

COVID-19 IMPACT FOR MENDOCINO TRANSIT AUTHORITY

EMPLOYEE LAYOFF'S

Fort Bragg: 3 Voluntary
Ukiah: 4 Voluntary, 3 Non-Voluntary, 2 Admin, 1 Dispatch
South Coast: 3 Voluntary

SERVICE HOURS/RIDERSHIP/FARES (One-week Snapshot since service reduction)

Since the 'shelter in place' order from Mendocino Public Health and implementation of the reduced service schedule service hours, ridership and fares has dropped as follows:

Service Hours: 65% reduction.

RIDERSHIP:

<u>Service Type</u>	<u>Last Year</u>	<u>This Year</u>	<u>Percentage Change</u>
Fixed Route Ridership:	3187	568	-82.2%
Dial A Ride:	364	81	-78%

FARES

<u>Service Type</u>	<u>Last Year</u>	<u>This Year</u>	<u>Percentage Change</u>
Fixed Route	\$5592.00	\$595	-89.4%
Dial-A-Ride	\$1669.00	\$284	-84.8%

FY20/21 FINANCIAL IMPACT

Under the Transportation Development Act (TDA) Local Transportation Funds (LTF) are administered as follows:

1. Regional Transportation Agency
2. Bike and Ped Fund (2%)
3. Transit, of which 15% of LTF funds are in turn funneled to the Senior Center Transportation Program.

In the current fiscal year, LTF and Fare revenues makeup 63.74% percent of MTA Revenues, augmented by grants, State Transit Assistance and local revenues.

I received information today from Caltrans that the Federal 'Coronavirus Relief Package and Transportation', in its earlier version allocated \$4 Billion for rural transit apportionments, but, in the final version only allocates \$1.8 Billion for rural transit nationwide.

I am currently working on submitting MTA's claim for funds to the MCOG by April 1, 2020. The simple reality is that it will not be worth the paper it is written on.

MTA Staff will continue to monitor funding availability and do all within our power to conserve the LTF funds that we have.

The FY20/21 Budget is going to require fiscally hard decisions by staff and the MTA Board of Directors.

MENDOCINO TRANSIT COVID-19 RESPONSE TIMELINE

1. January 20, 2020
First case of COVID-19 is reported in WA State. HR Director Heather Lindsteadt began development of the MTA Contagious Virus Response Plan (CVRP). MTA senior management staff met weekly to update plan and provide input from all departments as more information became available. Final Draft released: 3/12/20.

2. In accordance with the CVRP, MTA staff was already in Stage 1 of the plan. The following was completed in early to mid-February:
 - ✓ HR took the lead in ordering masks, disinfectant wipes, gloves and vehicle hand sanitizing devices, in accordance with EPA guidelines for COVID-19.
 - ✓ Posters on 'Coughing, Sneezing' and 'Stay Home if Are Sick' were printed, laminated and posted in all MTA Buses, Shelters, Facilities and on the MTA Website and Facebook page.
 - ✓ HR prepared a news release to all employee's regarding COVID-19 facts and protective measures for employee's and their families.
 - ✓ A standard practice of MTA has been to always supply drivers hand sanitizer and gloves in their driver's bag. Considering potential COVID exposure, upon arrival of supplies, each employee was provided a box of gloves and an additional 'personal kit' including a mask and additional hand sanitizer.
 - ✓ Hand-sanitizing wipes were installed in each bus for passengers to utilize and were offered by drivers to wheelchair patrons that could not access the wipes for themselves.
 - ✓ Sanitizing equipment was distributed to our remote bases in Fort Bragg, Willits and Pt. Arena, with instructions for use and distribution.
 - ✓ Our IT provider was instructed to setup 'remote' access for all related office personnel, in the event of a 'shelter in place' order.

