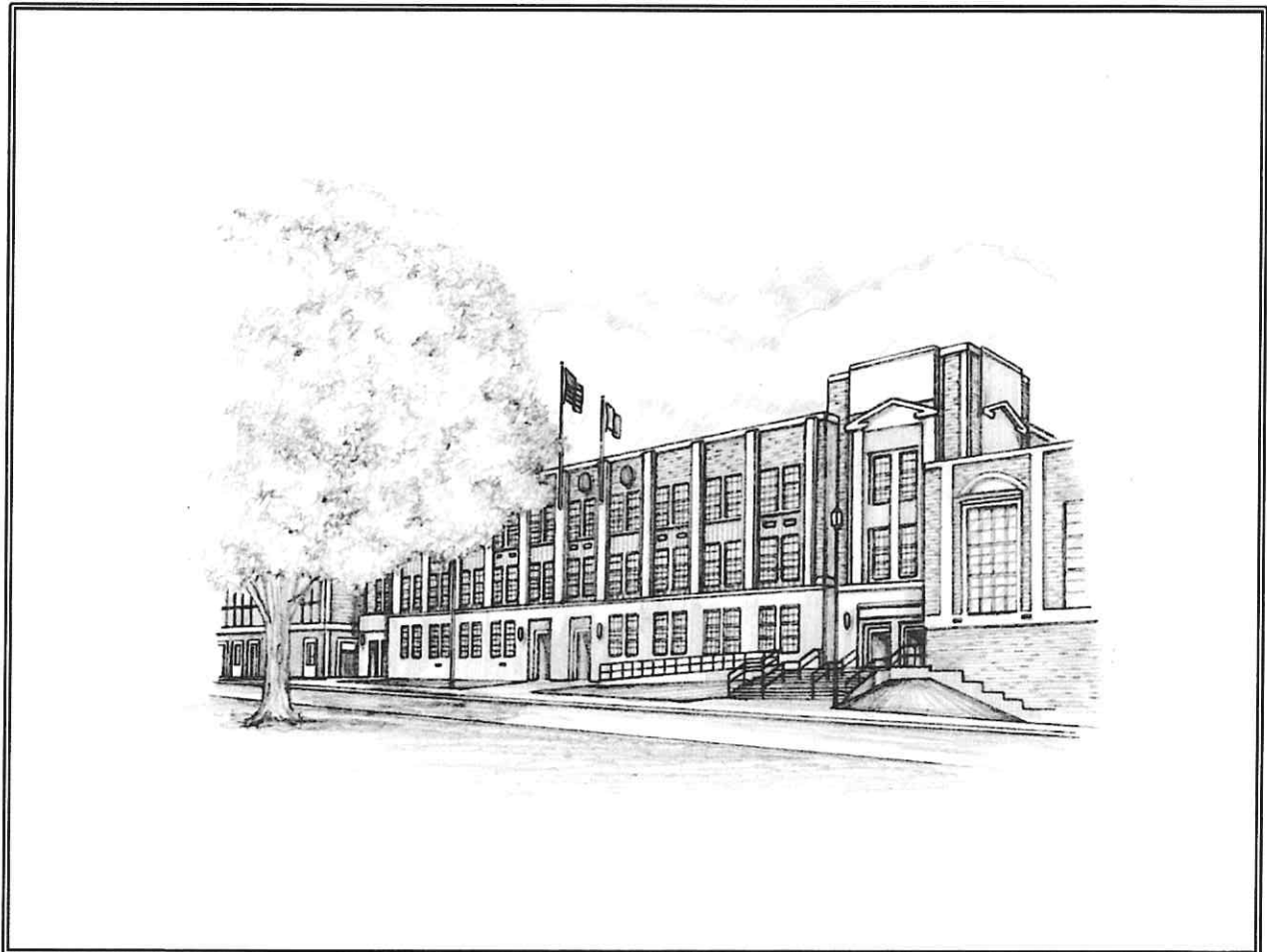




# Utica City School District Guidelines for the Opening of School



*August 2021*

*Updated October 2021*

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## **Introduction**

Since March of 2020, school districts across the United States have been impacted by the spread of the COVID-19 (Coronavirus) global pandemic. The pandemic provided unprecedented challenges to school districts, redefining the way in which education was delivered in order to provide for the health and safety of students, teachers, staff members, parents and their families.

With the end of the 2020-2021 school year, school districts were eager to return to normal operations in 2021-2022 as the number of COVID-19 cases fell dramatically last spring and during the early summer months due to mitigation strategies, along with the roll-out of COVID-19 vaccines.

Over the past several weeks, however, communities across the United States have seen the number of COVID-19 cases rise once again due to new variants which are circulating around the globe, most notably the new Delta variant which is currently the dominant strain of COVID-19.

During the month of August 2021, the following guidance was released to school districts to assist in the opening of the 2021-2022 school year:

- ✓ August 5, 2021 – *“Guidance for COVID-19 Prevention in K-12 Schools”* from the Centers for Disease Control (CDC)
- ✓ August 12, 2021 – *“Health and Safety Guide for the 2021-2022 School Year”* from the New York State Education Department
- ✓ August 17, 2021 – *“School Reopening Guidelines 2021-2022 School Year”* from the Oneida County Health Department

Each of the guidance documents clearly prioritizes full time in-person learning for students along with the implementation of COVID-19 mitigation strategies in order to protect the safety and well-being of students, teachers, staff and their families.

