

DATTCO School Bus COVID-19 Safety Procedures

DATTCO takes the health and safety of all passengers and employees seriously. The following protective measures have been put in place to ensure safe and healthy travel.

Employee Self-Assessment Questionnaire

Before an employee may report to work, they must perform a COVID-19 self-assessment by asking themselves the following questions:

- 1) Do you have a fever or experience a body temperature above 100.4°F/38°C?
- 2) Have you experienced any symptoms related to coronavirus, including fever, cough, headaches, runny nose, etc.?
- 3) Have you had known contact with anyone who has experienced symptoms or tested positive for coronavirus within the past 14 days?
- 4) Have you traveled to a country outside the United States or to a state that received a travel advisory?

If the answer is “No” to all screening questions the employee may report to work. If the answer is “Yes” to any question, it must be reported to the supervisor immediately. The employee must seek COVID testing or self-quarantine for 14 days before returning to work.

Facilities Requirements and Policies

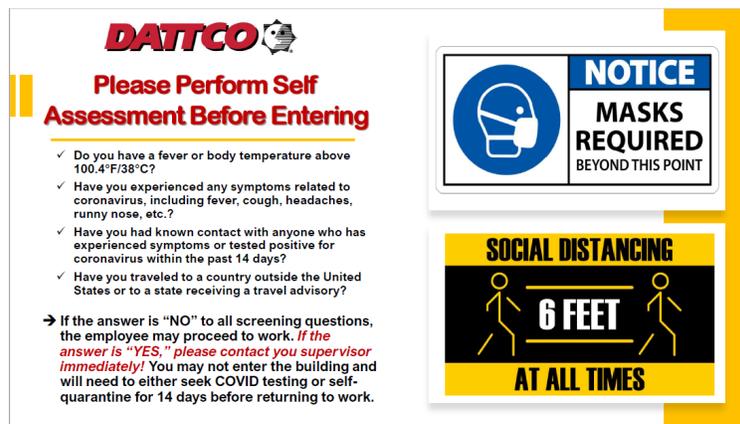
Mask & Face Covering Policy

Per the Executive Order from Governor Ned Lemont, all employees will be required to wear a mask or face coverings that covers their mouth and nose upon entering the workplace. In workplace settings where employees are working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation and at any time they are leaving their workstation, moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.) or when interacting with other employees.

Facility Layout

Each School Bus location will incorporate its own procedures specific to the facility layout to best allow employees to complete necessary job functions while continuing to maintain social distance and limit possible COVID-19 exposure. These procedures include:

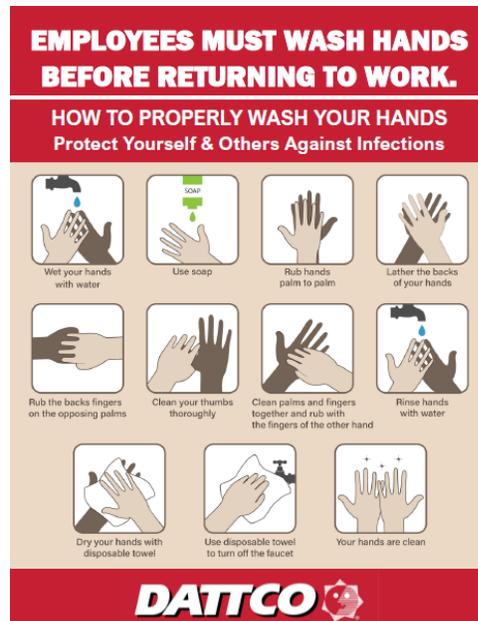
- Each location shall display the below sign at the single designated entrance to the building. No other signage should be placed at the entrance to avoid confusion from clutter and to remind each employee the requirements to enter the building



- When possible, each location should establish a door that will be used to enter the building, and a separate door to exit the building. This will help maintain social distance between employees and reduce/eliminate the need to walk past one another. Floor markings (such as floor tape) shall be used in order to establish the direction of traffic and the path that should be followed to navigate through the building.
- It will be up to each location to establish procedures to distance employees from dispatchers when picking up work supplies such as keys or logbooks. This would include the installation of plexiglass barrier or placing a table in front of windows to ensure distance. Markings on the floor to establish a 6' distance between employees should also be established to ensure distancing when waiting to pick up work supplies
- Each location shall come up with a routine cleaning/disinfecting schedule. This will include the wiping down of any commonly touched surfaces (example: door handles/knobs)
- Common areas and break rooms will be closed until further notice. Employees will not be allowed to congregate in these areas. To prevent employees from congregating in these areas

tables and chairs should be removed. If special circumstances require the use of these areas it must be approved by a School Bus Operations Director and additional procedures must be put in place to ensure distancing and disinfecting of areas.

