

## MEMORANDUM

**TO:** VTA Employees

**FROM:** Operations Division

**DATE:** Tuesday, March 17, 2020

**SUBJECT:** Sanitary Workplace and Vehicle Cleaning Instructions during COVID-19

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This work instruction applies to all Service Workers and Mechanics at all VTA Operating Divisions who are implementing specific cleaning procedures that are intended to prevent the spread of the COVID-19 virus.

VTA Superintendents and their subordinate managers are responsible to ensure as clean and hygienic a workspace as reasonably possible for employees, as well as provide clean and hygienic revenue vehicles for use by the general public. Service Workers are responsible to disinfect all vehicles prior to those vehicles being put into service. Mechanics are responsible to maintain clean and hygienic workspaces and tools.

To make sure this work instruction is properly implemented, VTA Maintenance employees will do as follows:

**Yard Superintendents or their subordinate managers shall:**

- Ensure that Personal Protective Equipment (PPE) – specifically gloves & goggles – are available to all applicable staff, and that there are enough quantities of Tyvek or disposable coveralls available to meet approved requests.
- Ensure that each yard posts shifts for Service Workers so that there are adequate resources to address morning, midday, and evening peak.
- *Offer* all Service Workers the following overtime opportunities: four (4) hours of overtime for each day worked; twelve (12) hours of overtime for each day off. Service Workers are not required take the overtime offered but must fulfill their commitment to work the overtime accepted.
- Ensure that there is general access to soap and running water – or hand sanitizer, if available – at all yards for staff to disinfect hands while working.
- Determine appropriate and available transportation to the transit centers in proximity to their yards and will collaborate with VTA Service Planning to generate a list of transit centers that have the most frequent end-of-line and layover buses. This list will be used to identify priority of disinfection.
- Offer Blood Borne Pathogen training or other relevant training to all applicable staff.

## **Mechanics**

Before returning a revenue vehicle to service, Mechanics shall wipe and disinfect the vehicles they are working on at the conclusion of their repairs. Mechanics shall disinfect their workspaces and commonly used equipment, as appropriate.

## **Service Workers**

Service Workers who work either Day or Early shifts shall address morning disinfection of all revenue vehicles in the field. Prior to each shift, Service Workers shall disinfect coaches in the yard before morning and afternoon pullouts and be assigned to relieve Day and Early Service Workers in the field.

## **Cleaning Frequency**

The Centers for Disease Control and Prevention (CDC) has recommended frequent, routine cleaning of surfaces which aligns with our protocols. Each day, VTA buses and light rail vehicles are cleaned during daily servicing, removing routine dirt and debris. In addition, Service Workers wipe down the interior and frequently touched surfaces are disinfected using CDC-approved cleaning products.

Enhanced cleaning efforts now include:

- A more detailed cleaning each day when the buses pull into the operating divisions.
- There is a station at each bus yard for operators to do additional wipe down of surfaces as they begin their routes.
- Road call mechanics responding to calls (or if they are on stand-by) are being provided with cleaning supplies to wipe down surfaces.
- Cleaning crews at the end of each light rail line wiping down surfaces when the trains turn around to start their route again.