

COVID-19 Preparedness Plan for McIlwain School Bus Lines, Inc.

McIlwain School Bus Lines, Inc. is committed to providing a safe and healthy workplace for all our employees, clients, patrons, and passengers. To ensure we have a safe and healthy workplace, McIlwain School Bus Lines, Inc. has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Timothy McIlwain, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. McIlwain School Bus Lines, Inc.'s managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. McIlwain School Bus Lines, Inc. is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by requesting and soliciting information from employees and subsequently integrating those suggestions into developing this plan.

McIlwain School Bus Lines, Inc.'s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Pennsylvania, which is based upon Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (PDH) guidelines for COVID-19, Occupational Safety and Health Administration (OSHA) statutes, rules and standards, and Pennsylvania's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and vehicle ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

McIlwain School Bus Lines, Inc. has reviewed and incorporated the industry guidance applicable to our business provided by the Commonwealth of Pennsylvania for the development of this plan, including the Transportation industry guidance, Pennsylvania Department of Education (PDE) guidance and Pennsylvania Department of Transportation (PennDOT) guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors and passengers;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;

- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All employees shall not report to work if they are feeling ill or have symptoms related to COVID-19 (see Exhibit A). Employees must call their immediate supervisor to report any absence from work. If symptoms remain, employees must seek the advice of their healthcare professional prior to returning to work. If symptoms begin while at work, employees must immediately distance themselves from others and vacate the workplace.

McIlwain School Bus Lines, Inc. has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

McIlwain School Bus Lines, Inc. has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Daily personnel tracking and attendance will take place and employees will immediately be notified if they were exposed to a person with COVID-19. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between employees, clients, patrons, and passengers in the workplace through the following engineering and administrative controls when feasible: Drivers will avoid places of congregation such as offices, driver break rooms, maintenance shop and in the parking lots. All bus door entrances will be at least six feet apart. Drivers will be highly encouraged to communicate with supervisors via telephone and email to help avoid face to face interactions. If a face to face meeting is required, drivers will meet with their respective dispatcher in a designated meeting room (training room) and remain at least six feet apart. Drivers and monitors will be required to wear face masks or face shields while transporting passengers, unless wearing a face covering would create an unsafe condition in which to operate the vehicle. District's will be asked to encourage students to wear face coverings as well to help prevent the spread of COVID-19.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and hot water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All employees, clients, patrons, and passengers to the workplace are encouraged to wash or sanitize their hands prior to or immediately upon entering the facility or vehicle. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. District's are encouraged to purchase and install dispensers in school vehicles when allowed by Commonwealth law.

Employees, clients, patrons, and passengers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, clients, patrons, and passengers are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. McIlwain School Bus Lines, Inc. will communicate these instructions with District's and employees during back to school meetings and periodically throughout the year.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Ventilation has shown to be a particularly effective way to reduce transmission, and it must be considered whenever possible during transportation to and from school. A study on the impact of ventilation on the reduction of respiratory droplets concluded that "in the best ventilated room, after 30 seconds the number of droplets had halved, whereas with no ventilation this took about 5 minutes" (Somsen et al., 2020). (<https://www.thelancet.com/action/showPdf?pii=S2213-2600%2820%2930245-9>). Drivers will be expected to ventilate the vehicle when feasible and when the safety of the passengers will not be compromised.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. District's are welcome and encouraged to purchase additional cleaning tools (ie. Foggers, electrostatic sprayers) or contract with third party cleaning agencies to further cleanse the vehicles.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. These resources are scarce and limited. District's are encouraged to purchase and provide additional disinfecting supplies as they deem appropriate.