3. MTA continued to follow all video news-releases issued by the Mendocino Public Health Officer.

4. On January 30TH the first case was reported in Santa Clara County in the Bay Area. MTA staff responded as follows:
 - ✓ MTA required any personnel working with customers in the MTA office to wear gloves when handling pass and ticket sales and to disinfect area after departure by the customer.
 - ✓ MTA purchased a significant quantity of Ziplock Gallon Bags from Costco, pending arrival of ordered of larger cash bags that could be sealed. Instructions for cash handling are as follows:

- Dispatchers were to put on gloves and wear a mask.
- Open a vault and spray interior with disinfectant.
- Empty monies (without touching) into the Ziplock Bags.
- Spray with disinfectant, seal and mark with count date of 15 days after sealing.

5. MTA cleaning facility staff increased to daily sanitization of all handrails, farebox area and driver's area when buses were fueled daily. Remote Supervisors' and drivers were directed to do so as well.

6. An update on all of MTA precautions was discussed with the Chair of the MTA Board. It was decided that the March meeting of the Board would be cancelled, pending further information on Governor Newsom's "relaxing" of the Brown Act for meetings. At this time, I requested that if the situation accelerates rapidly, to have the authority to make decisions deemed in the best interest of MTA Staff and our ridership prior to Board approval.

Under the COVID-19 guidelines, employee's who are afraid to report to work due to exposure, are allowed to do so.

7. MTA reached out to Teamsters #665 to secure a Letter of Understanding, regarding the Collective Bargaining Agreement as pertains to layoff, to include flexibility for "voluntary layoff" and reduction in force.

8. The Operations Team was directed to develop a service-reduction plan that maintained life-line service within Mendocino County and public schedules of the reduced service plan.

Following is the service reduction plan:

UKIAH:

- 11 - Local #9 runs during the day, (hourly headways, vs. 30-minute headways) 4 evening #9
- 1 - #7 (Jitney)
- 2 - #65 to Santa Rosa
- 1 - Dial-A-Ride

WILLITS:

- 4 – Willits Local
- 1 - #20 Willits to Ukiah

FORT BRAGG:

- 1 - #65 Fort Bragg to Ukiah, NO SUNDAY SERVICE
- 4 – Local Bragg About
- 2 - #60, The Coaster
- 1 – Dial-A-Ride

SOUTH COAST – Pt. Arena

- #95 to Santa Rosa, no service on Saturday/Sunday
- Saturday #75 – runs from Anderson Valley to Ukiah and back.

MTA COVID-19 Compensation Plan:

- Employee's may choose a voluntary layoff or choose a bid to work in Seniority Order.
- Driver's and Dispatchers who choose to work will be compensated at time and half for hours worked.
- MTA will continue to pay for employee health, medical and dental, and dependent care regardless of layoff status.
- MTA is waiving the employee portion for health care of \$25.07 per pay period.
- MTA will continue to pay 457 contributions, CalPERS buyback expenses and any 457 loan payments. Finance is tracking these costs and upon return to full service, will setup a payroll deduction over time to repay these contributions.
- MTA is establishing four (4) Extraboard positions. Driver's who bid these shifts are guaranteed 35 hours paid hours per week. However, driver's choosing this bid must be willing and able to accept work assignments in Ukiah, Willits Fort Bragg and Point Arena. Housing has been secured on the South Coast at no cost to the driver and a company car will be provided for this remote report.

9. On March 18, 2020 the Mendocino Public Health Department issued a 'Directive' at 1200 as to business in Mendocino County. Ironically, we were pleased where we were in our planning process. The following two days, MTA Supervisory staff would conduct driver bids on the reduced service plan in Ukiah, Fort Bragg and Pt. Arena so when a Mendocino Public Health 'ORDER' was issued all would be placed to implement.

On March 18, 2020 at approximately 7:00 PM, the Mendocino Public Health Department issued the 'ORDER' to shelter in place effective midnight on March 19, 2020. I was contacted at home by HR and the Operations Manager. It was all-hands on deck, in order to comply with the midnight hour. Operations Manager Jacob King reported to MTA at 3:30 AM, I arrived at 6:30 AM with remaining staff reporting shortly thereafter. Operations Supervisor Leah Meyer went to Fort Bragg to conduct the driver bid and 'voluntary layoff's'. Operations Supervisor Candy Lodge, contacted each of the South Coast employee's who were all willing to work. The bid was completed in Ukiah.

