



Bay Area Transportation Authority

EMERGENCY ACTION PLANS

PANDEMIC PREPAREDNESS

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1.0 PANDEMIC PREPAREDNESS

1.1 PROCEDURES

- i) A pandemic preparedness plan shall be developed and implemented by the Operations Managers. All employees shall adhere to the pandemic preparedness plan. The plan shall include the following:
 - (1) Hygiene recommendations shall include the following:
 - (a) Hand sanitizer stations
 - (i) Transfer stations
 - (ii) Buses
 - (iii) Breakrooms
 - (iv) Conference rooms
 - (v) Offices
 - (vi) Shared spaces
 - (b) Disinfectants
 - (i) Wipes
 - (ii) Spray
 - (iii) Chemicals approved for killing virus
 - (c) No-touch trash cans
 - (d) Screens or barriers installed in buses to minimize contact between passengers.
 - (2) Employees shall adhere to the “Stay home, stay safe” directive if they become ill.
 - (3) In the event a large percentage of employees become ill, work shall continue only if all tasks can be completed in a safe manner that abides by the rules set forth in the program or as directed by local/state health agencies.
 - (4) Employees are encouraged to receive proper immunizations and vaccinations.
- ii) In the event of an outbreak, internal and external communication systems shall be implemented to include postings, memos, phone calls, etc.
- iii) In the event of an outbreak, meetings and/or large gatherings shall be limited and/or avoided, if possible. The use of virtual meetings will be the preferred method.
- iv) A risk assessment shall be completed to determine necessary PPE (face coverings, disposable gloves, goggles, etc.) per OSHA recommendations.
- v) The plan and emergency communications shall be tested in some manner (trial run, tabletop exercise, etc.)
- vi) All employees will be trained in illness prevention which includes:
 - (1) Company policy and procedures
 - (2) Steps to avoid the spread of illness
 - (3) Proper hand washing and other hygiene methods (cough etiquette, care of proper PPE, social distancing of at least 6-ft, etc.)
 - (4) Periodic routine cleaning/disinfection of buildings and transit assets. Additional labor may be needed.
 - (a) Hall St Transfer Station
 - (b) Cass Rd Corporate Office & Transfer Station
 - (c) Diamond Dr Training Facility
 - (d) Buses parked at Cass, Bay Motors, and Diamond
 - (e) Increased responsibilities for bus operators to perform spot cleaning and periodic disinfection.

2.0 COVID-19 (NOVEL CORONAVIRUS)

2.1 GENERAL INFORMATION

- i) Coronavirus disease 2019 (Covid-19) is a respiratory illness that can spread from person to person. This is a new virus and new information is constantly being updated. There is no known vaccine, currently.
- ii) Covid-19 is an airborne virus and is spread through respiratory droplets during close contact with an infected person. It is also possible for a person to contract Covid-19 by touching a surface or object that had the virus on it and then touching his/her mouth, nose, or eyes.
- iii) The risk of infection from the virus that causes Covid-19 is higher for people who are close contacts of someone known to have Covid-19 and for those who live in or have recently been in an area with ongoing spread of Covid-19.
- iv) People with underlying health conditions such as asthma, diabetes, high blood pressure, heart disease, or lung disease, and older adults have a higher risk of infection.
- v) A person infected with Covid-19 may have mild to severe respiratory illness symptoms of:
 - (1) Fever
 - (2) Cough
 - (3) Sore throat
 - (4) Runny nose
 - (5) Shortness of breath/difficulty breathing (severe cases)
 - (6) Some people may develop a more serious illness and in some cases may result in death.
- vi) Not every infected person will show symptoms and it is possible to spread the virus. Preventative actions to help people protect themselves from Covid-19 and other respiratory illnesses include:
 - (1) Keeping a safe distance (6-ft) from other people not from your household
 - (2) Avoid close contact with people who are sick.
 - (3) Avoid touching eyes, nose, and mouth with unwashed hands.
 - (4) Wash hands often with soap and water for at least 20 seconds.
 - (5) Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- vii) If a person is sick, to keep from spreading Covid-19 and other respiratory illnesses:
 - (1) Stay home when sick.
 - (2) Delay travel plans.
 - (3) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - (4) Avoid contact with other people.
 - (5) If contact can't be avoided, wear a face mask around other people.
 - (6) Clean and disinfect frequently touched objects and surfaces.
- viii) If a person has traveled from an infected area, there may be restrictions on movements for up to 2 weeks. If symptoms develop during that period, seek medical advice. Call primary care provider and tell them of any travel and symptoms. Do not go to an emergency room without contacting primary care provider first.
- ix) More information can be found on the Center for Disease Control webpage for Covid-19 at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or the state of Michigan's website at <https://www.michigan.gov/coronavirus>. Michigan residents are encouraged to contact the Covid-19 Hotline at 888-535-6136 or email COVID19@michigan.gov.

