and disinfection of all frequently touched non-porous surfaces within the interior of the transit vehicle on a daily basis, and, in particular, before you conduct repairs such as removing or repairing seats. These surfaces can include hard seats, arm rests, door handles, seat belt buckles, light and air controls, adjacent walls and windows, and grab handles. If the surfaces are visibly dirty, they should be cleaned prior to disinfectant application. For soft or porous surfaces, remove any visible contamination if present and clean with appropriate cleansers indicated for use on these surfaces.

## **Fixed Route On-Route Disinfecting Procedures**

Misting or wiping down the interior of buses on route is being conducted by additional staff to augment our already enhanced disinfecting procedures. The buses are disinfected at the 5 Mile/Hastings, VTC, SCC, and Plaza layover locations. This deployment of assets covers the vast majority of our buses that are in service.

The determining factor in whether a bus is misted or wiped down depends on duration of layover and whether the coach operator asks passengers to disembark. If coach operator does not make the request, then the other staff person must ask, thereby taking precious time away from disinfecting the vehicle.

## **Misting Procedure**

*\*Coach Operator has requested and ensured that passengers have vacated the bus.*

- Step 1: Wear appropriate Personal Protective Equipment (PPE) eye/face protection, gloves, disposable painter coveralls, and face mask.

- Step 2: Be sure surface areas are clean and do not have any standing soil that would prevent contact of the disinfectant on the surface.
- Step 3: Apply Re-Juv-Nal Disinfectant with trigger sprayer or pump sprayer to all contact surfaces such as: seats, handrails, walls, windows and stop cables.
  - Do not allow disinfectant to puddle up on surfaces
  - Allow disinfectant to dwell for ten (10) minutes.
- \*Note: *Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*
- Step 4: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water for 20 seconds. If the product is on skin, wash with plenty of water.

#### Wipe Down Procedure

- Step 1: Wear appropriate Personal Protective Equipment (PPE) eye/face protection, gloves, disposable painter coveralls, and face mask.
- Step 2: Be sure surface areas are clean and do not have any standing soil that would prevent contact of the disinfectant on the surface.
- Step 3: Saturate a rag with Re-Juv-Nal Disinfectant and wipe down all hard contact surfaces to wet with disinfectant such as: Steering wheels, Fare Box, Hand/Grab Rails, Stop cables.
  - Allow disinfectant to dwell for ten (10) minutes.
- \*Note: *Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*
- Step 4: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water for 20 seconds. If the product is on skin, wash with plenty of water.

#### Nightly - Coach and Van Disinfecting Procedures

- Clean light covers and filter to allow time to dry. Spray Re-Juv-Nal Disinfectant over surfaces.
- Clean & disinfect exposed area of a/c and heater vents. On roof top a/c coaches, wipe down both sides of the A/C cover panel and surrounding area using a towel dampened with warm water and Re-Juv-Nal Disinfectant. After cleaning, reinstall filter and vent cover panel.
- Sweep out area under all seats, including driver's seat, pushing trash into aisle. Sweep trash down aisle and out of the rear doors into trash container. Before final sweep, utilize your whisk broom to remove any trash that has accumulated in the corners and/or around seat supports.
- Clean & disinfect inside walls, side panels, modesty panels, wheel wells and back window ledge. Using a concentrate of water and Re-Juv-Nal Disinfectant. Clean handrails with a disinfectant.
- Clean driver's area, including driver's seat, control console and dashboard using a concentrate of water and Re-Juv-Nal Disinfectant. Pick up trash from around driver's seat. Clean driver's front and side windows using clean rags and glass cleaner.
- Clean ALL inside windows with glass cleaner and clean rags.
- Clean Wheelchair seat belts with a solution of Re-Juv-Nal Disinfectant and water.
- Operate and fully extend the Wheelchair Lift (WCL) to allow sweeping of the platform. Stow WCL after completion of cleaning/disinfecting and deactivate system.
- Mop bus floor with a concentrate of warm water and Hi-Con. Re-mop vehicle floor with a clean rinse and Lemon-Aire.
- Once all steps have been completed spray entire interior of coach with Re-Juv-Nal Disinfectant. Open window to allow the disinfectant to dry.
- Road cars and service vehicles will have the interiors sprayed nightly with Re-Juv-Nal Disinfectant.
- Prior to any mechanical work being done on vehicles, the technician will disinfect the interior of vehicle and then proceed with repairs.
- \*Note: *Report all gang related graffiti (etched, ink, or scratched) to the Foreman/Leadman as soon as possible (ASAP.) Use graffiti cleaner to remove ink type graffiti. Report any other noted damage ASAP.*