- Soda machines, water dispensers, coffee machines, and other common items will not be available for use until further notice. Employees are encouraged to bring water from home and may only refill at sinks and will be required to sanitize the area immediately after use. Any food stored in refrigerators must be in secured containers, i.e. Tupperware. There shall be no sharing or community food items, such as condiments.
- Bathrooms will remain open but will be limited to one person per bathroom at a time no matter the size. Each bathroom shall be equipped with disinfectant and towels so that commonly touched surfaces (faucets, toilet handles, doorknobs, etc.) can be disinfected after each use. The below sign shall also be hung in each restroom as a reminder to employee to properly wash their hands.



- If employees have been given permission to bring their child with them to work, they must also follow all the above guidelines.

Driver Safety Protocols

COVID Awareness Safety Training

All school bus employees will be required to attend COVID awareness safety training before returning to work. Training will include the following topics:

- Review the self-screening questions
- Training on personal protective equipment, disinfectants and other supplies that will be provided
- Vehicle disinfecting procedures
- Review of guidelines and procedures set by the State of Connecticut

Supplies

Each driver will be provided with a kit containing the following items in order to protect themselves and properly clean each vehicle. Drivers shall write their names on the kit with permanent marker and shall be properly secure and store it behind the driver seat or other area that does not interfere with safe operating, access or egress.

- **Mask-** Each employee will be provided with 5 cloth masks, one for each day of the week which can be washed in order to provide a clean mask for the driver each day. Masks must be worn in a manner that covers both their nose and mouth. Drivers must always wear the mask whenever another person is in/on the vehicle with them
 - Employees will be allowed to provide their own mask or face covering if it completely covers both the face and mouth like the provided mask.
- **Hand Sanitizer-** A personal size bottle of hand sanitizer shall be provided to each driver. Drivers will be required to sanitize their hands before entering the vehicle, after removing nitrile gloves, and as deemed necessary. Employees will be able to refill their personal bottles from the gallon jug provided inside each location terminal.
 - Please note that whenever possible employees should be washing hands with soap and water. Hand sanitizer is a secondary method to disinfect one's hands when running water may not be available.
- **Nitrile Gloves-** Each employee will be providing a box of nitrile gloves that are to be worn while disinfecting a vehicle in order to protect their hands from chemicals. Employees may hold the

disinfectant spray bottle without a glove and use the opposite hand with glove to wipe down surfaces. When cleaning is completed, employees shall remove their glove(s), dispose of them properly and disinfect their hands with sanitizer or wash their hands with soap and water.

- **EPA Registered Disinfectant-** Each employee will be provided with a bottle of disinfectant product that contains an EPA number that appears on the EPA's list of products that are proven to fight COVID-19. The disinfectant shall be used to disinfect any surface COVID-19 may be present. Drivers are asked **NOT** to bring in any products from home. Any product that is used in a company vehicle must be approved by the Occupational Health & Safety Manager.
- **Shop Wipes-** Each driver will be provided with a box of shop wipes to wipe down areas sprayed with disinfectant. Shop towels are thicker than paper towels and only one wipe should be used at a time. The cleaning product should be sprayed on the shop towel to sufficiently wet the towel without saturating it rather than spraying the product directly on the surface.
- **Safety Glasses** – Each driver shall wear the provided safety glasses while applying cleaning product. Those employees who wear glasses will be required to wear “Over the glass” safety glasses. Glasses will not be worn while driving.
- **“This Vehicle Has Been Cleaned & Disinfected” Sign-** Each driver shall be equipped with a sign that states “This vehicle has been cleaned & disinfected.” After a vehicle has been cleaned, the sign must be placed on the driver seat. This will notify the next vehicle operator that the vehicle has been properly cleaned and will not require them to clean and disinfect it. If there is no sign on the vehicle seat, the next operator will be required to clean and disinfect the vehicle before operating.

Employees are asked to properly care for all product provided to them and be conscious to not use them in a wasteful manner in order to reduce cost and make supplies readily accessible.