2.2 WORKPLACE PROCEDURES

Leadership and Management

- a) At the onset of a declaration of a pandemic, the Executive Director will be the point person for communicating with local emergency management. If the Executive Director is unavailable, the Director of Communications and Development will be the acting point person. The point person will be responsible for auditing implementation of projects.
- b) Create a management team that meets regularly (daily, every other day, weekly) to go over current status and future plans. The team should include members from admin services, communications and development, operations, and fleet and facilities. This team will be responsible for tracking health and welfare, ridership, communications, and best practices for dealing with the pandemic. Action plans need to come out of these meetings and be implemented timely.
- c) Implementation is a team responsibility. It is led by the team of managers.
- d) The Director of Admin Services is the point person for staff issues related to the pandemic.
- e) The responsibilities for communications with staff will be shared by the HR, Operations, Communications, and Maintenance Depts.
 - i) The white board outside the coin room is the pandemic response posting location.
- f) The responsibilities for communications with the public will be directed through the Communications Dept.
 - i) Website, service alerts, social media, press releases, public postings inside transfer facilities, etc. are used to communicate with the public.
- g) If a person notifies us they are infected, report the incident to the point person.

Site Access Control

- a) Encourage employees to stay home when sick and to notify supervisors of illness.
- b) Employees who have been exposed or infected with Covid-19 must immediately notify their manager and human resources.
- c) All employees reporting to work and vendors entering the building must complete the health screening questions prior to being allowed access to the facilities. A temperature check using a touchless thermometer, when available, is encouraged.
 - i) If you answer "Yes" to any of the questions, follow steps in the Incident Action Plan.
 - ii) The Incident Action Plan will be based on the most current recommendations from local and state health agencies. It may be updated as conditions are fluid.
 - iii) Direct all vendor traffic and deliveries to one entrance.
 - iv) All persons entering non-public areas of BATA properties must complete health screening questions prior to gaining access.

Personal Hygiene

- a) Encourage employees to take their temperatures daily before leaving for work. Again, encourage employees to **stay home when sick** and to notify supervisors of illness.
- b) Wash hands frequently with soap and water or hand sanitizer. Key times to clean hands:
 - i) After blowing nose, coughing, or sneezing.
 - ii) After using the restroom.
 - iii) Before using the break room.
 - iv) Before eating or preparing food.
 - v) After contact with pets or animals.
 - vi) Before and after providing routine care for another person who needs assistance.

- c) Ensure hand hygiene supplies are readily accessible throughout workspaces and areas open to the public.
- d) Require disposable glove use when cleaning and/or disinfecting areas and surfaces with public exposure. Promote glove use for work activities. Safely remove gloves and wash hands immediately.
- e) Require wearing a face covering, that covers both the nose and mouth, by anyone who enters the facilities or boards a bus, per the instructions provided by local and state health agencies. Safely remove mask and wash hands immediately.
- f) Eliminate common shared-snacks and shared snack areas for the workplace.