Printing of the reduced-service schedules were done in-house with all staff available including drivers, facility cleaners, dispatchers and management staff to fold and distribute.

In all locations by 3:30PM that day, Rider Alerts, were posted in all buses, shelters and facilities of MTA. Notice was given to all radio stations, posted on the MTA Webpage and Facebook Accounts.

MTA offices were closed to the public. Non-essential personnel were placed in "temporary layoff status".

March 19, 2020: The first case of COVID-19 in Mendocino County was confirmed in Gualala. South Coast staff, due to age and compromised family at home (other than Supervisor Candy Lodge) requested a "temporary voluntary layoff".

10. Two Extraboard employees were deployed to the South Coast to keep the reduced service plan operating.



CONTAGIOUS VIRUS RESPONSE PLAN

March 11, 2020

Mendocino Transit Authority

241 Plant Road
Ukiah, CA 95482

MENDOCINO TRANSIT AUTHORITY CONTAGIOUS VIRUS RESPONSE PLAN (CVRP)

SUMMARY

Mendocino Transit Authority has prepared this Contagious Virus Response Plan (CVRP) in the event MTA needs to cover extraordinary aspects specific to a contagious virus that is not covered in MTA's Health and Wellness Plan, or Bloodborne Pathogen Exposure Plan.

If a contagious virus spreads to the degree that it limits or restricts MTA's availability of personnel or cripples its ability to deliver normal service, the MTA will follow the guidelines prepared here as well as any other emergency response plans established, such as a Continuation of Operations Plan.

In some cases, government, both local and state, regulations take precedence over this plan and it is the responsibility of the Executive Director to make decisions based on available information provided by local and state governments or orders related to this CVRP.

MTA has utilized the guidelines from the following agencies in preparation of the CVRP and the COOP:

- World Health Organization (WHO) Six Pandemic Influenza Alert Phases;
- Centers for Disease Control and Prevention Guidelines;
- American Public Transportation Association SS-S-SEM-005-09 Rev.1 Standards;
- CalOSHA Guidance and Regulations
- Mendocino County Department of Public Health
- Mendocino County Office of Emergency Services

1. APPROVAL OF MTA'S CVRP

MTA's Executive Director shall define the process for updates to the CVRP as well as schedule periodic reviews and approve revisions to the CVRP.

2. SCOPE

The CVRP covers elements specific to a contagious virus that are outside the scope of any other agency hazard response plans. The CVRP will cover:

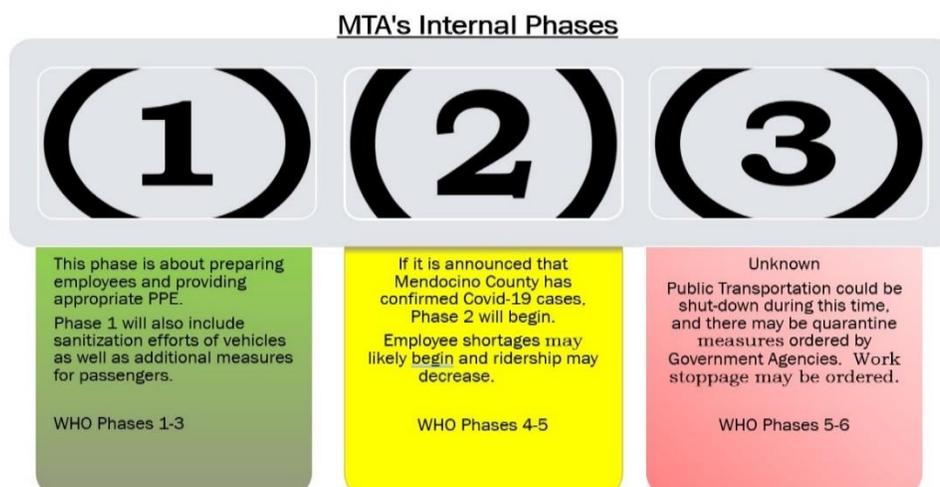
- Identification of alert phases that trigger specific action
- Information and education program
- Disinfection program
- Sanitary and hygiene (PPE) aides to limit spread
- Vaccine/antiviral medications
- Service reduction, shutdown and restoration of service

