



MERCED TRANSPORTATION COMPANY –MTC

VIA MTC COMPANIES COVID-19 SAFETY & HEALTH EMERGENCY PLAN

GOALS AND OBJECTIVES OF THIS PLAN:

- Provide guidelines for employees, employers and customers to help limit the spread of COVID-19 or other similar infectious diseases.
- Protect valued employees from each other and from passengers/clients.
- Ensure work availability when appropriate and allowed by state/local/federal authorities.
- Protect Customers from each other and drivers to the extent possible.
- Provide visible confidence to passengers that our company is providing a protocol that considers the health and safety of its employees and customers.
- Provide protocols in the event of exposure or confirmation of disease.

EMPLOYEE CARE AND REQUIREMENTS:

- Self Screen prior to coming to work—check for symptoms common to COVID-19 to include fever (100.4 or greater), cough, difficulty breathing, and chills. Employees who feel sick or have symptoms must stay home from work.
- Social distance at least 6 feet from co-workers in office spaces, maintenance facilities, classrooms, and training locales.
- Wear face coverings/masks when sharing office/work spaces, walking through common areas to include hallways, stairways and lobby areas, and interacting with any member(s) of the public. Face coverings are required in break areas with the exception of while eating or drinking.
- Drivers are to wear face coverings when driving with passengers on board and use disposable gloves when handling passenger currency, luggage, and/or tickets.
- Avoid congregating in open areas to include break rooms, park lunch areas and other close quarters.
- Wash hands regularly or use hand sanitizer as per CDC guidelines.
- Inform employers of health issues related to COVID-19.

CUSTOMER AND DRIVER CARE ON BUS TRIPS

PRE-Trip Contracting

- Sales representatives explain state rules on people congregating and social distancing and all requirements of ridership at time of charter booking/transit reservation to groups.

- Group leaders are responsible for sharing requirements to all travelers in advance of the trip.
- Groups/riders are encourage to bring their own hand sanitizers, hand wipes and face coverings/masks, even though coaches will have cleaning materials available for the overall cleanliness of the coach and back up supplies, if needed.
- Group leader will notify passengers that they may not travel if they have had symptoms or been exposed to anyone with COVID-19 in past two weeks.
- Ridership requirements will be included in writing in the group contract or transit information for reference. Signatures will be obtained from charter group leaders showing they have read and agree to the contract obligations, and that they and their group members are riding at their own free will.

During the Trip

- Temperature checks may be required at the company's or group's discretion. If so, checks will be conducted using a contactless thermometer prior to travel. The group leader will have primary responsibility for conducting these checks, though the driver is authorized to perform evaluations as well. Passengers with temperatures of 100.4 degrees or higher will not be allowed to board.
- All riders including the driver are required to wear face coverings for the duration of the trip, with the exception of while eating or drinking. Customers who refuse to comply will not be allowed to board or continue riding.
- Drivers are provided with extra back up face masks for personal and customer use.
- Drivers are directed to maintain their space from passengers when on and off the bus.
 - The first row behind the driver is cordoned off to keep passengers from occupying these seats and create space between the driver and riders.
 - Drivers should limit group interaction during breaks and meal stops.
- Drivers will wear gloves to load luggage and may encourage passengers to handle their own luggage as well.
- Drivers sanitize hands before and after assisting passengers using a wheelchair or other mobility device.
- If a driver-switch is necessary, the cockpit area, to include the steering wheel, dash, seat, and controls, is to be sanitized between operators before departing and resuming the trip.
- Sanitizer is provided and offered to customers upon boarding and kept available and refilled throughout the trip. Sanitizer is stocked in restrooms as well.
- Drivers have cleaning and sanitization supplies and are required to wipe down surfaces in the cockpit area as well as handrails and other high touch surfaces throughout the bus daily between stops as time permits. See attached checklist "Bus Sanitizing: Mid-Day" for cleaning details.
- For transit trips pre-paid reservations are recommended. For charter trips advance payment is required. Preferred payments of credit/debit cards used to decrease contact with customers.
- Signage is posted with information on mask requirement and directives to not board if sick or experiencing symptoms.
 - Driver concerns about sick passengers or those showing symptoms will be addressed with group leader for resolution; Driver will also contact and advise Dispatch Operations of potential illness or the need for further assistance to make a determination of action needed. Passengers experiencing symptoms in line with COVID-19 will not be allowed to continue to ride.

- If driver experiences symptom, becomes sick on a trip, or no longer feels comfortable performing the trip due to health and safety concerns, they should inform Dispatch Operations immediately. A replacement driver will be sent, if needed, and group leader advised of the issue.

POST TRIP CLEANING & MAINTENANCE

- Buses are thoroughly deep cleaned upon return from every trip/transport.
 - The bus is washed externally, and inside surfaces cleaned and disinfected using CDC/EPA approved products in accordance with the manufacturer's instructions and following the company cleaning checklist. See attached "Daily Cleaning Checklist" for details.
 - After cleaning and disinfecting, more intense sanitization is conducted using an electrostatic fogging device.
- Filters are checked and cleaned at higher frequencies than recommended during normal bus maintenance to help maintain good air circulation inside the bus.

