

# SAFETY NOTICE

**TO:** All Employees

**Document No.:** S20-002

**FROM:**

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

**DATE:** March 9, 2020

**SUBJECT:** **Coronavirus Disease 2019 (COVID-19) Situation Update #2**

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This notice advises employees of STA's preparedness for COVID-19. Currently, the Spokane Regional Health District (SRHD) is reporting **Spokane County has no confirmed cases of COVID-19**. According to the Centers for Disease Control and Prevention (CDC), for most people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be low. This virus is not currently widespread in the United States. However, this is an emerging, rapidly evolving situation, and the CDC will provide updated information as it becomes available, in addition to updated guidance.

**STA Organizational Efforts**

The CEO has established a **COVID-19 incident command team** of senior staff and key employees. The command team meets daily. Steve Blaska, Chief Operations Officer, is the Incident Commander. The group is monitoring and will act on the daily guidance, as appropriate, from our external emergency response partners which include the Spokane Regional Health District (SRHD), the Greater Spokane Department of Emergency Management (GSDEM), the Washington State Department of Health (WDOH) and the Centers for Disease Control and Prevention (CDC). Last week the team participated in discussions and webinars by:

- American Public Transportation Association (APTA) COVID-19 Industry Call
- SRHD COVID-19 Senior Leadership Forum
- Cybersecurity and Critical Infrastructure (CISA) webinar

A **COVID-19 response team** has been assembled, of Operations Managers who monitor and respond to incidents occurring in the service delivery systems. This group meets weekly or as needed to evaluate:

- Emergency supply levels
- Employee protective measures
- Staffing levels
- Ridership
- Customer concerns
- Executive directives

The STA Safety Officer is a member to the **Spokane County COVID-19 Working Group** which is designed to field and forward COVID-19 response guidance and best practices needed by the community to the **Spokane County COVID-19 Policy Group**.

All these efforts and more are taking place to keep STA in front of this evolving situation.

**SPOKANE REGIONAL HEALTH DISTRICT RECOMMENDS THE FOLLOWING STEPS TO REMAIN HEALTHY**

- Stay home when you are sick. Staying home when ill prevents the spread of infections to others.
- Use good respiratory etiquette and hand hygiene in all community settings, including homes, childcare facilities, schools, workplaces and other places where people gather. Cover your coughs and sneezes with a tissue and put the used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Wash your hands often and thoroughly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (with at least 60-95% alcohol) if you can't wash.
- Avoid touching your eyes, nose or mouth: Germs often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth.
- Practice other good health habits: Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- Have contingency plans for your family in the case of school closures.
- Do you have travel plans? Take time to read the CDC's guidance on travel ([www.SRHD.org](http://www.SRHD.org)) to see how your plans may be affected.

Contact your Manager or Mike Toole (#6067) if you have questions.

Cc:

Monique Liard  
Karl Otterstrom  
Brandon Rapez-Betty

Janet Stowe  
Ralph Wilder  
Emily Arneson

Managers

Supervisors – Fixed Route  
Supervisors - Paratransit  
Frank Bezemer  
Sam Hairston - President/Business Agent ATU 1598  
Mike Kunder- President AFSCME 3939  
Thomas Leighty - President/Business Agent ATU 1015

Safety Bulletin Board  
Training Instructors