3. IDENTIFICATION OF ALERT PHASES

Planning and response to a contagious virus will depend on the risk involved. Unlike a catastrophic event such as an earthquake, a contagious virus likely will have various phases in the lifecycle of its spread. Each phase will likely need a different response strategy. For example, one phase might be the presence of unfounded fears and concern regarding a certain virus, and the response might call for education and public awareness regarding the low risk involved. Another phase, however, may be the onset of a full pandemic, which calls for extreme measures to limit its spread.

The CVRP shall be applicable to all contagious viruses however it is based on the phases and sub-phases of a pandemic influenza as defined by the World Health Organization (WHO). See attached Table A and Table B in the Appendices. MTA's plan will base its contagious virus response on the appropriate phases and sub-phases as well as guidelines and instructions from local and state government agencies.

In an effort to simplify the stages and phases that MTA will have to navigate in the event of a contagious virus outbreak or pandemic, there will be 3 internal phases which are color coded and correspond to the WHO pandemic phases and sub-phases chart as shown below:



4. INFORMATION AND EDUCATION PROGRAM

Communications shall be divided into three distinct areas:

- Communications with emergency management.
- Communications with employees (internal).
- Communications with the riding public (external).

MTA communications will be coordinated to the extent possible with local and state emergency management and local public health, so the message stays consistent. MTA will also communicate to emergency management and local public health as the phases change and if MTA's response has changed.

Responses are identified as a function of the various sub-phases as outlined in Table B in the appendices. As a sub-phase of the virus is reached, MTA shall perform the identified tasks.

Responsibility for each Communications Tasks to be performed is clearly identified in Table C and Table D.

5. DISINFECTION PROGRAM

Various contagious viruses can survive on surface materials for several days or longer. Consequently, MTA shall work with local health authorities to determine a practical response.

MTA will utilize the Environmental Protection Agency (EPA) list of appropriate registered products for disinfection of viruses.

When the threat level rises to 5.b, MTA will implement electrostatic spraying of each vehicle, every night, for the duration of the threat or until shutdown of service. Electrostatic spraying will also be completed upon resumption of service prior to any vehicle being placed back into service.

Responses are identified as a function of the various sub-phases as outlined in Table E in the appendices. As a sub-phase of the virus is reached, MTA shall perform the identified tasks

Responsibility for each disinfection task to be performed is clearly identified in Table E.

6. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SANITARY AID

PPE and sanitary aids can significantly limit the spread of viruses. PPE and sanitary aids can also reassure drivers and other employees a provide them with an added layer of protection in performing their daily functions.

The Executive Director has the authority to implement mandatory use of PPE in in certain situations according to OSHA Regulation 1910.138(a) which states:

“General requirements. Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.”

Responses are identified as a function of the various sub-phases as outlined in Table F in the appendices. As a sub-phase of the virus is reached, MTA shall perform the identified tasks

Responsibility for each PPE and sanitary aid task to be performed is clearly identified in Table F.

7. VACCINES AND ANTIVIRAL MEDICATIONS

Given the sprad of contagious virus, MTA shall work with local health officials to make vaccinations and or antiviral medications available for essential employees. Essential Employees are defined as: Executive Director, Operations Manager, Maintenance Manager, Operations Supervisor, CFO, Human Resources Director, Dispatchers.

Responses are identified as a function of the various sub-phases as outlined in Table G in the appendices. As a sub-phase of the virus is reached, MTA shall perform the identified tasks

Responsibility for each Vaccines and Antiviral Medications task are outlined in Table G.

8. SERVICE REDUCTION

As knowledge of the virus progresses, this plan may change over time throughout the Alert Phases. It is the Executive Director's responsibility to ensure maximum protection of public and employee health and welfare at all times, and in doing so, amend or otherwise change this service reduction or shutdown of services plan accordingly.

