

## **Southwest Area Regional Transit District**



SWART

## **Contagious Virus Response Plan**

04/20/2020

## Contents

Introduction.....	3
Preparation .....	3
Supplies.....	3
Equipment.....	3
Personal Protective Equipment.....	3
Decision Making and Partnerships .....	3
Decision Making.....	3
Working with Partners .....	3
Emergency Operations Center .....	<b>Error! Bookmark not defined.</b>
Prevention & Education.....	3
Disinfection program .....	3
Sanitary aid to limit spread .....	4
Office .....	4
Money Counting .....	4
Public engagement and awareness.....	4
Prevention campaigns .....	4
Notices and Best Practices .....	4
Providing Service During a Pandemic.....	5
Service reduction, shutdown and restoration .....	5
Workforce .....	6
Notification of Symptoms or Possible Infection/Exposure .....	6
Quarantine.....	7
Staffing level.....	7
Staffing Level Chart.....	8
Human Resource.....	9
Family Preparedness .....	9
How to Remove Gloves .....	10
SWART Alert Status Descriptions .....	11
Pandemic Flu Checklist: Workplace Administrators.....	13
Wash Your Hands Steps .....	14
Prevent the Spread of Germs Tips .....	15

## **Introduction**

### **Preparation**

SWART Transit management and support staff are required to ensure that the preparation of supplies, equipment, and personal protective equipment are procured, inventoried, stored, and distributed.

### **Supplies**

Hand Sanitizer  
Hand Soap  
Disinfectants  
Gloves  
Mops  
Brooms  
Hand towels  
Blood Borne Pathogen Kit

### **Equipment**

Sprayers

### **Personal Protective Equipment**

None currently

## **Decision Making and Partnerships**

### **Decision Making**

All decisions made to impact service will be made by SWART General Manager and management staff.

### **Working with Partners**

SWART will continue working with transit industry, healthcare, social services, and other professionals to maintain lines of communication regarding transportation services, availabilities, schedules, general practices etc.

## **Prevention & Education**

### **Disinfection program**

SWART will conduct enhanced cleanliness of transportation system's buses with emphasis on hand-contact surfaces.

### **In-house resources**

All SWART Transit vehicle interior hand-contact surfaces will be sprayed with a disinfectant twice-daily while in operation. A spraying will commence upon the end of each shift with a disinfectant chemical.

SWART Transit facility located at 713 E. Main, Uvalde and 2224 Del Rio Blvd., Eagle Pass. will be disinfected daily by SWART employees.

During the disinfecting of the facility all transit personnel will mobilize portable operations temporarily in the transit command vehicle to continue operations for up to 30 minutes to allow for disinfectant to dry.

### **Sanitary aid to limit spread**

SWART will provide sanitary aids aboard transit buses and facility located at 713 E. Main, Uvalde, and 2224 Del Rio Blvd., Eagle Pass, to reassure transit employees and public with providing an added layer of self-administered safeguard in daily commute and operation.

- SWART will establish funding authorization for pending sanitary aid expenses related to the pandemic.
- Procure a supply of disinfectant, sprays, hand sanitizers for employees to use.
- Work with suppliers to ensure a steady flow of sanitary aids for employees and the public buses.
- Disseminate disinfectants throughout SWART system for employee and public use.

### **Office**

All office staff are required to keep their workspace in a clean and efficient manner. At the end of the day all office staff must clear their workstations and sanitize with disinfectant spray. If staff are working with the public, they are encouraged to wear protective gloves and masks provided by SWART.

All equipment and touch surfaces must be disinfected daily to include phones, keyboards, copiers, door handles, etc.

### **Money Counting**

All SWART Transit staff who handle currency or coin must wear protective gloves and follow proper removal and disposal procedures to include handwashing procedures once tasks are completed.

### **Public engagement and awareness**

Develop and deliver a formal awareness program that includes training for employees to disseminate facts and to address concerns. Continue to update SWART Transit employees with status reports of the virus condition, using all appropriate means of distribution.

Post notices and email employees of any communication on the status of the virus and general practices for self-followed safeguards.

### **Prevention campaigns**

SWART Transit will follow Federal Transit Administration, Texas Department of Transportation – Public Transportation Division, Center for Disease control and Prevention (CDC), SWART, and Texas Health District recommended publications.

### **Notices and Best Practices**

All SWART notices will be posted via website, in transit vehicles, and facilities to include stop locations where information can be posted.

## **Providing Service During a Pandemic**

### **Service reduction, shutdown and restoration**

Throughout the life cycle of a large-scale viral response, SWART may need to reduce service due to employee availability to maintain and operate transit vehicles or to comply with public health department recommendations and directives.

