

Enid Public Transportation Authority

EPTA/The Enid Transit

INFECTIOUS PANDEMIC PLAN

The Enid Public Transportation Authority (EPTA/The Enid Transit) has developed this Infectious Pandemic Response Plan to decrease the spread of seasonal flu and other contagious diseases that may occur in the workplace and to help maintain business continuity during such outbreaks. The Goal is to not only provide measures for the prevention of a workplace outbreak of illness, but to also meet the CDC/FTA policy recommendations to help prevent the spread of infectious diseases and a potential pandemic crisis. Transit employees by the nature of their business are at an increased risk of contracting influenza and other contagious diseases because the workers are consistently closer than 6 feet in proximity to a large number and diverse group of the public. Recommended increases in social distances during influenza season or in the event of another contagious disease outbreak are impossible to achieve in the transit environment. Transit Operators are considered to be a "Medium Risk" for exposure on the tables for vaccination recommendations and facemask stockpiling. This document will be included within the EPTA/The Enid Transit Transportation Safety and Security Plan.

- I. **Broad Prevention of Influenza and other Contagious Diseases**
 - a. Provide training to all EPTA/The Enid Transit employees regarding the practices outlined in the Infectious Pandemic Plan
 - i. New Hire training of all new employees
 - ii. Bi-annual training for regular staff on influenza/contagious disease prevention
- II. **Specific Prevention Measures**
 - a. Encourage employees to be vaccinated for seasonal and specific influenzas and, if possible and available, other contagious as may be deemed necessary.
 - i. EPTA/The Enid Transit may offer vaccination clinics that potentially may be available free or at a discounted rate to the employees
 - b. Encourage improved hand hygiene
 - i. Post hand-washing procedures by restroom sinks
 - ii. Provide alcohol-based hand sanitizing gels
 - c. Encourage employees to cover their coughs and sneezes

- i. Educate employees on how influenza and other contagious diseases are thought to spread from person to person and the importance of social etiquette
 - ii. Provide tissues and non-touch disposal receptacles
- d. Encourage employees to routinely clean surfaces and items that are more likely to have frequent hand contact
 - i. Countertops, door handles, phones, workstations
 - ii. For transit operators, and anti-bacterial wipe used on the steering wheel before driving is encouraged (especially when switching from one driver to another)
 - iii. Provide the necessary cleaning supplies and anti-bacterial wipes
- e. Employees who have traveled outside of the United States should be encouraged to remain home a full 24 hours following their return to the U.S. prior to reporting back to work to insure they are symptom free and not infected with influenza or any other contagion that has been identified.
- f. Prepare for employee absences due to illnesses
- g. EPTA/The Enid Transit has a layered approach for operations to provide coverage for sick call-ins:
 - i. Part-time positions
 - ii. Supervisor coverage

III. **Workplace Breakout Measures**

- a. Identify normal absenteeism levels – monitor for when to escalate procedures
- b. Sick persons should stay home if they have influenza-like or influenza symptoms or symptoms identified as being associated with other identified contagions
 - i. Symptoms may include:
 - a. Fever (100 degrees F+)
 - b. Chills
 - c. Cough
 - d. Sore throat
 - e. Headache

- f. Tiredness
 - g. Diarrhea
 - h. Vomiting
- c. Expect sick employees to be out for about 3 to 5 days in most cases or for any specific period of recovery as may be identified by public health officials.
- d. Employees are not to return to work until at least 24 hours after they are free of fever (less than 100° F) without the use of fever-reducing medications or as advised by public health officials.
- e. Sick employees who report to work ill should be advised to return home or seek medical attention.
- f. Employees who become ill with symptoms of an influenza-like illness or other contagions during the work shift should be:
 - i. Separated from other workers/the public
 - a. As an interim step, the employee should wear a facemask.
 - ii. The employee should be encouraged to go home as soon as practical
 - iii. Other employees should be encouraged to monitor themselves for symptoms when another employee goes home ill.
- g. Whenever 20% or more of our staff has called in sick (4 out of 19 drivers per scheduled day), employees will be offered the voluntary use of a facemask as an added preventative measure to prevent the spread of illness.
- h. Upon the 20% mark, we will disinfect the EPTA/The Enid Transit Operating offices and all buses, paying close attention to door handles, counters, tables/chairs, and any other surfaces.
- i. Upon the 20% mark, the City of Enid City Manager will notify the Public Health Officer of a cluster of present cases.
- j. Whenever 40% of our staff (8-10 drivers) or more is out ill, the mandatory use of facemasks will be required of all transit employees.
- k. Upon the 40% mark, we will require active screening by taking employees' temperatures prior to the beginning of a shift.

- I. Suspension of service may occur if staffing levels do not permit normal operations utilizing our planned coverage for illnesses. We will be prepared to remain fluid and flexible looking at operations plans on a daily basis depending upon available daily staffing levels.

IV. **Local Breakout Measures**

If we are doing a fabulous job of prevention, we may not have employees out ill with influenza-like or influenza symptoms or those symptoms identified with other contagions. In which case, we will rely on the Public Health Officer to disseminate when progressive measures are required. The Public Health Officer has a statutory responsibility to notify all transportation providers when the seasonal flu and other contagions become virulent and pose a safety concern within the local community.

- a. Upon initial confirmation from the Public Health Officer of an increase of influenza and influenza-like cluster cases in the Area, the City Manager will begin daily dialogue with the Public Health Officer to monitor status, receive directives, and respond appropriately.
- b. The Public Health Officer will issue progressive directives of timing for the transit operators to begin wearing facemasks on a voluntary basis, on a mandatory basis, and the directive for us to offer passengers with symptoms (coughing) a facemask to put on upon boarding a public transit vehicle.
- c. The Public Health Officer will also make a directive for active screenings, by taking employee's temperatures prior to the beginning of a shift, of our transit operators as warranted.
- d. The Public Health Officer will monitor cluster cases throughout the City, the Towns, and Garfield County and make directives that are necessary in which to slow and/or stop the spread of the infectious threat.

V. **Declaration of Emergency by the Health Department**

During a Declaration of Emergency by the Public Health Officer, an order to require suspension of transit service may be issued. This will be determined by the continual monitoring of the severity of the spread and virulence and number of confirmed cases within the local community, and the level of containment that is indicated.

VI. **Resumption of Normal Operations**

- a. Following a Suspension of Service due to an Infectious Pandemic, normal operations will not be resumed until:
 - i. An all clear is received from the Public Health Officer to resume transit operations.

- ii. Scheduled drivers are actively screened and are deemed fever free and symptom free.
- iii. All buses will be cleaned on the interior prior to being placed back into service.
- iv. Determinations will be made based upon daily availability of staffing as to the operations plan.
- v. The Public Health Officer decides whether or not facemasks should be voluntary, mandatory, or discontinued.
- vi. The Public Health Officer will issue the progressive stand-down orders.
- vii. Resumption of normal operations will occur as soon and as quickly as practicable.

REQUIRED RAMP UP IN WHICH TO EXECUTE THIS PLAN:

Currently EPTA/The Enid Transit actively provides cleaning/disinfecting products, sanitizing hand gels, anti-bacterial wipes, and tissues for its employees. We also have hand-washing instructions posted by all sinks.

EPTA/The Enid Transit will need to procure (2) Thermometers with enough disposable probe covers to last for 120 day infectious period and stockpile enough facemasks to achieve staff and passenger coverage if this plan were ordered in effect.

March 13, 2020

Mary Beth Williams, EPTA General Manager