The Executive Director and Operations Manager will work in coordination to monitor ridership, employee attendance and asset availability throughout the phases of a contagious virus. MTA will stay in contact with local health officials and monitor, daily, the progression of the virus and make decisions on service levels if needed.

MTA's Standard Operating Procedures (SOP's) TO-502 authorizes the Executive Director to make changes to certain rules, policies and contractual obligations during declared emergencies such as altering routes, issuing verbal instructions to employees, modify break times, and extending work days.

If required service levels will be adjusted as necessary, with the following anticipated progression:

- Drop buses from the schedule
- Adopt a Saturday schedule (with lifeline service to remote areas)
- DAR service only
- Shut down the system.

The Executive Director and Operations Manager will contact Teamsters Local 665 if MTA anticipates a reduction in service or work stoppage or other actions that may limit employee work schedules during a contagious virus outbreak.

9. SERVICE SHUTDOWN

The primary objective if service needs to be shut down will be to execute an orderly, safe conclusion of service, which preserves MTA's assets in a condition that will facilitate later service restoration.

Tasks will be overseen by the Executive Director, Operations Manager and Maintenance Manager.

Responsibility for Service Shutdown tasks are outlined in Table H.

10. FINANCE DEPARTMENT - CFO RESPONSIBILITY

It is the responsibility of the CFO to accurately track time worked for employees as well as any time paid, but not worked, beginning at sub-phase 5.b. or when employee shortages begin to take place due to an anticipated contagious virus outbreak.

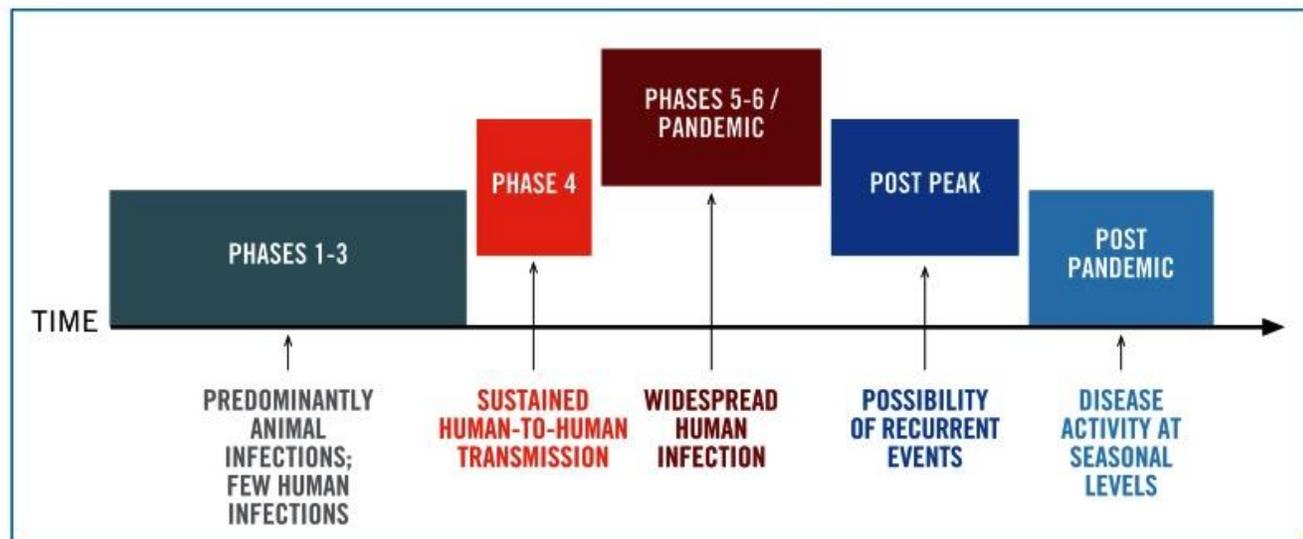
The CFO will track all expenses related to a possible contagious virus outbreak, MTA's preparation and expense thereof, throughout the entirety of the outbreak, to ensure recovery of costs if federal or state monies are made available for expenses related to an outbreak or pandemic.