SWART has identified tasks related to developing service reduction, system shutdown, and system restoration plans below. Service reduction planning shall identify indicators that will be monitored regarding ridership and employee availability and include strategies for in service reduction.

### **Service reduction**

The following indicators will be monitored by Operations as potential service reduction triggers:

- Ridership
- Employee attendance
- Asset availability

Service levels will be adjusted as necessary, with the following anticipated progression:

- Shorten routes
- Drop certain bus runs from the schedule
- Adopt Saturday service schedule
- Shut down the system

Service reduction issues are anticipated to include the following:

- Labor contract language
- Employee welfare
- Development of work rules/guidelines regarding hygiene practices in the work environment

### **Service shutdown**

Given the need to shut down service, the primary objective will be to execute an orderly, safe conclusion of service, which preserves SWART assets in a condition that will facilitate later service restoration.

Major tasks involved in the shutdown of the system consist of the following:

- Complete operations (complete final service runs and store all buses)
- Close stations/bus terminals
- Secure shop/yard buildings
- Recover all types of maintenance equipment
- Complete revenue pickup and processing
- Deploy property protection
- Establish communications and logistics plan for administrative work (possible coordination from home, individual office or other location as needed)

### **Initial shutdown of bus operations**

- Transportation will arrange for qualified personnel to complete service, including staffing.
- All revenue vehicles will be appropriately positioned in the yards at close of operations for the night.
- Notifications will be provided to the dispatch center of other transit providers in the area.

### **Initial shutdown of bus maintenance**

- Bus operations will secure buses in yards.
- Bus maintenance will inspect as appropriate.

### **Initial shutdown of stations and shops**

- Transportation will post personnel at major bus stop locations.
- Maintenance will be notified of the shutdown.
- Bus maintenance will provide personnel at the shop.
- Revenue collections will commence after station closing.

### **Property/assets protection**

After the shutdown phase, Operations will run circulations trains to keep the system exercised. Operations staff will be assigned as follows:

- personnel for Call Center
- personnel for fixed route
- personnel for yard (if needed) for end-of-line storage
- personnel for bus maintenance support of buses
- personnel for Maintenance and end of day support of control, power and mechanical, revenue collection and computer systems

### **Restoration of service**

In anticipation of service restoration, the following actions will be performed:

- Conduct complete system inspection before start-up. This will include facility, fleet control, power, communications and ventilation systems.
- Inspect stations/bus terminal, including power and operational checks of all equipment and supplies (cash, tickets, schedules and brochures).
- Complete any repairs or maintenance identified during the start-up inspections.
- Inspect revenue vehicle fleet.

Service will commence after the actions have been accomplished, and contingent upon approvals by SWART General Manager.

## **Workforce**

### **Notification of Symptoms or Possible Infection/Exposure**

If an employee believes he or she has symptoms, possible infection, or may have been exposed he or she is required to notify their immediate supervisor and follow recommended Local Health Department Guidelines and SWART sick leave policies.