## **Utica City School District Reopening Plan**

The Utica City School District’s reopening plan was developed in accordance with all of the guidance documents and includes stakeholder input from the school district’s administrative team, teachers, principals, parents, secretaries, teacher assistants, etc.

The school district released an electronic “2021-2022 Opening of School Survey” for parents to fill out in order to provide input to assist the school district in finalizing its plans for the opening of school. The survey was released in multiple languages.

The majority of respondents support full time in-person instruction and the wearing of face coverings as recommended by the Centers for Disease Control

(CDC), the Academy of Pediatrics, the New York State Education Department, and Oneida County.

### Full Time In-Person Instruction

- ✓ In accordance with the guidance from the Centers for Disease Control (CDC), the Academy of Pediatrics, the New York State Education Department, and Oneida County, the Utica City School District will open to full time in-person instruction for all students on Tuesday, September 7, 2021.
- ✓ A remote learning option will only be implemented in the case of a governmental emergency declaration closing schools (i.e. from the health department), or in the cases of long-term quarantine or isolation of an entire class or school building. Chrome Books and mobile Wi-Fi devices will be provided to students during these instances.
- ✓ Teachers will be required to establish a Google Classroom before students return on September 7th to be used in the event of a school closure or long term quarantine of an entire classroom.

### Students with underlying medical conditions

- ✓ Parents who do not wish to send their child to school due to a serious underlying medical condition must provide medical documentation from a physician to the office of Pre-K and Student Services to apply for medical homebound instruction or to pursue homeschooling their child.

### COVID-19 Mitigation Strategies

The Utica City School District will continue to implement COVID-19 mitigation strategies to provide for the safety and well-being of students, teachers, and staff as outlined in the guidance documents from the Centers for Disease Control (CDC), American Academy of Pediatrics, New York State Education Department, and Oneida County. COVID-19 mitigation strategies include:

- ✓ Promoting vaccinations
- ✓ Consistent and correct use of masks
- ✓ Physical distancing
- ✓ Screening/testing to quickly identify cases
- ✓ Improved ventilation
- ✓ Proper handwashing and respiratory etiquette
- ✓ Staying home when sick and getting tested

- ✓ Contact tracing in combination with isolation and quarantine
- ✓ Routine cleaning with disinfection

### Vaccinations

- ✓ The Utica City School District will promote and support local efforts for parents who wish to obtain vaccinations for their children, including offering vaccination clinics at school sites.
- ✓ Any documentation of student and staff vaccination information will be voluntary. Any information collected will be secured and used in accordance with all applicable laws and regulations.

### Masks

- ✓ The Utica City School District will require universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status and community transmission levels, as recommended in the guidance documents from the Centers for Disease Control (CDC), the American Academy of Pediatrics, the New York State Education Department, and Oneida County. This includes passengers and drivers on school buses, as well as masking during indoor school events and athletic contests as per the guidance.

### Physical Distancing

- ✓ The Utica City School District will maintain three (3) feet of physical distance between students in classrooms to the greatest extent possible, combined with indoor mask wearing, to reduce the transmission of COVID-19.
- ✓ Six (6) feet of physical distancing will be maintained between students and teachers/staff, as well as between teachers/staff who are not fully vaccinated.
- ✓ Other prevention strategies, such as cohort grouping, enhanced ventilation, etc., will be utilized when three (3) feet of physical distancing is not possible.
- ✓ Physical distancing will be maximized to the greatest extent possible during lunch, physical education, choir, instrumental music, etc.
- ✓ Physical distancing is no longer required on school busses.

## Temperature and Screening

- ✓ The Utica City School District will continue to conduct temperature screenings and screening questionnaires at all buildings as a proactive measure, especially since the community is currently designated as a community of high transmission.
- ✓ School teachers/staff will remind parents to be mindful of indications that their children are exhibiting any COVID-19 symptoms and to seek testing when such symptoms are present.
- ✓ A list of COVID-19 symptoms can be found on the CDC website by accessing the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Good Handwashing and Respiratory Etiquette

- ✓ Utica City School District will teach and reinforce proper handwashing and respiratory etiquette which includes:
  - Covering coughs and sneezes
  - Encouraging adults and students to wash their hands for at least 20 seconds
  - Reminding everyone in school to wash their hands frequently
  - Assisting young children in handwashing
  - Providing hand sanitizer containing at least 60% alcohol when handwashing is not possible

## Staying Home when Sick and Getting Tested

- ✓ Parents/guardians should screen for COVID-19 symptoms prior to sending their children to school.
- ✓ Students and school personnel should stay home if they are showing signs and symptoms of infectious illness, including COVID-19, and get tested.
- ✓ Students and teachers/staff who exhibit COVID-19 symptoms will be sent home. In order to return to school, they will be required to obtain a negative COVID-19 test and be symptom-free for 24 hours **OR** provide a note from a physician that the symptoms were not COVID-19 related per Centers for Disease Control (CDC) guidance.