The CFO will also ensure that remote systems are operating, and the finance department can process payroll for the entirety of a service shutdown.

In order to properly track expenses related to a contagious virus response, account number 104.105 has been established to track expenses related to the response. Please note this account number on all receipts and invoices related to the response of any contagious response.

If the CVRP is activated, the payroll department will accept text pictures of employee timecards for the duration of the event in the event employees are unable to hand timecards in.

Table A - World Health Organization (WHO) Pandemic Phases



In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

In **Phase 2**, an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks”. The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk of a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.//www.ncbi.nlm.nih.gov

Table B - Who Alert Phases and Sub-Phases

WHO ALERT PHASES		SUB-PHASES	
1	Virus may be present in animals, but the risk of human infection of disease is considered low.	1.a	No human nor animal cases within the U.S.
		1.b	No human cases, but evidence of animal cases in some areas of U.S.
		1.c	Rare animal-close-contact human transmission in the U.S. but outside of state.
		1.d	Rare animal close-contact human transmission within the state, but outside of the local area.
		1.e	Rare animal-close-contact human transmission in the local area.
2	No new influenza virus subtypes have been detected in humans. Animal virus subtype poses a substantial risk to humans.	2.a	Reports of increased animal-to-human transmissions outside of the U.S.
		2.b	Reports of increased animal-to-human transmissions within the U.S.
3	Human infection(s) with a new subtype, but no human-to-human spread, except for rare close-contact instances.	3.a	Report of human infections with a new virus subtype, but no human-to-human spread, except for rare animal-close-contact instances outside the U.S.
		3.b	Report of human infections with a new virus subtype, but no human-to-human spread, except for rare animal-close-contact inside the U.S.
4	Small cluster(s) of highly localized human-to-human transmission.	4.a	Report of small clusters of highly localized human-to-human transmission outside the U.S.
		4.b	Report of small clusters of highly localized human-to-human transmission within the U.S.
5	Larger cluster(s) of human-to-human spread, but still localized.	5.a	Larger Clusters of human-to-human spread, but still localized, outside of U.S.
		5.b	Larger cluster(s) of human-to-human spread, but still localized, within the U.S.
6	Increased and sustained transmission in general population.	6.a	Increased and sustained transmission in general populations outside the U.S.
		6.b	Increased and sustained transmission in general populations within the U.S.

Table C - INTERNAL COMMUNICATIONS
Phases, Actions, Responsibility

Alert Phase	Actions	Responsibility
1.a	<ul style="list-style-type: none"> Distribute personal hygiene information to employees - all yards. 	Human Resources Operations Manager
1.b	<ul style="list-style-type: none"> Develop newsletters on employee personal hygiene and precautions against contagious viruses and distribute to all yards. 	Human Resources Operations Manager
1.c	<ul style="list-style-type: none"> Partner with local public health and HHSA, to acquire timely information, and to coordinate appropriate press releases and notices to employees and riding public. Include shelters and all yards when distributing. 	Executive Director Operations Manager
1.d	<ul style="list-style-type: none"> Place pertinent information on MTA's website 	Marketing Manager Executive Director
1.e, 2.b, 3.a and beyond	<ul style="list-style-type: none"> Develop and deliver a more formal awareness program such as staff meetings and personal visits to employee work locations to disseminate facts and to address concerns. Continue to update employees with status reports and official press releases using all means of distribution. 	Operations Manager Operations Supervisors Human Resources Executive Director