Drop-off, pick-up and delivery practices and protocol

Drivers are encouraged to limit communications with students to help practice social distancing. District's are encouraged to communicate to students, parents and guardians for children to quickly, safely and efficiently load and unload the vehicle. A complete list of guidance from PDE and PDH can be found on Exhibit B to this document.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated by distribution to all workers during back to school training meetings, and necessary training will be provided. Additional communication and training will be ongoing throughout the year. Training will be provided to all workers who did not receive the initial training and prior to employment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers and drivers. All employees, clients, patrons, and passengers will also be advised not to enter the workplace or passenger vehicles if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. Updates will be given during weekly and monthly safety meetings. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by McIlwain School Bus Lines, Inc. management and the plan was posted throughout the workplace and made readily available to employees on 7/1/2020. It will be updated as necessary by Timothy McIlwain.

Certified by:



Timothy D. McIlwain
Vice President

Date: 7/1/2020

EXHIBIT A

McIlwain School Bus Lines, Inc.

COVID-19 Sick Day Rules

Employees are responsible for checking their temperature at home EVERY DAY before reporting to work.

Mode	Temperature for Fever
Axillary and Temporal	99.5°F or higher
Oral	100.0°F or higher

- If an employee has a fever **they must stay home.**
- If an employee has taken a fever reducing medication such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil), naproxen (Aleve) within 8 hours, **they must stay home.**
- If an employee has one symptom from Column A or two symptoms from Column B below, **they must stay home.**

Please call your healthcare professional with specific questions about your symptoms.

If an employee has tested positive for COVID-19, has been in close contact with someone who has tested positive for COVID-19, or has been in close contact with someone who has any of the symptoms below, **they MUST stay home and quarantine.** Please contact your healthcare professional for specific guidance or the Pennsylvania Department of Health at **1-877-724-3258** for guidance on quarantine requirements.

Close contact is...

Less than 6 feet of separation for greater than 15 minutes

Please inform your immediate supervisor if you have the following symptoms or have tested positive for COVID-19.

Any employee who develops these symptoms at work will be sent home. The employee may not return without a note from a physician, nurse practitioner, or physician assistant clearing them to attend work.

Column A - One Symptom	Column B - Two Symptoms
Fever (100.4 or higher)	New loss of smell or taste (without congestion)
Cough	Sore throat
Shortness of breath	Chills
Difficulty breathing	Muscle pain
	Headache
	Congestion or runny nose
	Nausea or vomiting
	Diarrhea

Exhibit B

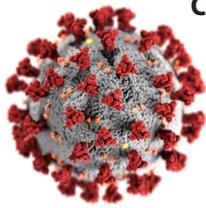
Busing and Transportation

- Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or the bus stop each day. ([See Symptom Screening Tool.](#))
- Bus drivers and passengers must wear face coverings while on the bus, in accordance with the Secretary of Health's Order Requiring Universal Face Coverings issued July 1, 2020.
- Promote social distancing at bus stops. Consider adding more bus stops to minimize the number of students waiting together.
- Load the bus by filling seats from back to front to limit students walking past students to find a seat.
- Do not seat students in the front row of the bus.
- Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.
- Use tape marks to show students where to sit.
- Minimize the number of people on the bus at one time within reason and to the greatest extent possible.
- Do not allow individuals, including parents, guardians and other caregivers, on the bus, unless absolutely necessary (i.e., to assist a student with a disability).
- Open windows, if weather allows, to improve ventilation.
- Disinfect buses after each run. Thoroughly clean and disinfect buses daily.
- Provide sanitizing options on the bus and promote use.
- Have all students wash their hands or use hand sanitizer before or immediately upon entering the school.
- Send students directly to their assigned classroom upon entering the building. Do not allow students to congregate in a lobby, hallway, or cafeteria before school starts.
- Communicate that individuals who are self-quarantining or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up children from school.
- Survey parents and families about their plans to utilize school district transportation services to better understand capacity needs.
- Encourage alternative modes of transportation for students who have other options to minimize the number of students on each bus.

What Bus Drivers Need to Know about COVID-19

BUS OPERATORS

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>



Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough, or shortness of breath. Our understanding of how the virus spreads is evolving as we learn more about it, so check the **CDC website** (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>) for the latest information.

The virus is thought to spread mainly from person-to-person:



Between people who are in close contact with one another (within about 6 feet).



Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies indicate that the virus can be spread by people before they develop symptoms (pre-symptomatic) or who never develop symptoms (asymptomatic). It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads. Older adults and people of any age who have serious underlying medical conditions may be at **higher risk for more serious complications** (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) from COVID-19.

CDC recommends wearing cloth face coverings (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

As a bus operator, how can I protect myself?

For bus operators, potential sources of exposure include having close contact with a bus passenger with COVID-19, by contacting surfaces touched or handled by a person with COVID-19, or by touching your mouth, nose, or eyes.

- Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
- Consider asking bus passengers to enter and exit the bus quickly, efficiently and SAFELY.
- Request passengers avoid sitting within 6 feet of the bus driver.
- Avoid touching surfaces often touched by bus passengers.
- Use gloves if required to touch surfaces contaminated by body fluids.
- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator.
- Proper **hand hygiene** (<https://www.cdc.gov/handwashing/index.html>) is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Key times to clean hands in general include:
 - » Before, during, and after preparing food
 - » Before eating food
 - » After using the toilet
 - » After blowing your nose, coughing, or sneezing
- Additional times to clean hands on the job include:
 - » Before and after work shifts
 - » Before and after work breaks
 - » After touching frequently touched surfaces, such as fareboxes and handrails
 - » After putting on, touching, or removing cloth face coverings
- Avoid touching your eyes, nose, or mouth.

What steps should my employer take?

Employers of bus operators should develop a COVID-19 health and safety plan to protect employees according to **CDC Business Guidance** (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>). This plan should be shared with you and your coworkers. Your employer should:

- Institute measures to physically separate or force distance greater than 6 feet between bus operators and passengers. These may include use of physical partitions or visual cues (e.g., floor decals, colored tape, or signs to indicate to passengers where they should not sit or stand near the bus operator).
- **Take steps to help prevent the spread of COVID-19 if an employee is sick** (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). Actively encourage sick employees to stay home. Sick employees should not return to work until **the criteria to discontinue home isolation are met** (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>), in consultation with healthcare providers and state and local health departments.
- Provide information on who to contact if employees become sick.
- Implement flexible sick leave and supportive policies and practices. Consider drafting non-punitive emergency sick leave policies if sick leave is not offered to some or all employees.
- Designate someone to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Provide employees with correct information about COVID-19, how it spreads, and risk of exposure.
- Conduct worksite assessments to identify COVID-19 prevention strategies.
- Provide employees training on proper **hand washing** (<https://www.cdc.gov/handwashing/index.html>) practices and other routine infection control precautions. This will help prevent the spread of many diseases, including COVID-19.
- Provide employees access to soap, clean running water, and drying materials, or alcohol-based hand sanitizers containing at least 60% alcohol at their worksite.
- Provide employees with appropriate gloves when necessary and provide training on properly using them.
- Provide disposable disinfectant wipes so that surfaces commonly touched by the bus operator can be wiped down. To disinfect, use **products that meet EPA's**

criteria for use against SARS-CoV-2 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>), diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Provide employees training on manufacturer's directions for use.

- Provide tissues and no-touch disposal receptacles for use by employees.
- Place posters that encourage **staying home when sick** (<https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html>), **covering coughs and sneezes** (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and **washing hands often** (<https://www.cdc.gov/handwashing/materials.html>) at the entrance to the workplace and in other workplace areas where they are likely to be seen.
- Reach out to local public health officials to establish ongoing communications to facilitate access to relevant information before and during a local outbreak.
- Follow all applicable federal regulations and public health agency guidelines.

Where can I get more information?

Stay informed. Talk to your employer, supervisor, union representative, or agency personnel who are responsible for responding to COVID-19 concerns. See these sources for more information on worker exposures to COVID-19:

CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) website: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

NIOSH Workplace Safety and Health Topic website: www.cdc.gov/niosh/emres/2019_ncov.html

CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov/

OSHA COVID-19 website: www.osha.gov/SLTC/covid-19/controlprevention.html

CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | website: <https://www.cdc.gov/dcs/ContactUs/Form>