## COVID-19 Screening Testing, Contact Tracing, Quarantine and Isolation

- ✓ The Utica City School District will work with the Oneida County Health Department to identify positive cases in order to mitigate any

possible outbreak or spread of COVID-19 as quickly as possible through the identification of, and communication with, close contacts as it relates to quarantine and isolation.

- ❑ The CDC defines a close contact as someone who was within six (6) feet of an infected person for a cumulative total of 15 minutes over a 24-hour period.
- ✓ The Utica City School District will maintain confidentiality pursuant to privacy laws such as the Family Educational Privacy Act (FERPA).
- ✓ The building principal is responsible for all COVID-19 matters including contact tracing and effective communication with the school district's COVID-19 resource person.

### Routine Cleaning and Disinfection

The Utica City School District will continue all enhanced cleaning and disinfection protocols that are currently in place. This includes cleaning school buildings at least once per day and any spaces occupied by a person who tested positive for COVID-19 as soon as possible as per CDC guidance.

(See attachment: ***2021-22 School Year Enhanced Cleaning and Disinfection Plan and Guidelines for COVID-19***)

### Pupil Transportation

- ✓ Students, drivers and monitors will be required to wear a mask on the school bus regardless of vaccination status subject to the exclusions and exemptions in the CDC's order.
- ✓ Durham School Services has implemented a plan of disinfecting their vehicles twice a day, once after the morning run and again after the afternoon route. The company will provide *ProKure* brand disinfectant supplies to the bus drivers to enable them to disinfect any surface that becomes contaminated during the route.
- ✓ When outside temperatures are above 45 degrees, school busses will transport students with roof hatches or windows slightly open to improve air circulation throughout the bus unless it poses a safety risk.
- ✓ Pursuant to the CDC's guidance, physical distancing is no longer required on school busses.

(See attachment: ***Utica City School District Pupil Transportation Reopening Plan 2021-2022 School Year Updated 8/09/21***)

## Extracurricular Activities

The Utica City School District strongly encourages testing for all non-vaccinated participants and reserves the right to require testing for all non-vaccinated participants to the greatest extent possible based on community transmission levels and the availability of testing for any “extracurricular activity with an “elevated risk” such as Band, Choir, and Drama Club.

## Conclusion

The Utica City School District is committed to opening the 2021-2022 school year to full time in-person instruction in the safest manner possible through the application of the guidance provided to school districts from the Centers for Disease Control (CDC), the American Academy of Pediatrics, the New York State Education Department, the New York State Department of Health, and Oneida County.

The Utica City School District will evaluate any new guidance and/or mandates from these agencies as conditions evolve and make any necessary adjustments.

**UPDATE:** \*\* The Utica City School District has implemented COVID-19 testing in accordance with the mandates issued by the New York State Department of Health as ordered by the Governor. \*\*

## **Resources**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

<https://www.aap.org/en/news-room/news-releases/aap/2021/american-academy-of-pediatrics-updates-recommendations-for-opening-schools-in-fall-2021/>

<http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>

[https://ocgov.net/sites/default/files/exec/2021/SchoolReopening\\_08.17.21%20FINAL.pdf](https://ocgov.net/sites/default/files/exec/2021/SchoolReopening_08.17.21%20FINAL.pdf)





UTICA CITY  
SCHOOL DISTRICT  
MICHAEL M. FERRARO  
BUILDING AND GROUNDS  
(315) 792-2231

## VISION

Utica City School District students will attain the knowledge, skills and character necessary to become productive members of society.

## MISSION

The Utica City School District will ensure accountability and continuous improvement in the education of our students by:

- Providing a quality education for a diverse student population in a safe and orderly environment;
- Developing essential academic and responsible citizenship skills;
- Graduating students ready to pursue continuing education, become gainfully employed or enlist in military service;
- Ensuring quality and equity in the distribution of resources including well-maintained facilities and emerging technology.

[www.uticacsd.org](http://www.uticacsd.org)

## 2021-22 SCHOOL YEAR ENHANCED CLEANING AND DISINFECTION PLAN AND GUIDELINES FOR COVID-19

Our Facilities Department has developed a very detailed and specific Enhanced Cleaning and Disinfection Plan to help us provide a clean and healthy environment for all of our students, faculty, staff and visitors. We are implementing new procedures across the district along with improving systems to have our facilities as touch free as possible. Here are some key areas we are focusing on and new systems we are implementing:

- Standardize our procedures in the cleaning and disinfecting processes throughout the district.
- All custodians and cleaners will be provided with manuals and workflow charts to follow on a daily basis to clean for COVID-19.
- We will have an increase awareness on cleaning high touch fixtures and areas with high use.
- Our staff will have access to training on a regular basis on the best cleaning/disinfecting procedures the industry has to offer. There will also be general trainings available as well.
- There will be a compliance and quality system to ensure cleaning and disinfection practices are preformed as prescribed.
- Encourage and reinforce hygiene etiquette by creating awareness and reinforce the importance of hand hygiene, personal hygiene and social distancing.
- We are moving to a touch free systems in both our paper towel system and hand care products. Less items to touch, the less the opportunity for germs to spread.
- Our current soap product has been moved to a Anti-Bacterial Soap.
- Continue to have a sufficient supply of products specifically for our COVID-19 cleaning processes and procedures. Our disinfectant, Hillyard #819 Non-Acid Restroom Disinfectant/Cleaner, is on the EPA approved list. (See following pages)

We truly feel with our new procedures and improved systems across with have our facilities fully prepared to ensure a clean and healthy environment for everyone that enters the Utica City School District.

