

SAFETY NOTICE

TO: All Employees

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FROM: Steve Blaska, Chief Operations Officer
Nancy Williams, Director of Human Resources
Mike Toole, Safety & Security Manager

DATE: February 28, 2020

SUBJECT: **Coronavirus (COVID-19) Situation Update #1**

This notice advises employees of our preparedness for COVID-19. At this current time the threat is low, but we are taking the potential threat seriously. Effective measures for this threat are the same as others we have faced (Influenza, SARS, MERSA.)

BACKGROUND

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently much more widespread in many US communities. There is no current vaccination for COVID-19. The Center for Disease Control (CDC) states the risk to the American public is low at this time, but we can do our part to help respond to this emerging public health threat.

ACTIONS TAKEN

Department leaders have inventoried current levels of personal protective equipment (PPE) available on-site and have ordered additional amounts for stockpiling.

- Nitrile gloves
- Disinfectants
- Hand sanitizer (personal bottles and refills)
- Respiratory masks (N95 style as recommended)

We have adequate stock available for employment of PPE and supplies to all frontline employees for 14 continuous days. Additional orders have been placed to increase supply stockpiles.

As always, gloves and hand sanitizer (for Operators who cannot wash frequently with soap & water) are available at the Fixed Route Dispatch window, Paratransit Supervisor Office or Maintenance Foreman Desk.

Vehicle Maintenance Servicer/Cleaners use disinfectant solution and wipe down high contact hard surfaces on buses/vans each night.

Plaza Operations report disinfecting high contact hard surfaces (benches, handrails, door handles and restrooms 3 times a day and spot cleanings when necessary.

Safety closely monitors the situation on a day-to-day basis with partners at the Spokane Regional Health District (SRHD), CDC, Department of Emergency Management, and other Transit Agencies.

In the unlikely event that the CDC changes its prevention recommendations (including the use of face masks) or other additional precautions, we will notify employees immediately.

RECOMMENDED PERSONAL PREVENTION

The CDC recommends employees use the same preventative action used to prevent contracting and/or exposure to the flu.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Follow CDC's recommendations for using a facemask.
 - CDC **does not** recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.

Contact your Manager or Mike Toole (#6067) if you have questions regarding this issue

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