**Quarantine**

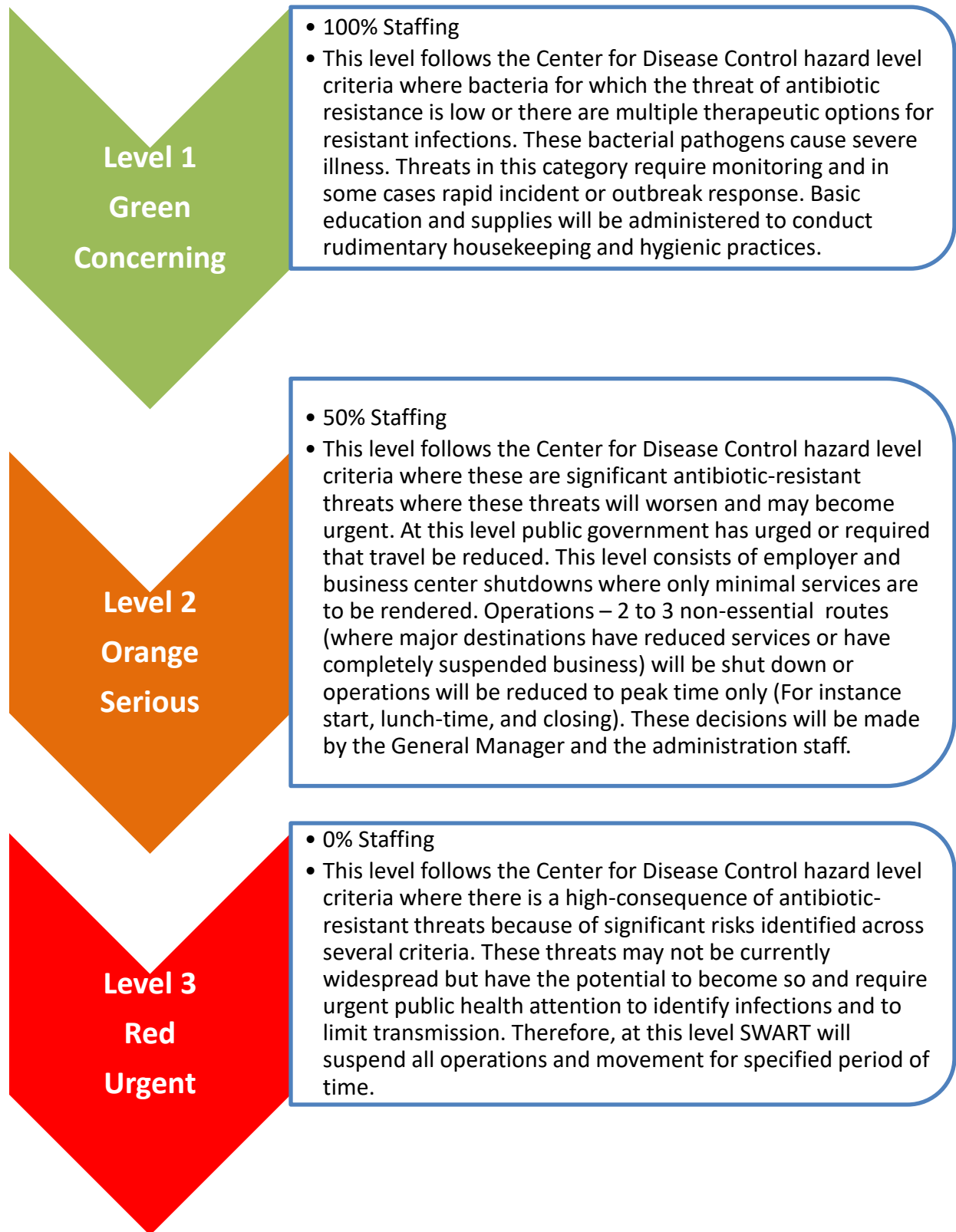
If an employee believes he or she has symptoms, possible infection, or may have been exposed he or she is required to notify their immediate supervisor and follow recommended Local Health Department Guidelines and SWART sick leave policies.

**Staffing level**

Currently SWART requires the following staffing levels to operate at 100% capacity 5 transit administrators, 3 supervisors, 5 office staff members, 2 vehicle technicians, 17 drivers, and 2 maintenance workers.

During confirmed hazards by the local public health department in partnership with SWART the following staffing and service levels will take place.

## Staffing Level Chart





**Human Resource**

Any questions or concerns with SWART Employee Handbook and practices regarding benefits shall be directed to Human Resource Department.

**Family Preparedness**

All employees are urged to follow Center for Disease Control guidelines and practices for keeping a healthy environment. In addition, all employees are urged to follow local health department recommendations.

## How to Remove Gloves

# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



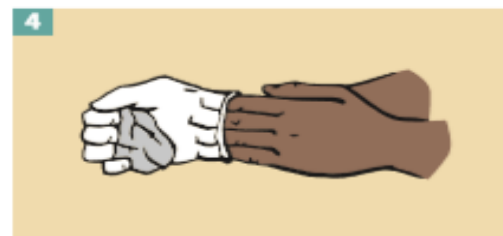
Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



Peel the glove away from your body,  
pulling it inside out.



Hold the glove you just removed in  
your gloved hand.



Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

## **SWART Alert Status Descriptions**

### **• Alert Status 1**

(Actively Monitoring - No reported cases in service counties or local area)

- More frequently clean common areas including door hardware, bus seats, etc.
- Communicate online and to campuses the precautions to avoid spreading COVID-19
- Continue to monitor attendance and communicate with NET Health
- Communicate to staff to stay home if sick
- Review Pandemic Plans
- Begin bi-weekly departmental briefings for communication updates

### **Alert Status 2**

(Cases in service counties or local area) Continue to monitor attendance and communicate with NET Health

- Ramp up cleaning efforts to expand cleaning less frequently used areas in addition to common areas
- *Potentially* limit all unnecessary travel
- *Potentially* limit large gatherings to only essential events or consider postponing essential events
- *Potentially* limit/restrict outside visitors and guests
- *Potentially* restrict outside food deliveries to facilities
- Communicate to staff to stay home if sick
- Develop contingency plans

### **Alert Status 3**

(Confirmed cases amongst SWART population)