Table D - EXTERNAL COMMUNICATIONS
Phases, Actions, Responsibility

Alert Phase	Actions	Responsibility
1.b	<ul style="list-style-type: none"> In accordance with information received by local public health and HHSA distribute passenger bulletins in the form of a fact sheet on the risks involved to the general public. 	Executive Director Human Resources Operations Manager
1.c	<ul style="list-style-type: none"> Prepare outreach/education materials in the form of news releases, passenger bulletins and website articles that provide guidance on personal hygiene, and keep riders informed of the risks involved. 	Executive Director Human Resources Operations Manager
1.d	<ul style="list-style-type: none"> Develop posters on personal hygiene and precautionary measures to take while riding on the system. Place video on MTA website and social media outlets discussing the topic of personal hygiene and how to stay safe while riding MTA, if feasible. Partner with HHSA and local public health to acquire timely information and coordinate appropriate news release to employees and riding public. 	Marketing Manager Human Resources Executive Director
1.e, 2.b, 3.a and beyond	<ul style="list-style-type: none"> Continue to disseminate timely information to riders. Start utilizing shelter and stop signage and on-vehicle posters to further the promotion of information. Issue letters to public health officials. 	Marketing Manager Operations Manager Executive Director

Table E - DISINFECTION PROGRAM

Alert Phase	Action	Responsibility
1.b	<ul style="list-style-type: none"> ○ Commence planning for enhanced cleanliness of MTA yards, offices, vehicles and shelters, paying particular attention to hand-contact surfaces. ○ Review inventory of disinfecting/cleaning supplies, order surplus of all needed vehicle and office sanitizers if inventory is low. ○ Operations Supervisors at each remote yard are responsible for sanitizing offices and remote vehicles daily, utilizing appropriate PPE. ○ Review inventory of PPE masks, hand sanitizer, gloves, and disinfecting wipes, order surplus if inventory is low. ○ Distribute sanitizer/cleaning supplies to remote yards. 	<p>Maintenance Manager Shelter Cleaner Cleaner</p> <p>Maintenance Manager</p> <p>Operations Supervisors</p> <p>Maintenance Manager</p> <p>Operations Supervisor</p>
1.c	<ul style="list-style-type: none"> ○ Commence the initiative to provide cleaner buses, shelters, yards and offices. ○ Dispatchers utilize PPE while transferring cash fares into sealable sanitization bags. ○ Dispatchers equip drivers with PPE during fitness for duty process. ○ Shelter Cleaner/Fueler will disinfect all vehicle handrails while vehicle is being fueled. ○ Operations Supervisors at each remote yard are responsible for sanitizing offices and remote vehicles daily, utilizing appropriate PPE. 	<p>Maintenance Manager Shelter Cleaner Cleaner</p> <p>Dispatchers</p> <p>Dispatchers</p> <p>Maintenance Manager</p> <p>Operations Supervisors</p>
1.e, 2.b, 3.a	<ul style="list-style-type: none"> ○ Commence program of disinfecting hand-contact surfaces in yards, and vehicles several times throughout each day. ○ Review inventory of disinfecting/cleaning supplies and order more if needed. ○ Dispatchers utilize PPE while transferring cash fares into sealable sanitization bags. ○ Dispatchers equip drivers with PPE during fitness for duty process. ○ Shelter Cleaner/Fueler will disinfect all vehicle handrails while vehicle is being fueled. 	<p>Maintenance Manager Shelter Cleaner Cleaner Maintenance Manager</p> <p>Dispatchers</p> <p>Dispatchers</p> <p>Maintenance Manager</p>
and		

	<ul style="list-style-type: none"> ○ Operations Supervisors at each remote MTA yard are responsible for sanitizing offices and sanitizing vehicles multiple times per day, utilizing appropriate PPE. ○ Continue to distribute sanitizer/cleaning supplies to remote yards. ○ 5.b: Electrostatic spraying of each vehicle at the end of each day. All locations 	<p>Operations Supervisors</p> <p>Operations Manager</p> <p>Operations Manager Operations Supervisors</p>
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Table F - PERSONAL PROTECTIVE EQUIPMENT AND SANITARY AID