# LIST N: DISINFECTANTS FOR USE AGAINST SARS-COV-2

Hillyard Name	Hillyard Items	RTU Yield From Concentrate	Dilution Rate	Follow the disinfection directions and preparation for the following virus	Contact time (time surface should remain wet)	Primary EPA Registration Number	Active Ingredient	Primary Registrant Product Name	Primary Registrant	Emerging Viral Pathogen Claim?	Date Added To List
QT <sup>®</sup> Bulk	HIL0016706 - Gallons, 4/Cs HIL0016707 - 5 Gallon Pail HIL0016709 - 55 Gallon Drum	516 RTU Qts Per Gallon	Dilutable 1:128	Rotavirus	10 minutes	1839-166	Quaternary Ammonium	BTC 885 NDC-128	Stepan Company	Y	03/03/2020
Vindicator <sup>+</sup> Arsenal <sup>®</sup> One System Refills (ASR) Arsenal Packets	HIL0080625 - ASR - Refills, 4-2.5L/Cs HIL0080689 - Packets 72 - 1 oz HIL0080695 - Packets 54 - 2.5 oz.	679 RTU Qts Per 2.5L Container	Dilutable 1:256	Rotavirus	10 minutes	1839-167	Quaternary Ammonium	BTC 885 Neutral Disinfectant Cleaner-256	Stepan Company	N	03/03/2020
Vindicator <sup>+</sup> Bulk	HIL0016806 - Gallons, 4/Cs HIL0016809 - 55 Gallon Drum	1,028 RTU Qts Per Gallon									
Re-Juv-Nal <sup>®</sup> Arsenal One System Refills (ASR) Arsenal Packets Cleaning Companion <sup>®</sup> Refills (CCR) <sup>*</sup>	HIL0081625 - ASR - Refills, 4-2.5L/Cs HIL0081689 - Packets 72 - 1 oz. HIL0081694 - Packets 36 - 4 oz. HIL0070522 - CCR - 4 - 1/2 Gallon/Cs	172 RTU Qts Per 2.5L Container									
Re-Juv-Nal <sup>®</sup> Bulk	HIL0016606 - Gallons, 4/Cs HIL0016607 - 5 Gallon Bag-in-Box HIL0016609 - 55 Gallon Drum	260 RTU Qts Per Gallon	Dilutable 1:64	Rotavirus	10 minutes	1839-169	Quaternary Ammonium	BTC 885 Neutral Disinfectant Cleaner-64	Stepan Company	N	03/03/2020
Non-Acid Restroom Cleaner Dis. Arsenal One System Refills (ASR) Arsenal Packets Cleaning Companion Refills (CCR) <sup>*</sup>	HIL0081925 - ASR - Refills, 4-2.5L/Cs HIL0081989 - Packets 72 - 1 oz. HIL0070322 - CCR - 4 - 1/2 Gallon/Cs	172 RTU Qts Per 2.5L Container									
Non-Acid Restroom Cleaner Dis. Bulk	HIL0019206 - Gallons, 4/Cs	260 RTU Qts Per Gallon									
Q.T. <sup>®</sup> -TB <sup>®</sup> Ready-To-Use	HIL0101104 - RTU Quarts, 12/Cs	Ready-To-Use	RTU	Canine Parvovirus	10 minutes	1839-83	Quaternary Ammonium	Detergent Dis. Pump Spray	Stepan Company	Y	03/03/2020
Pot & Pan Sanitizer 21 Above <sup>®</sup> System	HIL0358106 - Gallons, 4/Cs	731 RTU Qts Per Gallon	Dilutable 3.5 Oz.:5 Gal	Adenovirus	10 minutes	1839-86	Quaternary Ammonium	BTC 2125 M 10% Solution	Stepan Company	Y	03/03/2020
Re-Juv-Nal <sup>®</sup> HBV	HIL0009606 - Gallons, 4/Cs	260 RTU Qts Per Gallon	Dilutable 1:64	Coronavirus	10 minutes	61178-1	Quaternary Ammonium	D-125	Microgen, Inc	N	03/03/2020
Q.T. <sup>®</sup> 3 Arsenal One System Refills (ASR)	HIL0084325 - ASR - Refills, 4-2.5L/Cs	341 RTU Qts Per 2.5L Container	Dilutable 1:128	Enterovirus D68; Norovirus	5 minutes	6836-349	Quaternary Ammonium	Lonzagard RGS-256 Plus	Lonza, LLC	Y	03/03/2020
Q.T. <sup>®</sup> Plus Arsenal One System Refills (ASR)	HIL0082425 - ASR - 4-2.5L/Cs	341 RTU Qts Per 2.5L Container									
Q.T. <sup>®</sup> Plus Bulk	HIL0016906 - Gallons, 4/Cs	516 RTU Qts Per Gallon	Dilutable 1:128	Norovirus	10 minutes	6836-77	Quaternary Ammonium	Lonza Formulation S-18	Lonza, LLC	Y	03/03/2020
Quick & Clean <sup>®</sup> Germicidal Disinfectant Wipes	HIL01141	Wipes 6 - 75 Wipe Containers	N/A	Feline calicivirus; Norovirus	10 minutes	1839-174	Quaternary Ammonium	Stepan Towlette	Stepan Company	Y	03/03/20

