



Central Texas Rural Transit District

P.O. Box 712, Coleman, Texas 76834

PANDEMIC RESPONSE PLAN

March 2020

Revision Approved: 02/11/2021, 10/14/21, 2/10/22, 8/11/22

INTRODUCTION

The purpose of this plan is to ensure organization and structure during events that disrupt service for CARR – City And Rural Rides Rural Public Transit employees and passengers.

A pandemic is an outbreak of disease that spreads across a large region or worldwide that affects a high proportion of the population.

DECISION-MAKING

Limiting service and/or ceasing service will be at the discretion of the General Manager and the Assistant General Manager. Decision-making will be based on information gathered from the Centers for Disease Control (CDC), World Health Organization (WHO), the American Public Transportation Association (APTA), the Community Transportation Association of America (CTAA) and official federal, state and local guidance and information.

PREVENTION AND EDUCATION

Crisis Communication

CARR will develop and deliver a formal awareness program that includes training for employees to disseminate facts and to address concerns. CARR will continue to update employees with status reports of the virus condition using all appropriate means of distribution, likely email, dispatch and/or conference calls. CARR management will utilize information from credited sites to ensure that all information is relevant, positive and appropriate.

Information to the public will be transmitted through the CARR website (www.cityandruralrides.com), social media, local news sources, CARR 800 number recordings, and through flyers on buses. The transportation call center will relay any and all messages to clients as prepared by CARR Management to communicate all information about service, restrictions, preventive measures and expectations.

Sanitization

CARR Rural Public Transportation will conduct enhanced cleanings of all service vehicles with emphasis towards hand-contact surfaces.

CARR will have sanitary aids on board all vehicles and in the offices located at 2310 S Concho, Coleman, Texas 76834, and 1031 Early Blvd, Early, Texas 76802, and all Driver Satellite Offices to ensure employees and the public can safeguard themselves in their daily commute and operations.

CARR has adopted preventive practices from the American Public Transportation Authority (APTA) Guide for Public Transportation Pandemic Planning and Response (NCHRP, 2013) regarding personal protective equipment (PPE), hand hygiene, and environmental hygiene:

- Wash hands with soap and water for at least 20 seconds. Use hot water if available.
- Use hand sanitizer with at least 60% alcohol.
- Wear a mask when entering any CARR office and utilize the hand sanitizer station immediately.
- Practice social distancing whenever possible (6 ft) and avoid gathering as much as possible in the office.
- Wipe down keyboards, mouse, and printers when using at the office. Avoid from sharing pens.
- Use air purifier in each office that is in use.
- Wear a mask at all times when clients are on board your vehicle and use face shield when securing or breaking down wheelchairs.
- Disinfect passenger seats between loads using EPA certified disinfectant spray and/or wipes.
- Fog vehicles at the end of shift.
- Fog office at the end of day.

Levoit Compact Hepa Air Purifier

Model: LV-H132

Power Supply: AC 120V/60Hz

Rated Power: 28W

Effective Range: 129 sq ft

Noise Level: less than 50 dB

Filters airborne particles 0.3 micrometers (μm) in size. 100% ozone free, does not use UV or ions which produce trace amounts of measurable ozone, a harmful air pollutant. Unique size and contemporary design make it a perfect fit in smaller rooms or office spaces. Uses a pre-filter, HEPA filter and an activated carbon filter. The filter reset button will light up when the air filters need to be checked or replaced. Air filters will be changed annually if not completed sooner depending on how often the machine is used.

LAOLI Atomizer Electric Sprayer Cold Ultra Low Volume Fogger Disinfectant Machine

Model: Electric ULV Sprayer

Voltage: AC 110V/220V 50HZ

Tank Capacity: 7L

Fog Particles: 0-50 microns (adjustable)

The atomization is adjustable, the spray volume can reach 400ML / min, with an average particle size of 20 to 50 microns. On/off on handle for convenience. Spray up to 20-26 feet of chemicals/liquid for maximum fogging. The adjustable screw allows you to easily change the rate of flow. Strong power, high-speed air mist, fast diffusion, strong penetration, labor-saving. The chemical liquid pipeline is made of silicone, which is resistant to corrosion, high and low temperature, and is not easy to age.

Glissen Chemical – 300048 Nu-Foamicide EPA Registered All Purpose Cleaner Concentrate

Industrial Commercial Grade

EPA #10324-166-40672

Cleaner, Disinfectant against human coronavirus.
Made in the USA.
Add 4-8 oz of solution per 1 gallon of water.

