



# COVID-19 SAFETY PLAN & PROCEDURES

**Daily temperature checks will be conducted before clocking in for work.**

\*For the purpose of this guidance, **fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.** Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDs]).

## Transit Operator Exposure

- In [close contact](#) (within 6 feet for at least 15 minutes or more) with other people at the worksite, which can include guests or coworkers
  - Coming into close and often physical contact as passengers board or exit the vehicle, and in some cases, as workers assist and secure passengers
- Touching their mouth, nose or eyes after
  - Touching or handling frequently touched surfaces and equipment (such as the farebox, car keys, wheelchair lifts, wheelchair securements, steering wheel, handrails, or door handles) and then touching their face, mouth, nose, or eyes

### **Sick employees are encouraged to stay home:**

- Employees who have [symptoms](#) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

### **Passenger Safety Precautions:**

- Passengers boarding the buses that have excessive coughing, a temperature of 100.4, or any other related COVID-19 symptoms ***should not*** ride to limit any exposure of viruses.

## Transit Engineering Controls

- Safety protective barriers are placed in each bus to protect transit operators from boarding and exiting passengers.
- Safe distancing of recommended 6ft. between passenger seats in each are placed. Signs and taped off areas are placed for passengers view and bus riding rules.
- Payment terminals will be cleaned after each use as well as at appropriate opening and closing of shifts.
- Areas of congregating of more than 10 persons will be limited such as the Transit office, break rooms, parking lots and entrances with a safe distancing at the recommended 6ft. distance. Foot-traffic single direction with a single file movement will be the procedure while entering and exiting buses.
- Visual cues such as signs, floor decals, colored tape, will be placed for viewing to remind workers to maintain distance of at least 6 feet from others, including at their workstation and in break areas.
- Hand sanitizers with at least 60% alcohol are to be placed in multiple locations throughout the bus for workers and passengers.

## Ventilation

- Bus operator owners and managers will adjust the ventilation so that the maximum amount of fresh air is delivered to occupied spaces while maintaining the humidity at 40-60%. If possible, increase filter efficiency of HVAC units to highest functional level.
- Portable high efficiency particulate air (HEPA) filtration units may be considered to remove contaminants from the air of poorly ventilated areas.
- Consider the use of natural ventilation (i.e., opening windows) to increase outdoor air dilution of indoor air, when environmental conditions allow.
- Additional considerations for improving the bus ventilation system can be found in the [CDC Interim Guidance for Businesses and Employers](#).

## Wearing of Masks

### **Cover your mouth and nose with a mask when around others.**

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
  - *Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.*
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

## **Cleaning and Disinfecting**

### **Hard (non-porous) surfaces:**

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

**Always read and follow the directions on the label** to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use ([EPA's 6 steps for Safe and Effective Disinfectant](#))

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. [Learn more about reducing asthma triggers.](#)

- **Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#)<sup>external icon</sup>**, the virus that causes COVID 19. Follow the manufacturer's instructions for all cleaning and disinfection products. Read the product label for the correct concentration to use, application method, and contact time.
- Diluted household bleach solutions can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted:
  - Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
  - Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.
  - Ensure proper ventilation during and after application.

- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) of 5.25%–8.25% bleach per gallon of room temperature water or
  - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

**Cleaning staff and others should [clean hands often](#)**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**Always read and follow the directions on the label** to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

**Soft (porous) surfaces:**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)[external icon](#) and that are suitable for porous surfaces.

## Electronics:

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## Linens, clothing, and other items that go in the laundry:

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## **Personal Protective Equipment (PPE) and Hand Hygiene**

- **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

- **Cleaning staff and others should [clean](#) hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

**How Germs Spread:** Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you; touch your eyes, nose, and mouth with unwashed hands; prepare or eat food and drinks with unwashed hands; touch a contaminated surface or objects; blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects.

**Use Hand Sanitizer When You Can’t Use Soap and Water.**

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

## **How to use hand sanitizer.**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **Workplace Coordinator & Reporting Procedures**

- The Transit Manager is the workplace coordinator who will be responsible for COVID-19 assessment and control. This plan includes the following employees in the workplace: Transit Manager, Transit Specialist/Dispatcher, Transit Operators, Transit Custodian and any Transit On-call employee.
- All Covid-19 concerns should be directed to the Transit Manager.
- Flexible sick leave and supportive policies and practices shall be followed.
- Telecommuting is allowable for the Transit Manager and Transit Specialist/Dispatcher when applicable.

### **Action will be taken if an employee is suspected or confirmed to have COVID-19.**

- The suspected or confirmed infected employees will be separated immediately. The employee who reports with or develops symptoms at work will be separated from other employees and will need to arrange for private transport home. These employees should self-isolate and contact their health care provider immediately.
- Close off any areas used for prolonged periods of time by the sick person.
- Perform [cleaning and disinfection](#) after anyone suspected or confirmed to have COVID-19 has been in the workplace. Cleaning staff should clean and disinfect offices, bathrooms, common areas, and shared electronic equipment used by the ill person, focusing especially on frequently touched surfaces. If other workers do not have access to these areas or items, wait 24 hours (or as long as possible) before cleaning and disinfecting.
- Employees who test positive for COVID-19 should immediately notify their employer of their results.
  - Sick employees should follow [CDC recommended steps](#) to self-isolate or seek care. Employees should not return to work until they meet the criteria to [discontinue home isolation](#), in consultation with healthcare providers.
- The Transit bus service will immediately CLOSE until isolation procedures and CDC recommended steps are taken. Pyramid Lake Emergency Services will be contacted immediately and take the necessary and recommended steps to abide by the Pyramid Lake's closing procedures related to Covid-19.