\* Cleaning Companion refills work within the C3 and CC17 sprayer systems and are not designed to fill quart bottles.

Visit The Hillyard.com COVID-19 Resource Site - [CLICK HERE](#) subject to change without notice

Visit The EPA Site - [CLICK HERE](#)



**Cleaning removes germs,**  
dirt, and impurities from  
surfaces or objects. Cleaning  
works by using soap (or  
detergent) and water to  
physically remove germs from  
surfaces. This process does  
not necessarily kill germs, but  
by removing them, it lowers  
their numbers and the risk of  
spreading infection.

**Disinfecting kills germs on**  
surfaces or objects.  
Disinfecting works by using  
chemicals to kill germs on  
surfaces or objects. This  
process does not necessarily  
clean dirty surfaces or  
remove germs, but by killing  
germs on a surface after  
cleaning, it can further lower  
the risk of spreading  
infection.

**Sanitizing lowers the number**  
**of germs on surfaces or**  
objects to a safe level, as  
judged by public health  
standards or requirements.  
This process works by either  
**cleaning or disinfecting**  
surfaces or objects to lower  
the risk of spreading  
infection.

**! SAFETY FIRST!** - Always Use Protective Equipment!



**1 DUST**  
 Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.



**2 FLOOR**  
 Pick Up Large Debris - Trash - Towels - Sweep



**PICK UP DEBRIS**    **SWEEP**

**3 TRASH CONTAINERS**  
**SANITARY RECEPTACLES**  
 Check - Empty - Spray Interior - Spot Clean Exterior - Reline



**CHECK EMPTY**    **19**    **SPRAY INTERIOR**    **SPOT CLEAN EXTERIOR**

**4 SINKS - COUNTERS - DRINKING FOUNTAINS**  
 Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY**    **19**    **DWELL 10 MIN**

**5 DISPENSERS**  
 Towels - Tissue - Hand Sanitizer  
 Check - Refill - Apply Disinfectant



**CHECK REFILL**    **19**    **DWELL 10 MIN**

DAILY

**6 COMMON TOUCH SURFACES**  
 Knobs, Switches, Phones, Markers, Etc.  
 Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY**    **19**    **DWELL 10 MIN**

DAILY

**7 MIRRORS - GLASS**  
 Spot Clean - Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - Wipe Mirror Clean



**WIPE**    **39**

**8 DESKS/TABLES\*\*/ CHAIRS/PHONES**  
 Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY**    **19**    **DWELL 10 MIN**

**9 CARPET/WALK-OFF MATS**  
 Spot Clean - Vacuum



**10 HARD FLOOR - DUST MOP**  
 Use a TREATED Dust Mop



**DUST MOP**

**11 HARD FLOOR - DAMP MOP**  
 Damp Mop with floor cleaner, From Farthest Point To Door.

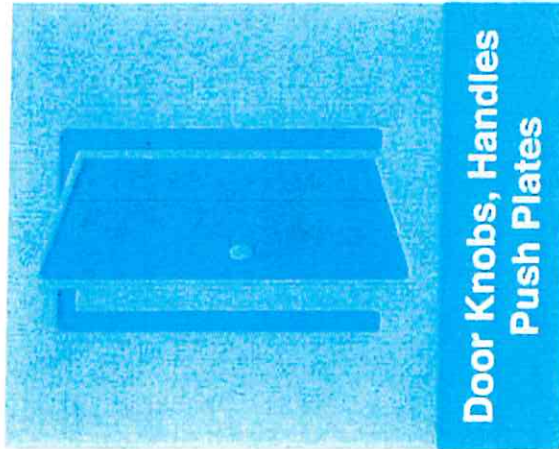


**DAMP MOP**

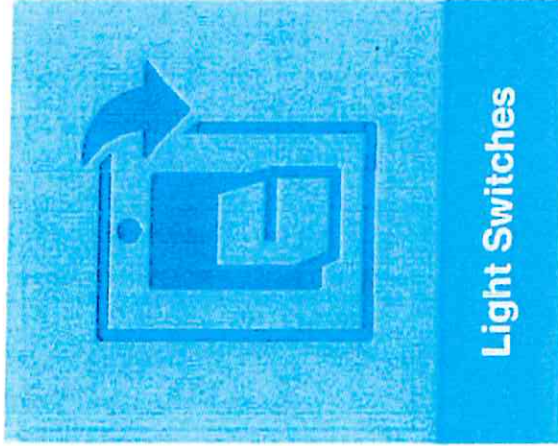
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\* Use Arsenal #19 Non Acid Restroom Disinfectant and Cleaner  
 \*\* Use Arsenal #39 Suprox All Purpose Glass & Floor Cleaner  
 \*\*\* Use Arsenal #10 Top Clean Neutral Cleaner

