



# COVID-19 – POLICY AND PROCEDURES

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## Capital Area Rural Transportation System

**CARTS**

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# CARTS Post Covid-19 Policy and Procedures

## Mitigations on Transit Buses

Based on the information that has been disseminated by the CDC and other sources, the COVID-19 virus may be capable of living on hard surfaces for a period of time. The following are best practices CARTS is using to reduce the risk of the virus spreading due to its presence on surfaces inside transit vehicles.

- Increasing ventilation by adjusting air conditioning
- Regularly disinfecting surfaces
- Apply a disinfectant to common hand contact areas including poles, handrails, armrests, door handles and stop request buttons.
- Disinfecting/sanitizing vehicles as often as possible – especially paratransit vehicles
- Place posters that encourage hand hygiene to help stop the spread on buses
- Special signage on our vehicles that encourages social distancing while riding, which means that riders should sit apart and leave empty seats between them and other riders.
- Staggering seating to limit capacity
- Limiting passengers to 10-15 per bus and 3-5 in paratransit vehicles
- Closing rows behind driver for spacing
- Limiting access to the bus operator area utilizing caution tape or other temporary barriers
- Providing operators with face coverings
- Require everyone riding CARTS to wear a face covering, too. This serves to protect your fellow riders and prevent the spread of the coronavirus.

## Mitigations for Public Transit Facilities

As stations begin to reopen, CARTS will use best practices, as well as information that is being communicated in transit terminals and facilities across the country to help mitigate the spread of the virus.

- Stop handshaking – use other noncontact methods of greeting
- Cleaning hands at the door and at regular intervals
- Disinfecting surfaces like doorknobs, tables, desks, and handrails regularly
- Increasing ventilation by opening windows or adjusting air conditioning
- Placing hand sanitizers in multiple locations to encourage hand hygiene
- Placing posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen
- Limit access to facilities to only those employees performing essential functions/duties
- Facial Covering are required before entering stations and in all common areas

## Mitigations at Transit Fleet/Maintenance Facilities

The CARTS fleet and vehicle maintenance department is taking precautions to combat the spread of the COVID-19 virus. Using the following best practices relating to mitigations you can implement for facility and fleet maintenance.

- Increasing staff in order to thoroughly clean buses and facilities
- Enhancing cleaning equipment and supplies
- Increasing ventilation by opening windows and doors or adjusting air conditioning
- Clean and disinfecting all areas (e.g., offices, bathrooms, and common areas) focusing especially on frequently touched surfaces
- Cleaning dirty surfaces using a detergent or soap and water prior to disinfection
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Placing posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen

## Use of Personal Protective Equipment

Use of Personal Protective Equipment Transit workers as well as other workers are utilizing personal protective equipment (PPE) while at work. CARTS is using PPE from the CDC, as well as best practices and examples from other transit agencies across the US who are using and/or providing PPE to their workers.

- CDC guidance on utilizing PPE
- All bus operators are provided with face coverings, hand sanitizer and gloves.
- All customers are required to also wear face coverings
- Employees are told not to report to work if feeling sick.
- Operators and maintenance technicians are requested to wear masks while passengers are on the buses
- Issuing N95 respirator masks as available
- Driver barriers
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

## Public Transit Employees Working Remotely

Many transit agencies, organizations, and businesses have asked their employees to work from home until directed otherwise to help limit potential COVID-19 exposure. CARTS has implemented working remotely for employees that can and have utilized the following best practices:

- Providing equipment for remote work (i.e. laptops, desktops, monitors, and docking stations)
- Teleconferencing capabilities
- Utilizing VPN and Remote Desktop Access
- Video conferencing capabilities – headsets and webcams
- Implementing temporary standard operating procedure (SOP) for employees working from home
- Identifying work hours while working remotely
- Considering internal human resource requirements, use of sick leave, annual leave, workers compensation, Family and Medical Leave Act (FMLA), etc.
- Maintaining contact number or emails of essential employees
- Utilizing time sheets for Fair Labor Standards Act (FLSA) requirements