
DATE: January 19, 2021 **No. 5**

FROM: Steve McLaird – Deputy Director - Garage Operations

TO: All Operators

SUBJECT: Keeping Us All Healthy – Social Distancing

REVISED: BULLETIN 20-123 Dated November 30, 2020 Keeping us all Healthy

COVID precautions after someone has had the illness or vaccine

CDC recommends that everyone continue to practice the COVID safety measures including wearing a mask and social distancing, even after they have had COVID or had the vaccine. There are too many unknowns currently and so to continue to work on controlling the pandemic, all safety measures remain in place.

To help slow the spread of COVID-19 within our workplace and community we have made some additional changes to help us stay healthy.

Given the increased volume of cases in the community, each of us should assume that all our interactions involve potential exposure, and our actions should support that assumption.

- **Face Coverings are required per Governor's Executive Order**
- **Staff should leave the building as soon as possible when finished with their work**
- **Breakrooms will only be occupied by a limited number of on-duty employees**

Requirements for Compliance:

- ✓ Employees will not enter the building more than 15 minutes early for their work
- ✓ *All employees must complete the health screening questions and temperature check upon the start of the workday and display a current sticker to verify questions and temperature pass*
- ✓ Every employee will wear a face covering when reporting for work
- ✓ Employees will leave the building and outside areas (exception: inside personal vehicles resting, or waiting is ok) as soon as they are finished with their work
- ✓ Extra operators will sanitize the breakroom and facility frequently
- ✓ No more than 2 or 3 Call Operators will be on-duty at one time. Managers will:
 - ✓ Assign them work – run, extra or extra operator assignments, S98
 - ✓ Train them or put them on work so others can be trained
 - ✓ Split them if needed
 - ✓ Send them home
- ✓ Current 7 ½ hour call minimum is suspended until **June 30th, 2021**, there is no minimum call hold time to limit the number of call Operators on-duty at one time and send them home if we have too many.
- ✓ Relief Instructors and students will always wear face coverings while training in a vehicle
- ✓ On vehicle instruction is limited to 3 employees maximum (2 students & 1 Instructor)
- ✓ Operator area of instruction bus will be sanitized every time a new employee takes over
- ✓ Operator area of an in-service bus will be sanitized every time a new employee takes over
- ✓ Classroom instruction such as POD, Red Kite and Aerosol have been suspended
- ✓ Breakroom will have 1 chair per table with limited tables spaced for social distancing
- ✓ Additional tables and chairs have been removed for 12-15 feet separation
- ✓ Outside areas such as patios, tables/chairs, benches, shelters, etc. will require social distancing for on-duty employees only and no off-duty employee use
- ✓ Operators will wear a face covering while indoors, this includes temperature check station, drivers' room, in the bays, at the vault station, Manager's office, Coordinator's office, Relief

- Instructor's office and common areas, etc.
- ✓ Dispatchers must always wear a face covering (exception may be made for portions of the owl shift when no one is in dispatch or drivers' room)
- ✓ Relief Instructors must always wear a face covering when in the Relief Instructor office areas

Managers, Dispatchers, Coordinators, Relief Instructors

- ✓ Employees will wear a face covering while indoors, this includes temperature check station, drivers' room, in the bays, common areas, hallways, etc. and anytime a person enters your office/work area, or you leave your office/workspace
- ✓ Dispatch workspace/computer, phone, etc. will be sanitized every time a new employee takes over/sits down
- ✓ Relief Instructor workspace/computer, phone, etc. will be sanitized every time a new employee takes over/sits down
- ✓ Managers and Coordinators visitor chair/desktop, touchpoints will be sanitized every time a new employee occupies the area
- ✓ Ensure that social distancing is maintained, and face coverings are worn when working with support staff such as Information Services, Janitorial staff, Drug Testers, etc.

Face covering (paper, cloth, gaiter, scarf):

- ✓ **Completely covers the mouth and nose**
- ✓ Is not overly tight or restrictive
- ✓ The face covering must not be made of mesh or other fabric with holes and must not have a valve designed to facilitate easy exhaling or other openings, holes, visible gaps or material or vents.
- ✓ Must meet appropriate attire (uniform guidelines)
- ✓ Medical exemptions require documentation before accommodation approval
- ✓ Must be worn when indoors and not alone. Examples of being alone:
 - ✓ An office or cubicle with no one present
 - ✓ A vehicle with no passengers
 - ✓ An enclosed work area with no one present
- ✓ Paper masks are available at the Dispatch window for operators to bring onto the bus for customers who need a face covering.
- ✓ A face covering must be used if someone enters the office, cubicle, work area, vehicle or if leaving the office, cubicle, work area or vehicle, walking in bays.

Bus Operators – While operating the bus:

- ✓ Face covering is not required on a vehicle with no passengers
- ✓ Face covering is required whether the barrier is open or closed
- ✓ Face covering exceptions, if your glasses fog or you have a medical exemption, barrier is required to be closed

Please wear your face covering, progressive discipline for violations is in effect

Thank you for your continued cooperation as we strive to keep each other and our families safe.



Steve McLaird
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