### **Service Vehicles Disinfecting - Mistig Procedure**

- Step 1: Wear appropriate Personal Protective Equipment (PPE) eye/face protection, gloves, and face mask.
- Step 2: Be sure surface areas are clean and do not have any standing soil that would prevent contact of the disinfectant on the surface.
- Step 3: Apply Re-Juv-Nal Disinfectant with trigger sprayer or pump sprayer to all contact surfaces such as: seats, door handles (inside & outside), steering wheels, all controls such as shift selector and radio(s), dash, console/arm rests, door panels.
  - Do not allow disinfectant to puddle up on surfaces
  - Allow disinfectant to dwell for ten (10) minutes.*\*Note: Re-Juv-Nal dries to a neutral pH and is safe to contact surface after it has dried.*
- Step 4: Wipe down all surfaces after product has dwelled for ten (10) minutes to remove residue.
- Step 5: When employee has completed the procedure, he/she is to remove gloves and thoroughly wash hands with soap and water. If the product is on skin, wash with plenty of water.

Work uniforms worn during cleaning and disinfecting should be laundered afterwards. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

### **Vehicle Quarantine Procedures - Paratransit**

When a vehicle is identified as being at risk due to exposure to the coronavirus, Supervisors will contact Maintenance (325-6012) and pull the vehicle into the North Fuel Island located behind the Paratransit Garage. Once the vehicle arrives, the Maintenance Foreman will direct the driver to park the vehicle in the Bone Yard, which is located on the East end of the Employee Parking Area. This has been designated as our Paratransit Quarantined Vehicle Parking Zone. Once parked, the driver will leave the vehicle running, engage the transmission lockout, turn the fans on high, and open all windows. Once the driver has completed these tasks, Maintenance will execute the following procedures:

- Allow the vehicle to air out, for no less than 30 minutes
- Wipe down all surfaces with Re-Juv-Nal disinfectant
- Clean drivers and passenger compartments
- Change out all AC filters/interior filters
- Spray entire interior of vehicle with a wet coat of Re-Juv-Nal
- Allow vehicle to dry for no less than one (1) hour
- Once vehicle is dry and met all the requirements listed above, Maintenance will return the vehicle to the Northwest Garage.

### **Vehicle Quarantine Procedures - Fixed Route**

When a vehicle is identified as being at risk due to exposure to the coronavirus, Supervisors will contact Maintenance (325-6029) and direct the driver to park the vehicle on Gardener Avenue on the Southside of the Boone Garage. This has been designated as our Fixed Route Quarantined Vehicle Parking Zone. Once the vehicle arrives, the Maintenance Foreman will direct the driver to leave the vehicle running, turn the HVAC system on high, and open all windows. Once the driver has completed these tasks, Maintenance will execute the following procedures:

- Allow the vehicle to air out, for no less than 30 minutes
- Wipe down all surfaces with Re-Juv-Nal disinfectant
- Clean all drivers and passenger compartments
- Change out all AC filters/interior filters
- Spray entire interior of vehicle with a wet coat of Re-Juv-Nal
- Allow vehicle to dry for no less than one (1) hour
- Once vehicle is dry and met all the requirements listed above, Maintenance will return the vehicle to the Boone Garage.