Instructions:

1. Add 1 cup of cleaner to the chemical box, then fill with water to the 7-liter mark.
2. Plug fogger in using the extension cord.
3. Turn fogger on, located at the front of the hose.
4. Aim fogger out and let run for a few seconds till you see fog come out (fog can be adjusted by the turn nozzle on the left side, the thicker the fog the more saturation). A light fog is best.
5. Turn fogger off and let condensation drain faced down from the hose. Place the hose facing up when storing.
6. Refill the chemical box when required following step #1.

American Specialties, Inc. Automatic Hand Sanitizer Dispenser

Model: Roval Collection #20364

P/N: 0902271000

Operation Mode: Automatic from Sensor Trigger

Tank Capacity: 34 fl oz

Battery Type: Size AA, Qty. 6

Purell Automatic Hand Sanitizer Dispenser

Model: Purell LTX-12

P/N: 1928-04 Dispenser

P/N: 1903-02 Refills

Operation Mode: Automatic from Sensor Trigger

Tank Capacity: 1,200mL

Battery Type: Size D, Qty. 4

Mod Touch Free Hand Sanitizing Stand w/Stainless Steel Dispenser

Features:

- American Specialties, Inc. Automatic Hand Sanitizer Dispenser
- Helps eliminate cross-contamination.
- Includes drip shelf for no-mess operation.
- Portable stand can be easily relocated according to needs.

CDC recommends hand sanitizer with at least 60% alcohol content. All hand sanitizer purchased by CARR is 67% alcohol content or higher.

Vehicles

Drivers are required to fog their assigned vehicle at the end of shift, every day using the Atomizer Electric Disinfectant Machine. In addition, drivers disinfect passenger seats and hand-contact surfaces between loads using EPA certified disinfectant spray and/or wipes. Each bus is equipped

with a touch-free hand sanitizer dispenser containing hand sanitizer of at least 60% alcohol for driver and passenger use.

Drivers are required to inspect the hand sanitizer dispenser at the start of shift, every day to ensure working order, document on the Information Technology Pre/Post Trip Report and report to a member of IT immediately after discovering a defect and/or malfunction.

Offices

A hand sanitizer station is in the entrance of the Coleman, Early, and all Driver Satellite Offices. All staff are required to utilize the hand sanitizer station when entering a CARR office.

Air purifiers are in all offices located in Coleman, Early, and all Driver Satellite Offices. The purifiers were distributed with an instructional manual. Office staff are required to maintain and report failure or the need for replacement filters.

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 work area and sanitize with EPA certified disinfectant spray and/or wipes.

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

If applicable, the last driver is required to fog their satellite office at the end of day, every day. The last shift dispatcher at the Coleman Office is required to fog the common areas Monday through Friday. A designated staff member at the Early Office is required to fog the common areas Monday through Friday and following any event held in a conference/training room.

An inspection of all office sanitization equipment will be conducted annually and documented on the Safety Inspection Report for timely maintenance or replacement adhering to the products maintenance guidelines.

SERVICE DURING A PANDEMIC

In the event of a large-scale pandemic, CARR may need to, or be required to, reduce service to comply with public health department recommendations and directives or due to other variables that may hinder the ability to effectively operate transit service. CARR has identified essential functions, those primary and supporting services that the organization must continue even in the event of an emergency.

CARR has identified tasks related to developing service reduction, system shutdown and system restorations plans. 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 progressions:

- Shorten Hours of Operation
- Run-limited Services (i.e. In-County Only)
- Limit Trips to Purposes Related to Medical Appointments, Access to Food, and Work
- Shut Down System

Service Shutdown

Given the need to stop service completely, the primary objective will be to execute an orderly, safe closure of service, which preserves CARRs Transit assets in a condition that will facilitate later service restoration.

Operations Shutdown

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

Service Restoration

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

- Conduct complete system inspection before start-up. This will include facility, fleet, and communications systems.
- Inspect office and vehicles, including power and operational checks of all equipment and supplies.
- Complete any repairs or maintenance identified during the start-up inspections.
- Inspect revenue vehicle fleet.

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

Preventative Maintenance

Quarterly vehicle inspections including wheelchair lift and emergency exit inspections and securement evaluations will be cancelled in the event of staffing shortage. Daily vehicle inspections will be conducted as normal.

