

SAFETY NOTICE

TO: All Employees **Document No.:** S20-003

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

DATE: March 13, 2020

SUBJECT: **Coronavirus (COVID-19) Situation Update #3**

This notice advises employees of our preparedness for COVID-19. Currently, the Spokane Regional Health District is reporting **Spokane County has no confirmed cases of COVID-19. Although the CDC declared COVID-19 a pandemic on Wednesday, March 11, the risk to the general population is still low.** Vulnerable populations, including seniors and people with severe underlying health conditions, are at higher risk.

Remember – Stay Calm and Wash Your Hands

Information is Widely Available

Staying well-informed about the COVID-19 pandemic is one of the best ways to protect yourself, your family and the riders to whom we provide an essential service. To that end, STA encourages each employee to keep informed through the variety of available sources:

- Read each Safety Notice on department bulletin boards
- Read special hand-outs when distributed
- Listen and watch STA-Informed monitors
- Sign up for the STA newsletter, STA Moving Forward, at www.spokanetransit.com
- Sign up for STA-Linked notifications (text and email) at www.spokanetransit.com
- Seek out information on the COVID-19 virus from credible, trusted sources:
 - Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - Spokane Regional Health District (SRHD) <https://srhd.org/>
 - Washington State Department of Health <https://www.doh.wa.gov/Emergencies/Coronavirus>
 - Spokane Transit Authority <https://www.spokanetransit.com/>

We want to reiterate that if employees feel sick, please stay home.

If you have tested positive or you have been in close contact with an individual who has tested positive, or have otherwise been exposed to COVID-19 and have been directed to self-quarantine by your physician, the attendance policy will be waived with documented verification.

Public and Private School Closures

Today, Governor Inslee ordered the closing of all public and private schools across the state from March 17 to April 24. An FAQ is being developed for employees to help answer questions related to this new development. The FAQ will be widely distributed through multiple communication channels once complete.

Cc: E. Susan Meyer
Monique Liard
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Managers
Supervisors – Fixed Route
Supervisors - Paratransit
Thomas Leighty - President/Business Agent ATU 1015
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Safety Bulletin Board
Training Instructors