Smart Social Distancing

- a) Promote “no-handshake” guidance.
- b) Encourage people to maintain the CDC-recommended 6-ft distancing from each other.
 - i) Markings on floors.
 - ii) Capacities posted for shared spaces.
- c) Discourage in-person meetings whenever possible. Promote virtual meetings. Utilize the outdoors and well-ventilated areas when virtual meetings are not possible.
- d) In person meetings are limited to 10 people when social distancing is followed.
- e) During break and lunch periods, maintain 6-ft distancing between people.
 - i) Cass Rd – Break tables have been added in the bus barn.
 - ii) Hall St – Utilize the conference room for breaks and lunches.
 - iii) Consider taking breaks in personal vehicle or outside.
- f) For office-workers or non-essential labor, evaluate working from home.
 - i) Communicate regularly via telephone or virtual meetings.
 - ii) Outfit employees working from home with the equipment and supplies necessary to perform their duties and communicate efficiently.
 - iii) Evaluate rotating days when staff is onsite. Coordinate the plan across departments to minimize the number of employees onsite at one time.

Disinfection Program

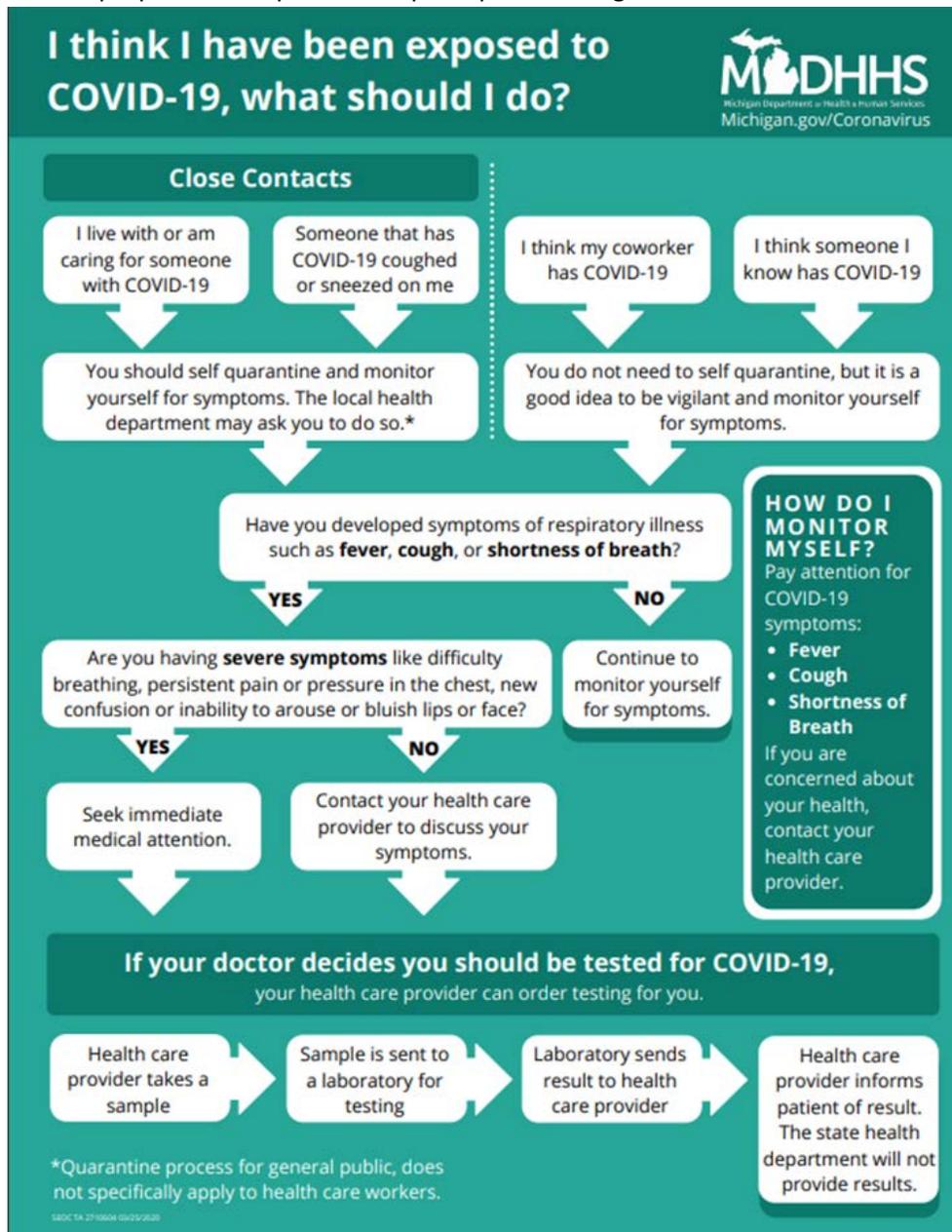
- a) Work with vendors and local partners to procure additional disinfecting equipment.
 - i) Electro-static foggers and PPE for anyone who will be operating the machine
 - ii) UV air purifiers for HVAC
- b) Work with vendors to procure increased levels of disinfectants and supplies. Secondary and back-up supplier relationships may need to be started.
 - i) Lysol spray
 - ii) Clorox wipes
 - iii) Face masks
 - iv) Disposable gloves
 - v) Surface disinfectants
- c) Perform self-assessments of public and employee spaces. Develop schedule for increased disinfection of buildings and transit assets. Focus on shared spaces and commonly touched areas (door handles, breakrooms, conference rooms, rest rooms, driver distribution area, shared offices, lobbies, etc.). Include record keeping and tracking of room sanitizing, bus sanitizing, etc.
 - i) Hall St Transfer Station
 - ii) Cass Rd Corporate Office & Transfer Station
 - iii) Diamond Dr Training Facility
 - iv) Buses parked at Cass, Bay Motors, and Diamond