Vehicle Cleaning Procedures

Each driver will be equipped with all the equipment mentioned above so that they can properly disinfect and vehicle and remain protected. The following procedure shall be followed to disinfect and clean a vehicle.

- 1) Before entering a vehicle, the employee shall look for a “This vehicle has been cleaned & sanitized” sign that has been placed on the seat or in the window. If the sign is present, then the previous operator has cleaned and disinfected the vehicle and additional cleaning will not be required before operation. If the sign is not present inside the vehicle then the employee must clean and sanitize before operating
- 2) Before cleaning begins, the employee shall put on a mask or face covering, safety glasses, and one or two nitrile glove(s) to wipe down surfaces.
- 3) To begin cleaning the employee will use one shop towel. The EPA registered disinfectant will be kept in the employees ungloved hand. Disinfectant shall be applied directly to the shop towels and not sprayed directly on the surface.
- 4) Vehicle disinfecting vehicle shall be broken down into three areas
 - a. Drivers Area- This includes the steering wheel, shifters, buttons, controls, seatbelt and any other surface the driver may contact.
 - b. Commonly touched surfaces- This includes any surface that is frequently touched by the driver or passengers. These areas include handrails, door handles, dashboards, tops of seats, or any other area that may be touched.
 - c. Other areas- There are other additional areas that will require additional cleaning. These areas include the front and back of passenger seats.The frequency of cleaning and areas that will need to be cleaned will be based on the cleaning schedules explained below.
- 5) When cleaning is completed the employee will remove their nitrile glove(s), properly dispose of them along with the shop towel, and disinfect their hands using the provided hand sanitation.
- 6) If the employee is cleaning before operating the vehicle they may do so after the required cleaning is completed. If the driver is cleaning at the conclusion of driving, they should place the “This vehicle has been cleaned & sanitized” sign on the driver seat or visible in the window.

Cleaning Schedules

Vehicles must be cleaned and sanitized after every use. The areas and frequency of cleaning will be based on several factors. DATTCO recommends the below cleaning schedule be followed for all vehicles unless otherwise specified by the school district.

- Drivers will be required to wipe down the driver's area at the end of their route each day. They will not be required to clean this area between each tier unless there is a change in operators (driver, training, mechanic, etc.).
- Common areas, such as the handrails, tops of seats, etc., shall be wiped down after morning and afternoon runs. Some districts may request additional frequency of cleaning, such as after each tier.
- At the end of route, vehicle will be cleaned in the driver's area, common area, and other areas as described above.

These schedules are subject to change based on guidance by the State of Connecticut and the requirements of each school district

State of CT Requirements & Procedures

The Connecticut Department of Public Health has developed a tiered status system to assist decision makers based on risk of transmission of COVID-19 and are determined by the State. The three statuses are:

- 1) **Safe Status**- Vehicle transportation can operate with no restrictions.
- 2) **Low Status**- Vehicle may operate at full status with masks and loading & unloading requirements.
- 3) **Moderate Status**- Transportation will still operate but with seating, spacing requirements and loading and unloading restrictions.

DATTCO will adhere to the additional requirements based on the tier status as provided by the Department of Public Health.

Passenger Seating

Passenger seating will be based on the tier status as described above.

- Loading & Unloading- Passengers will load from the back row to the front (first passenger on the bus will sit in the back row) and then unload the bus from the front to back by seat.
- Spacing- When applicable to the above tier status that requires additional spacing, family members should be seated together, non-family member should be spaced 6 feet apart utilizing alternating diagonal seating.

Mask/Face Covering Requirement

All passengers will be required to wear masks or face covering per the State of CT Department of Public Health. Masks must be worn before entering the vehicle and must remain in place covering both the mouth and nose until they are completely off/out of the vehicle.

School systems will be asked to provide additional mask for those students who may not have a mask. Please see below section on driver enforcement of state recommendations.

Enforcement

DATTCO employees are not responsible for the enforcement of procedures set forth by the State of Connecticut. If an employee encounters a passenger who refuses to abide by the procedure, they shall report the matter to dispatch so that it can be referred to the school district. School districts may choose to provide monitors on school transportation to enforce these procedures with students.

Other Protective Measures

When feasible, the first row of seats shall remain open to ensure that social distancing is kept between passengers and drivers when passengers are seated.