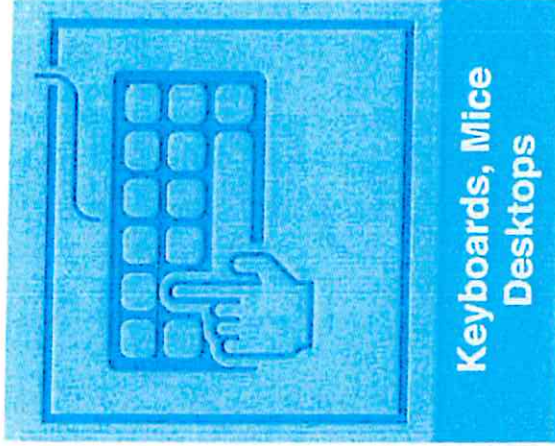
# CLEAN & DISINFECT HIGH-TOUCH SURFACES



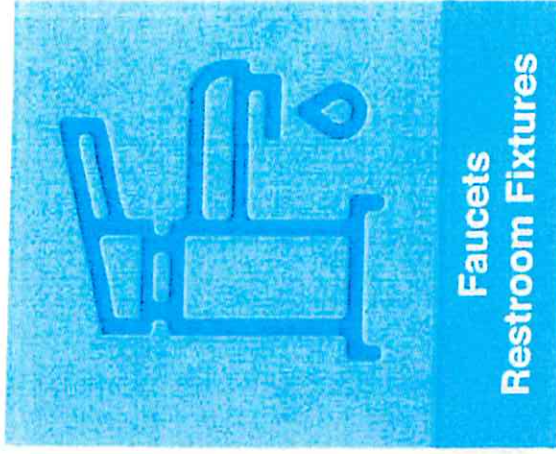
Door Knobs, Handles  
Push Plates



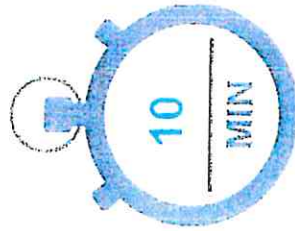
Light Switches



Keyboards, Mice  
Desktops



Faucets  
Restroom Fixtures



Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

**STOP THE SPREAD!**

**SAFETY FIRST!** - Always Use Protective Equipment!



**1 DUST**  
 Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.



**2 FLOOR**  
 Pick Up Large Debris - Trash - Towels - Sweep



**PICK UP DEBRIS**    **SWEEP**

**3 TRASH CONTAINERS**  
**SANITARY RECEPTACLES**  
 Check - Empty - Spray Interior - Spot Clean Exterior - Reline



**CHECK EMPTY**    **19**    **SPRAY INTERIOR**    **SPOT CLEAN EXTERIOR**

**4 DISPENSERS**  
 Towels - Tissue - Hand Sanitizer  
 Check - Refill - Apply Disinfectant



**CHECK REFILL**    **19**    **DWELL 10 MIN**

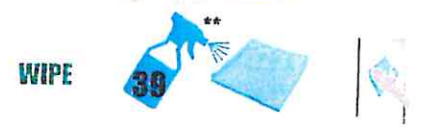
**5 COMMON TOUCH SURFACES**  
 Knobs, Switches, Phones, Markers, Etc.  
 Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY**    **19**    **DWELL 10 MIN**

DAILY

**6 MIRRORS - GLASS**  
 Spot Clean - Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - Wipe Clean



**WIPE**    **39**    **DWELL 10 MIN**

DAILY

**7 DESKS/TABLES\*\*/ CHAIRS/PHONES**  
 Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY**    **19**    **DWELL 10 MIN**