- v) Increased responsibilities for bus operators to perform spot cleaning and periodic disinfection.
- vi) Additional labor may be needed.
- d) Staff should be disinfecting shared workspaces at the start and end of shifts.
- e) Discourage staff from using other worker's desks, supplies, tools, phones, etc.
- f) Drivers may be needed to assist in periodic disinfection of buses and other transit assets.
- g) Remind staff to use PPE when cleaning common areas and public spaces.

Onsite Incident Action Plan

This portion of the plan defines the proper procedure for assessing the risk of exposure to Covid-19 if there has been a confirmed case on BATA properties or in BATA assets. Decisions regarding the possible personal and location exposure can be made using the Grand Traverse County Health Department's Business Toolkit at <http://gtchd.org/DocumentCenter/View/13798/Business-Toolkit---33020-3?bidId=> The toolkit also includes proper steps to cleaning and disinfection for facilities after suspected or confirmed Covid-19 exposure.

- 1) Person(s) possibly exposed to Covid-19
 - a) Immediately notify supervisor/manager.
 - b) Discuss proper next steps with the point person using the MDHHS flowchart:



- c) The point person is to notify local health department and any coworkers, contractors, or suppliers who may have come into contact with a confirmed case of Covid-19 within 24 hrs.
- 2) Medical Evaluation Resources

- a) Contact Michigan Covid-19 Hotline (888-535-6136) for instructions on how to proceed for evaluation to suspected exposure to Covid-19.
- 3) Person(s) Verified with Symptoms of Covid-19
 - a) Move potentially infectious people to a location isolated from workers, customers, and other visitors. Area designated to serve as isolation room should have closeable doors.
 - b) The potentially infectious person should always wear a mask while inside the facility.
 - c) Restrict the number of personnel entering the isolation area.
 - d) Once the possibly infectious person is removed, follow MDHHS guidance for cleaning and disinfection of the isolation room.
- 4) Location(s) Possibly Exposed to Covid-19
 - a) Follow MDHHS guidance for cleaning and disinfection of locations with possible contamination with Covid-19.
 - b) Close off the area used by the ill person(s) and wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
 - c) Cleaning staff should clean and disinfect all areas used by the ill person(s).
- 5) PPE and Hand Hygiene During Cleaning and Disinfection of Surfaces
 - a) Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - b) Gloves and gowns should be compatible with disinfectant products being used.
 - c) Additional PPE may be required based on cleaning/disinfectant products used, risk of splashing, etc.
 - d) PPE needs to be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.
 - e) Cleaning staff needs to report breach of PPE or any potential exposure immediately to their supervisor.
 - f) Cleaning staff and others should clean hands often, including immediately after removing gloves and contact with ill persons, 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 60%-or-greater alcohol can be used. However, if hands are visibly dirty, always wash hands with soap and water.
- 6) Guidance for Site Access
 - a) All persons entering non-public areas of BATA properties must complete health screening questions prior to gaining access.
 - b) This includes vendors and visitors as well as employees.