COMPANY ACTIONS

- Written checklist provided to cleaning staff and drivers specifying all areas requiring cleaning and sanitizing and protocols. (See attached cleaning checklist)
- Drivers and cleaning staff are trained on standardized sanitizing procedures and sign certification that training was received and completed. Records of training are maintained on site.
- Provides cleaning and disinfecting supplies for drivers for cleaning buses during transit, charter and school runs and office staff.
 - Supplies of disinfecting wipes, hand sanitizer and other applicable cleaning solutions are easily accessible in the office for all employees.
 - Drivers are issued clean rags and disinfectant daily. Sanitizer is made available at bus door entrances, driver's compartment and restrooms. Disposable gloves are also available
- Washable face masks provided to all employees to include drivers. Replacements are provided as needed upon request.
- Hard plastic dividers placed in dispatch office where frequent driver contact occurs to provide barrier between employees.
- Break room tables and chairs are spaced at least 6 feet apart to encourage social distancing.
- Doors to halls, offices and break rooms are kept open to reduce contact with high touch surfaces.
- Notices are posted at main entrances of facilities and buses regarding face mask requirements in order to enter; Educational information on COVID-19 symptoms and directives to not enter if sick or experiencing symptoms are also posted at these entrances.
- Updates/Memos containing information on company health and safety precautions and cleaning protocols are posted for employee reference. (See attached communicate example.)
- Seat bands provided to cordon off row behind driver, ensuring social distancing between the passengers and driver throughout the trip.
- Antimicrobial filters certified to kill 99.99% of bacteria have been installed in buses to increase efficiency of HVAC systems and good air circulation
- Facility high touch areas are cleaned regularly. Additionally, all buildings, to include offices, breakrooms, lobbies, and restrooms, are fogged at least once per week.
- Mitigate reports of possible exposure to COVID-19, positive testing, or symptoms.

- Company adheres to state and FMCSA requirements for transportation and facility operations. Managers monitor CDC guidelines, state orders, and public health recommendations to keep abreast of various state requirements to ensure compliance both for the company's on site locations and for group transit and charter trips.
- Company will address concerns from workers who fall into the high risk categories and try to accommodate their needs if possible.

PROTOCOLS FOR FOLLOW UP ON EMPLOYEE ILLNESS

- If a worker has symptoms of or has been diagnosed with COVID-19 and has not yet been released from isolation, or has had contact within the past 14 days with someone who has been diagnosed with COVID-19 and is considered infectious, they will not be allowed to come to work.
- If a driver calls in with symptoms of COVID-19 as described by the CDC, that trip will be halted and the group leader notified. Action will be taken in accordance with Health Department and state guidelines. If the trip is safe to continue, that driver will be replaced.
- Employees with positive diagnoses will be allowed to return to work after 10 days have passed since the symptoms first appeared, symptoms have improved, and worker has had no fever without the use of fever reducing medications for the last 72 hours.
- Employees with positive diagnoses without symptoms will be allowed to return to work after 10 days have passed since the date of the first positive COVID-19 test.
- Company will identify close contacts (those who were within 6 feet for 15 minutes or more) of an infected worker and take steps to isolate the COVID-19 positive worker(s) and close contacts.
- Company will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with public health department guidelines.
- If illnesses occur, company will investigate if any work-related factors could have contributed to risk of infection, and if so, will revise protocols as needed and update the plan to reflect changes made to prevent further cases.
- Employee confidentiality will be maintained with the exception of the investigating official, president and necessary management.

Daily Cleaning Checklist

Bus# _____

Date _____

- | | Initials |
|---|----------------------|
| 1. Entrance Door Handles | <input type="text"/> |
| 2. Ext. Door Controls | <input type="text"/> |
| 3. Entrance Handrails/Grabrails | <input type="text"/> |
| 4. Entire Interior Surface Of Entrance Door | <input type="text"/> |
| 5. All Interior Surface Stairwell | <input type="text"/> |
| 6. Steering Wheel | <input type="text"/> |
| 7. Driver Controls In Cockpit | <input type="text"/> |
| 8. Driver Seatbelt Buckle/Latch | <input type="text"/> |
| 9. Microphones and Outlets | <input type="text"/> |
| 10. Upper Handrails | <input type="text"/> |
| 11. Parcel Racks And Parcel Rack Handles | <input type="text"/> |
| 12. Disinfectant Bottle/Towel | <input type="text"/> |
| 13. Armrests/ Recliner Handles | <input type="text"/> |
| 14. Emer. Roof Hatch Surfaces | <input type="text"/> |

- | | Initials |
|--|----------------------|
| 15. Lav. Door Handles Inside/Out | <input type="text"/> |
| 16. Lavatory hand Sanitizer And Shelf | <input type="text"/> |
| 17. Clean Toilet Seat | <input type="text"/> |
| 18. Exterior Luggage Door Handles Engine Bay Doors/Handles | <input type="text"/> |
| 19. Luggage Bays | <input type="text"/> |
| 20. Pulls On All Blinds | <input type="text"/> |
| 21. Window Ledges | <input type="text"/> |
| 22. Emergency Window Exit Levers | <input type="text"/> |
| 23. Interior Glass Windows/Windshields | <input type="text"/> |
| 24. Lavatory Dump | <input type="text"/> |
| 25. Exterior Wash | <input type="text"/> |
| 26. The entire Floor of The Bus Including Stairs/Sweep & Mop | <input type="text"/> |
| 27. All Surface Complete Misting/Fogging | <input type="text"/> |

Notes :

Merced Transportation Company/VIA Trailways

300 Grogan Avenue
Merced, CA 95340
209-384-1315

Bus Sanitizing

- Entrance Door: Entire Surface
- Entrance Handrails
- Modesty Panels
- A/C Units' Vents
- Passenger Seats: Bottoms & Backs
- Passenger Seat Belts & Buckles
- Emergency Roof Hatch Surfaces
- Passenger Windows
- Emergency Door/Window Exit Levers
- Driver's Area: Controls & Seatbelt

This is to certify that _____, has completed the training on the above listed items (high-traffic areas) to be cleaned during down time between school drops and pick-ups. These items, due to the pandemic of COVID-19, are of great importance and as a driver, I must comply.

Date of Training: _____

DRIVER:

INSTRUCTOR:

NAME

NAME

SIGNATURE

SIGNATURE