- *Potentially* cancel all building rentals
- *Potentially* close buildings
- *Potentially* cancel all business-related staff travel
- *Potentially* cancel all events
- *Potentially* close campuses in consultation with the Net Health
- Communicate to residents the extent of closures, length, and work accommodations
- In the event of facility closures, communicate to staff which staff members are to report to duty to maintain services
- Perform a deep clean of all areas

### **CDC Reminders**

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick, too.
- Stay home when you are sick. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

- Cleaning your hands by washing them often or using hand sanitizer will help protect you from germs.
- Avoid touching your eyes, nose, or mouth. Germs often spread when a person touches something contaminated with germs and then touches his or her eyes, nose, or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Contact your family doctor if you have virus-like symptoms and you have any questions.

## Pandemic Flu Checklist: Workplace Administrators

### Pandemic Flu Checklist: Workplace Administrators

As employers, you can plan and make decisions now that will protect the health of your staff during a flu pandemic. Plan policies and strategies to increase space or limit face-to-face contact between staff. These measures may help more staff stay well and keep the workplace running smoothly. Use this checklist to help you take steps to plan and protect the health of your staff.



#### Before a pandemic: PLAN

- ☐ Work with your local health department on planning efforts.
- ☐ Create or update your pandemic flu and emergency communication plans.
- ☐ Share your plans with staff.
- ☐ Strategize how to increase space or limit contact between staff, if possible (for example, teleworking and conference calls).
- ☐ Establish flexible leave policies for staff during a flu pandemic.
- ☐ Develop a monitoring system to track staff absences due to the flu.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

#### During a pandemic: TAKE ACTION

- ☐ Stay informed about the local flu situation and school closures.
- ☐ Put your plans, policies, and strategies into action, as needed.
- ☐ Update staff, customers, and suppliers with information about how your business is responding to the pandemic.
- ☐ Encourage staff to practice healthy behaviors (such as staying home when they're sick, covering their coughs and sneezes, and washing their hands often).
- ☐ Provide supplies (such as tissues and soap).
- ☐ Clean frequently touched surfaces and objects (such as computers and door knobs).
- ☐ Use a monitoring system to track staff absences due to the flu.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

#### After a pandemic: FOLLOW UP

- ☐ Discuss and note lessons learned.
- ☐ Improve your plans accordingly.
- ☐ Maintain community partnerships.
- ☐ Test and update your plans regularly.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

[www.cdc.gov/npi](http://www.cdc.gov/npi)

1-800-CDC-INFO (232-4636)  
TTY: 888-232-6348

[www.cdc.gov/info](http://www.cdc.gov/info)

National Center for Emerging and Zoonotic Infectious Diseases  
Division of Global Migration and Quarantine



CS264999B

## Wash Your Hands Steps

# Stop Germs! Wash Your Hands.

### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



### How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean  
is one of the most  
important things we can  
do to stop the spread of  
germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life Is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

## Prevent the Spread of Germs Tips

**COVID-19**  
CORONAVIRUS DISEASE 2019

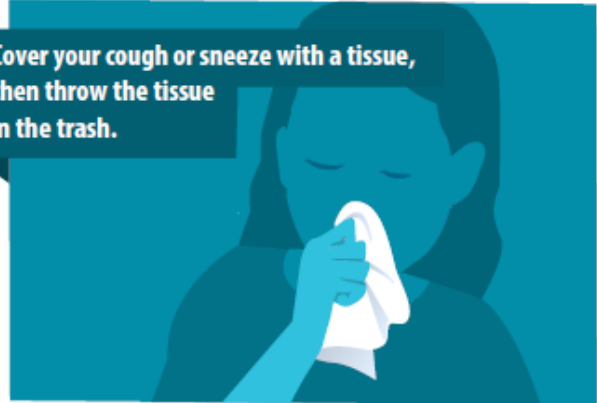
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

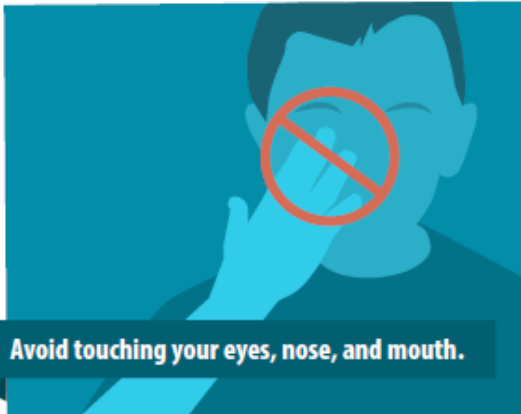
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

For more information: [dshs.texas.gov/coronavirus](https://dshs.texas.gov/coronavirus)