Alert Phase	Action	Responsibility
1.b	<ul style="list-style-type: none"> ○ Review PPE inventory. Order masks, gloves, wipes, disinfecting gels, sealable cash bags and other needed sanitary aids if inventory is low. ○ Work with suppliers to ensure a steady flow of these aids for estimated length of each phase. ○ Ensure MTA's VPN's are running properly (see 5.b) 	<p>Maintenance Manager</p> <p>Maintenance Manager</p> <p>Operations Manager</p>
1.e, 2.b, 3.a and beyond 4.b	<ul style="list-style-type: none"> ○ Distribute PPE to all employees and remote yards. ○ Possible mandatory use of PPE for all high-density employees. 	<p>Operations Manager</p> <p>Executive Director</p>
4.b	<ul style="list-style-type: none"> ○ Require employees who work in high-density environments (including dispatchers, cleaners, shelter cleaners, and drivers) to wear protective masks and gloves. ○ Possible mandatory use of PPE for all high-density employees. ○ Continue to supply all PPE to all employees and remote locations. 	<p>All Managers All Supervisors Executive Director</p> <p>Executive Director</p> <p>Operations Manager</p>
5.b	<ul style="list-style-type: none"> ○ Provide PPE to office employees for use within office environments. ○ Possible mandatory use of PPE for all high-density employees. ○ Promote social distancing. ○ Enable telecommuting. 	<p>Human Resources</p> <p>Executive Director</p> <p>All Staff</p> <p>Executive Director</p>

Table G - Vaccines and Antiviral Medications

Alert Phase	Action	Responsibility
1.c	<ul style="list-style-type: none"> ○ Work with state and local health departments to track the development of guidelines for the allocation of contagious virus vaccine and antiviral medications. ○ Partner with agencies such as APTA and CTA to lobby prioritizing transit employees to receive vaccines and antiviral medications. ○ Research legal issues relative to vaccination of employees and opt-out conditions. 	<p>Executive Director</p> <p>Executive Director Board of Directors</p> <p>Human Resources</p>
1.e, 3.b	<ul style="list-style-type: none"> ○ Determine availability and costs of antiviral medications or vaccines on the open market ○ Commence contracting process to engage appropriate medical assistance for administering these precautionary treatments to employees through contact with local public health and hospital. 	Human Resources
4.b	<ul style="list-style-type: none"> ○ If medications are required either through state/local health departments or purchased on the open market, commence administering these treatments to employees in coordination with public health and hospital. ○ Priority should be given to those with the greatest exposure to high-density environments. 	Human Resources

Table H - Shutdown of Service

Alert Phase	Action	Responsibility
6.b	<ul style="list-style-type: none"> ○ Operations Manager will designate one dispatcher and qualified personnel to complete service. 	Operations Manager
	<ul style="list-style-type: none"> ○ Notification will be provided to dispatch. 	Operations Manager
	<ul style="list-style-type: none"> ○ Local agencies that utilize MTA service shall be notified by e-mail or telephone and press release will be sent. MTA's website will be updated to provide riders with shutdown notification 	Executive Director Marketing Manager Mobility Manager
5.b 6.b	<ul style="list-style-type: none"> ○ Complete final run 	Drivers, Operations Manager, Dispatch
	<ul style="list-style-type: none"> ○ Store all vehicles 	Drivers, Operations Supervisors
	<ul style="list-style-type: none"> ○ Recover all revenue from vehicles and remote yards 	Executive Director, Operations Manager
	<ul style="list-style-type: none"> ○ Close yards/offices 	Operations Manager
	<ul style="list-style-type: none"> ○ Secure yards/offices 	Maintenance Manager
6.b	<ul style="list-style-type: none"> ○ Deploy property protection, if needed, after safe storage of MTA assets. 	Maintenance Manager
6.b	<ul style="list-style-type: none"> ○ Deploy communication protocols and logistics plan for administrative work. 	Executive Director CFO
6.b	<ul style="list-style-type: none"> ○ Operations Manager will coordinate notification at shelters service shutdown. 	Operations Manager Operations Supervisors
6.b	<ul style="list-style-type: none"> ○ All revenue collected after last run will be disinfected and stored in a safe location until reopening of service. 	CFO
6.b	<ul style="list-style-type: none"> ○ Daily yard checks during shutdown to ensure property protection and security. 	Maintenance Manager
6.b	<ul style="list-style-type: none"> ○ Finance department will deploy remote services to ensure employees are paid appropriately during shutdown. 	CFO