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 CDC Guidelines, and CARR Sick Leave Policies. CTRTD will require employees that test positive for COVID-19 be off for 5 full days from date of test. Employee will be allowed to return on the 6th day. as follows:

Employee can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). Employee should continue to wear a well-fitting mask for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If employee continues to have fever or other symptoms have not improved after 5 days of isolation, they should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved. Continue to wear a well-fitting through day 10. Employee should contact their healthcare provider if they have questions.

Employees exhibiting COVID-19 symptoms but who do not test positive, will be required to produce a COVID-19 negative test result and be fever free for 24 hours without the use of fever-reducing medications before returning to work. Symptoms of Coronavirus (COVID-19) may be found at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

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 CDC instructions for self-quarantine, in order to limit the spread of the disease.

CTRTD will follow most current COVID-19 recommendations. Guidelines may be found at

https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#anchor_1641318078836

Access to Sick Pool

CTRTD has established a sick leave pool as identified in Section 307 of Personnel Handbook. CTRTD realizes that not all employees diagnosed with COVID will have access to available sick and annual leave. Therefore, if an employee is identified as COVID positive and does not have sufficient accrued sick leave or is in their introductory period and cannot access available annual leave, the employee may:

- Submit written request/email to the General Manager requesting annual leave be made available during their introductory period due to COVID positive test result and quarantine.
- After all available Sick Leave and Annual Leave is utilized, the employee may submit a written request or email to the General Manager to access sick leave pool. This exception to normal

sick leave pool policy will limited to a maximum of 80 hours. Prior to approval, all available sick and annual leave must be utilized and documentation confirming a positive COVID test result must be submitted.

Staffing Level

During confirmed pandemics by the Centers for Disease Control and with the help of local public health departments, CARR may implement the following staffing and service levels reductions. See next page.

STAFFING LEVEL CHART

Level 1

- **CONCERNING**
- 100% Staffed
- This level follows the Centers for Disease Control hazard level criteria where the bacteria for which the threat of antibiotic resistance is low or there are multiple therapeutic options for resistant infections. These bacterial pathogens cause severe illness. Threats in this category require monitoring and in some cases rapid incident or outbreak response. Basic education and supplies will be administered to conduct rudimentary housekeeping and hygiene practices.

Level 2

- **SERIOUS**
- 50% Staffed
- This level follows the Centers for Disease Control hazard level criteria where these are significant antibiotic-resistant threats where these threats will worsen and may become urgent. At this level public government has urged or required that travel be reduced. This level consists of employer and business center shutdowns where only minimal services are to be rendered.

Level 3

- **URGENT**
- 0% Staffed
- This level follows Centers for Disease Control hazard level criteria where there is a high-consequence of antibiotic-resistant threats because of significant risks identified across several criteria. These threats may not be currently widespread but have the potential to become so and require urgent public health attention to identify infections and limit transmission.

ALERT STATUS DESCRIPTIONS

Alert Status 1

(Actively Monitoring - No reported cases in service areas)

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

Alert Status 2

(Cases in service areas)

- Continue to monitor attendance and communicate with local health officials
- Ramp up cleaning efforts to expand cleaning to 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 service areas and/or CARR employees)

- Potentially close buildings
- Potentially cancel all business-related staff travel
- Potentially cancel all events
- Potentially close office in consultation with the local health officials
- 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

CENTERS FOR DISEASE CONTROL RECOMMENDATIONS

- 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 coronavirus-like symptoms and you have any questions.

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.



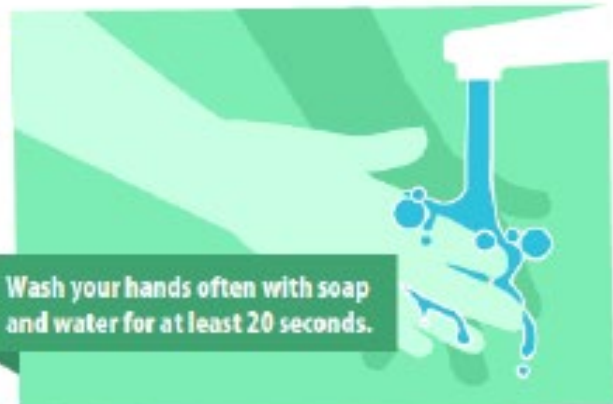
Clean and disinfect frequently touched objects and surfaces.



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

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



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

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**For Your Safety and The Safety
of Our Employees
FACE MASK REQUIRED!
Failure to comply will result in
denial of service.**



Effective February 1, 2021 Federal Law requires wearing a mask on the carrier and failure to comply constitutes a violation of Federal Law. Exemption applies to children under 2 years of age or clients with underlying medical condition****