

**MARIN PUPIL TRANSPORTATION AGENCY**

**Phone: (415) 258-8511 // Fax: (415) 460-9811**

**Email: [dpetri@marinschools.org](mailto:dpetri@marinschools.org)**

**<https://marinpupiltransportationagency.org/>**

**Coronavirus (COVID-19) Action Plan**

**Introduction:**

On March 16, 2020, all schools in Marin County closed due to the Coronavirus pandemic – also known as COVID-19. In anticipation of schools re-opening, this “Action Plan” has been created to ensure safe and reliable school bus transportation plans for the students we transport for our 10 member school districts.

This Action Plan is based on the health recommendations of the Marin County Health and Human Services Department. Additional information is gleaned from transportation plans created by Marin Transit as well as First Student, Inc. Appropriate edits and additional needs-specific processes were included as well.

**The Marin Pupil Transportation Agency is committed to providing the safest and most efficient school transportation possible for its students. This Action Plan may be updated or adjusted as new health advisories dictate.**

**Health Check Prior to Return-to-Work:**

Prior to returning to work, school bus drivers or other vehicle operators shall be tested by Public Health officials to ensure they are free of any COVID-19 symptoms.

Daily health checks of drivers and staff shall be administered by local personnel (temperature checks, symptom checks, etc.).

**General Provisions:**

Infection control recommendations should always be followed. They include:

- a.** Individuals who have signs or symptoms of influenza or COVID-19 (such as cough, shortness of breath, fever) should not board school buses or alternate transportation provided by the Marin Pupil Transportation Agency (MPTA).
- b.** Passengers should maintain six (6) feet (social distancing) of separation from other passengers and the vehicle operator while onboard or waiting at bus stops.
- c.** To the extent possible and safe, passengers should wear face coverings at all times, covering the mouth and nose.

- d. Hands should be washed or sanitized before and after using the school bus or other vehicle.
- e. High contact areas of the school bus or other vehicles used should be cleaned before and at the end of the bus route after passengers leave the vehicle.

**Specific Provisions for Safe Transportation:**

- a. Students shall be transported in vehicles by group or classroom assignments (also known as cohorts) as practical and efficient as possible.
- b. Students shall be seated in designated seating areas as posted on the school bus or alternate vehicle. Seating shall not be closer than six (6) feet from other passengers on the same vehicle.
- c. One row of seats will remain empty between designated seating areas.
- d. In the empty seating row, the vehicle windows shall be slightly open – weather permitting – to enhance air flow / circulation throughout the vehicle.
- e. No student shall sit in the position closest to the bus aisle.
- f. Drivers shall assist the passengers with safe seating, securing students into seat belt devices, or into wheelchair stations, as appropriate.
- g. Prior to leaving the student's pick up or drop off location, the driver shall use sanitizing liquid to wash their hands.

**School Bus Work Area Disinfecting Procedures:**

Attached are the Standard Operating Procedures for school bus and work area disinfecting provided by the MPTA's transportation service contract provider – First Student, Inc.

**Special note:** Similar procedures should be used by any alternate carrier used to transport students for the Marin Pupil Transportation Agency.





## STANDARD OPERATING PROCEDURE

### Subject: Bus/Work Area Disinfecting

Section: 2 – Facility Safety | SOP #: Safety – 406 | Effective Date: November 13, 2007 | Revision Date: March 16, 2020

#### SOP Roadmap

1. Introduction
2. Procedure
  - a. Personal Protective Equipment (PPE)
  - b. Bus/Vehicle Decontamination
  - c. Work Area Decontamination
  - d. Decontamination Materials
  - e. Decontamination Procedure
3. Related/Reference Documents

#### Guide to Icons



**Related Document:** This section refers to related forms and reference materials.



**Action Item:** This section requires that action be taken.



**Legal Requirement:** This section refers to statutory/legal/OSHA obligations.






**Calendar Item:** This section contains a task that must be completed at set intervals or certain times.



**Key:** This section contains information important to your safety.

1. Introduction	<p>These procedures apply to infectious illnesses that (1) result in a public health emergency, or (2) could pose an immediate and grave health risk. The common cold or seasonal influenza virus generally does not warrant bus/work area disinfection. Recent examples would include H1N1, MRSA or Coronavirus (COVID-19) When considering bus or work area disinfection, consult your RSM and/or AGM.</p> <p>This SOP applies to all FS locations and management personnel.</p>	
2. Procedure		