**8 CARPET/WALK-OFF MATS**  
 Spot Clean - Vacuum



**9 HARD FLOOR - DUST MOP**  
 Use a TREATED Dust Mop



**DUST MOP**

**10 HARD FLOOR - DAMP MOP**  
 Damp Mop with floor cleaner, From Farthest Point To Door.,



**DAMP MOP**

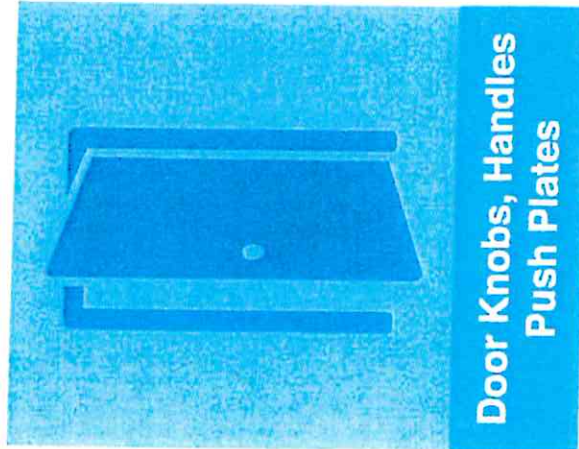
**10**

\* Use Arsenal #19 Non Acid Restroom Disinfectant Cleaner

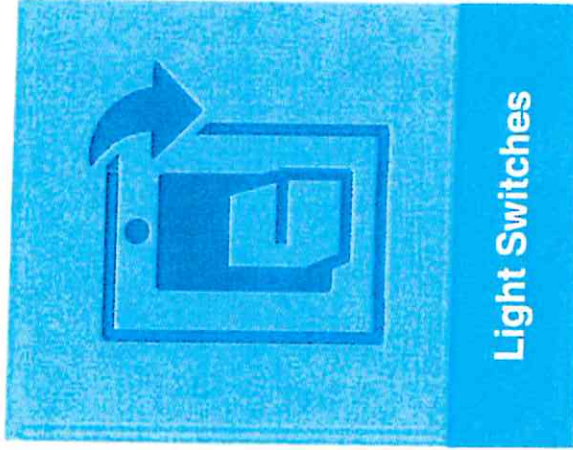
\*\*Use Arsenal #39 Suprox All Purpose Glass and Floor Cleaner

\*\*\*Use Arsenal #10 Top Clean Neutral Cleaner

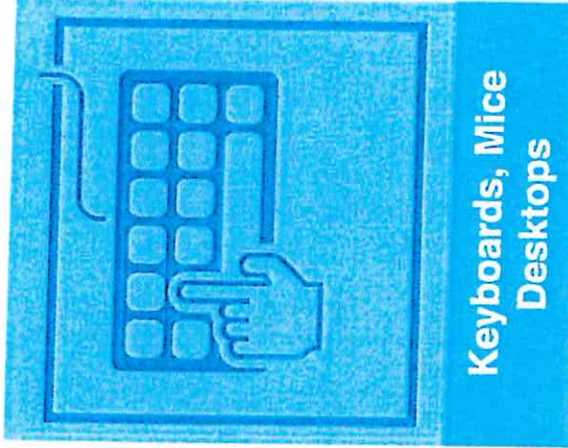
# CLEAN & DISINFECT HIGH-TOUCH SURFACES



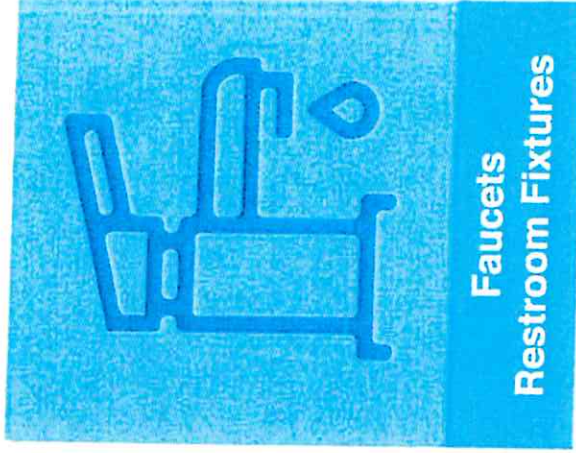
Door Knobs, Handles  
Push Plates



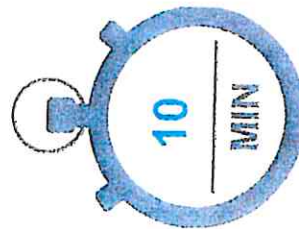
Light Switches



Keyboards, Mice  
Desktops



Faucets  
Restroom Fixtures



Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

## STOP THE SPREAD!

**SAFETY FIRST!** - Always Use Protective Equipment!



**1 DUST**  
 Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.



**2 FLOOR**  
 Pick Up Large Debris - Trash - Towels - Sweep



**PICK UP DEBRIS** **SWEEP**

**3 TRASH CONTAINERS**  
**SANITARY RECEPTACLES**  
 Check - Empty - Spray Interior - Spot Clean Exterior - Reline



**CHECK EMPTY** **19** **SPRAY INTERIOR** **SPOT CLEAN EXTERIOR**

**4 SINKS - COUNTERS - DRINKING FOUNTAINS**  
 Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY** **19** **DWELL 10 MIN**

**5 DISPENSERS**  
 Towels - Tissue - Hand Sanitizer  
 Check - Refill - Apply Disinfectant



**CHECK REFILL** **19** **DWELL 10 MIN**

**DAILY 6 COMMON TOUCH SURFACES**  
 Knobs, Switches, Phones, Markers, Etc.  
 Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY** **19** **DWELL 10 MIN**

