

SAFETY NOTICE

TO: All Employees **Document No.:** S20-009

FROM: Nancy Williams, Director of Human Resources & Labor Relations
Fred Nelson, Chief Operations Officer
Mike Toole, Safety & Security Manager

DATE: November 3, 2020

SUBJECT: **COVID-19 Safety Update #9**

BACKGROUND

The U.S. is seeing record breaking surges in confirmed cases of COVID-19, as well as deaths caused by the highly contagious virus. A total of 74,236 new cases and 427 new coronavirus deaths were reported yesterday, November 1. The daily average this past week has been 82,829 cases, up 45 percent from the average two weeks earlier.

In Spokane County, there have now been 10,202 total confirmed cases, up 827 cases (8.8 percent) in the past week. There have been 9 new coronavirus deaths in the same timeframe, bringing the total COVID-related deaths in the county to 206. There are currently 78 patients hospitalized, which includes 49 county residents.

Since the onset of the pandemic earlier this year, there have been 13 (about 2% of the workforce) confirmed cases of COVID-19 among STA employees, three of which are new in the past week. The ten other employees have all recovered and been cleared to return to work. The upward trend is clear and requires STA to reaffirm, update and implement new safety protocols in an effort to keep employees safe while at work, especially considering the onset of winter weather and the flu season.

CLARIFIED, UPDATED AND NEW PROTOCOLS – Effective Immediately

- **Masks and face coverings** – Masks and face coverings are worn properly when they completely and securely cover the nose and mouth with no loose or open sides, and must be worn in indoor spaces.
 - **Indoor spaces** – Garages are indoor spaces.
 - **Coach and van operators** – Masks must be worn properly while on passenger vehicles, regardless of the location or number of passengers on board.
 - **Security, Supervisors, Maintenance and F&G employees** – Masks or face coverings must be worn properly while indoors, while inside and outside the STA Plaza, or while outside and within 6 feet of another person for any amount of time.
 - **Employees in individual or shared office spaces** – Masks or face coverings must be worn properly at all times except when seated alone in an individual office space. Employees in shared office spaces must properly wear masks or face coverings at all times.

- Meetings and Trainings – a **maximum of five** people may participate in an in-person meeting or training. All participants must properly wear masks or face coverings and be physically distanced at least 6 feet apart at all times.

REAFFIRMED PROTOCOLS

- Continued provision and use of personal protective equipment (PPE)
 - Nitrile gloves
 - Disinfectants
 - Hand sanitizer
 - Face masks and coverings
- Transit vehicle and facility disinfectant protocols
 - Multiple rounds of disinfectant applied to high-contact surface areas
- Optimal ventilation settings to maximize fresh air exchange in passenger vehicles, transit facilities and administrative offices
- Seated workspaces physically distanced by at least 6 feet
- Employee temperature checks prior to beginning work each day

Questions regarding reaffirmed, updated and new protocols should be directed to your supervisor or manager. Employees seeking a medical accommodation must contact Human Resources in advance.

Cc: E. Susan Meyer
Monique Liard
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Ralph Wilder
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Supervisors – Fixed Route
Supervisors - Paratransit
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Sam Hairston - President/Business Agent ATU 1598
Safety Bulletin Board
Training Instructors