a. Personal Protective Equipment (PPE)	<p>When cleaning and disinfecting the interior of the bus or location work area, use the following PPE to minimize exposure:</p> <ol style="list-style-type: none"> <li>1. Disposable gloves (vinyl or nitrile)</li> <li>2. Disposable particulate face mask</li> <li>3. Splash goggles when mixing, applying disinfectant solution</li> <li>4. Non-slip shoes</li> <li>5. Apron</li> </ol> <p>Proper cleaning and appropriate PPE use greatly reduce the risk of employee exposure to illnesses. Never reuse disposable PPE such as masks and gloves.</p> <ol style="list-style-type: none"> <li>1. Gloves are used to prevent transmission of diseases from skin contact.</li> <li>2. Masks are primarily used to prevent accidental/unconscious touching of the nose or mouth when cleaning, and not for airborne diseases.</li> <li>3. After each bus cleaning, dispose of the gloves and masks in a trash can lined with a trash bag that can be tied shut when full.</li> </ol>	
b. Bus/Vehicle Disinfection	<p>Any FS location with one or more bus that has transported passenger(s) <u>diagnosed with an infectious illness</u> (such as the example listed in the introduction) must utilize the following procedures:</p> <ol style="list-style-type: none"> <li>1. Immediately remove the bus from service, isolate it, and take measures to prevent any use or access until disinfection is complete.</li> <li>2. Any First Student employee assigned to disinfect the bus must wear appropriate PPE, i.e., face shield/goggles, gloves and apron.</li> <li>3. If bus seats are extraordinarily dirty, cleaning with soap and hot water may be necessary before disinfecting.</li> <li>4. The bus may be returned to service immediately following cleaning/disinfection.</li> <li>5. Document the diagnosis, buses, disinfection date, and school district point of contact using form <u>FS-406a Bus Disinfection Record</u>.</li> <li>6. The LM must keep a file copy.</li> <li>7. Continue with "Disinfection Procedure" below.</li> </ol>	
c. Work Area Disinfection	<p>Any location that has determined that an employee has been <u>diagnosed</u> with an infectious illness must utilize the following procedures:</p> <ol style="list-style-type: none"> <li>1. Identify any/all common areas or other work spaces the employee may have occupied in the prior 24 hours.</li> <li>2. To the extent possible, minimize or eliminate use of these areas until disinfection has occurred.</li> <li>3. Continue with "Disinfection Procedure" below.</li> </ol>	
d. Disinfection Materials	<p>Locations must maintain supplies materials for disinfecting buses and work areas. Along with the required PPE, suggested materials include:</p> <ul style="list-style-type: none"> <li>• Clean bucket to prepare disinfecting solution in</li> </ul>	



	<ul style="list-style-type: none"> <li>• Chlorine bleach</li> <li>• Clean spray bottle</li> <li>• Damp cloth</li> <li>• Damp mop</li> <li>• Environmental Protection Agency-registered disinfectant, e.g., Lysol spray.</li> </ul>	
e. Disinfection Procedure	<ol style="list-style-type: none"> <li>1. Ensure only trained and properly equipped persons perform cleaning and disinfecting.*</li> <li>2. <u>To minimize the risk of injury on a vehicle or in the lot, where feasible consider the use of a cleaning crew to perform vehicle disinfection.</u></li> <li>3. Use an EPA-registered disinfectant or prepare a chlorine disinfectant by mixing 5 tablespoons (1/3rd cup) of bleach per gallon of water or 4 teaspoons of bleach per quart of water. <ol style="list-style-type: none"> <li>a. <u>Preparation of chlorine bleach solution should be performed by designated employees (e.g. shop employees) and provided to the cleaning crew or other employees performing disinfection.</u></li> <li>b. Ensure the bleach is added to the water rather than water to the bleach. This mixture is not intended for cloth surfaces.</li> <li>c. Ensure employees wear appropriate PPE as described above when mixing/using this disinfectant solution.</li> <li>d. After mixing disinfectant, transfer contents to a clean hand-spray bottle.</li> </ol> </li> <li>4. Lysol disinfecting spray is also effective and may be necessary to use on cloth surfaces. If disinfecting spray is used, ensure the bus or work area has been sufficiently ventilated to eliminate residual odors.</li> <li>5. Wipe all surfaces where there is potential for skin contact including, but not limited to, seats (front/back), grab bars/handles, and window latches. If using chlorine bleach solution or disinfecting spray, use the disinfectant liberally to ensure coverage of the entire surface.</li> <li>6. Allow the disinfectant to remain on the surface(s) <u>for at least 10 minutes</u>.</li> <li>7. Wipe the disinfected surfaces with a damp cloth (and damp mop the floor as necessary).</li> <li>8. Return spray bottles, used cloths/mops (if used) to the designated employees who prepared the disinfection solution. So they can: <ol style="list-style-type: none"> <li>a. Rinse any used cloths/mops with clean running water after each bus cleaning. Note: these cloths/mops <u>do not</u> require any <i>special</i> handling, storage, or laundering after use.</li> <li>b. Discard unused chlorine disinfectant by flushing in a toilet. Rinse the spray bottle thoroughly with warm tap water.</li> <li>c. Store the spray bottles and cloths/mops so they are available for next use.</li> </ol> </li> </ol>	✓

	<p><b>*NOTE:</b> If blood or other potentially infectious material is involved, follow the procedures in the <u>SOP #401 Bloodborne Pathogens Exposure Control Plan, 12/1/11</u> in addition to the above disinfecting procedures.</p>	
3. <b>Related/Reference Documents</b>	<p><b><u>Related Documents</u></b>  <u>FS-406a Bus Disinfection Record</u>  <u>FS 401 Bloodborne Pathogens SOP – Exposure Control Plan</u></p> <p><b><u>Reference Documents</u></b>  <u>FS 405 Infectious Illness Control SOP</u></p>	