**DAILY**

**7 MIRRORS - GLASS**  
 Spot Clean - Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - Wipe Mirror Clean



**WIPE** **39**

**8 DESKS/TABLES\*\*/ CHAIRS/PHONES**  
 Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN



**SPRAY APPLY** **19** **DWELL 10 MIN**

**9 CARPET/WALK-OFF MATS**  
 Spot Clean - Vacuum



**10 HARD FLOOR - DUST MOP**  
 Use a TREATED Dust Mop



**DUST MOP**

**11 HARD FLOOR - DAMP MOP**  
 Damp Mop with floor cleaner, From Farthest Point To Door.



**DAMP MOP**

\*\*\*

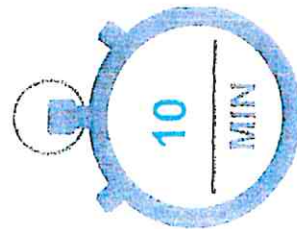
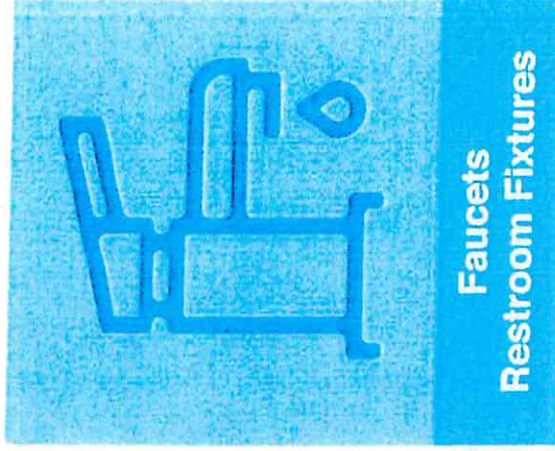
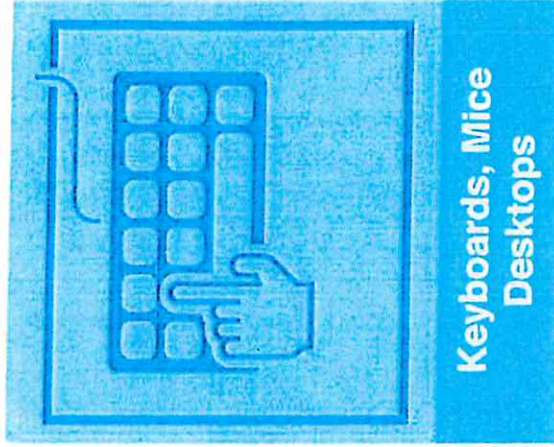
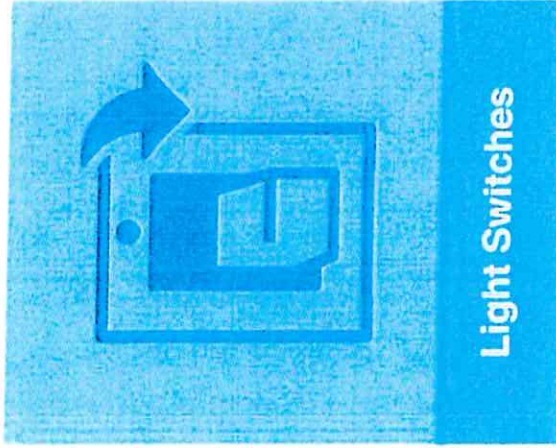
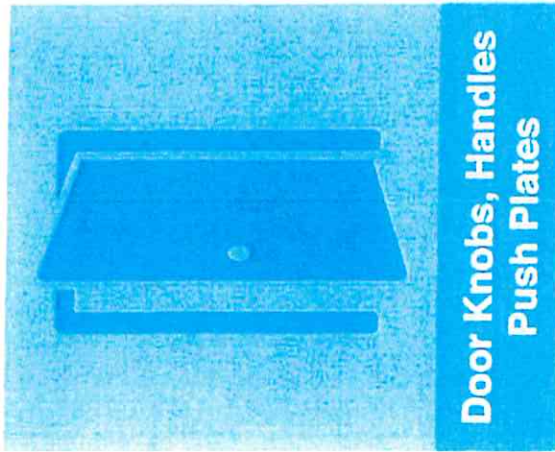
\* Use Arsenal #19 Non Acid Restroom Disinfectant and Cleaner

\*\* Use Arsenal #39 Suprox All Purpose Glass & Floor Cleaner

\*\*\*Use Arsenal #10 Top Clean Neutral Cleaner



# CLEAN & DISINFECT HIGH-TOUCH SURFACES



Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

**STOP THE SPREAD!**

**DISINFECTING AGAINST COVID-19**

**! SAFETY FIRST!** - Always Use Protective Equipment!

DAILY

DAILY

**1**

**DUST**  
Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, tops of mirrors, etc.



**2**

**FLOOR**  
Pick Up Large Debris - Trash - Towels - Sweep



**3**

**TRASH CONTAINERS**  
**SANITARY RECEPTACLES**  
Check - Empty - Spray Interior - Spot Clean Exterior - Reline



**4**

**DISPENSERS**  
Towels - Tissue - Seat Covers - Soap  
Check - Refill - Apply Disinfectant



**5**

**SINKS - TOILETS - URINALS**  
Apply Disinfectant - DWELL 10 MIN



**6**

**WALLS - PARTITIONS**  
Spot Disinfect



**7**

**SINKS - COUNTERS**  
**DISPENSERS**  
Damp Wipe



**8**

**TOILETS - URINALS**  
Damp Wipe Outer Surfaces



**9**

**MIRRORS**  
Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - Wipe Mirror Clean



**10**

**FLOOR**  
Damp Mop with floor cleaner, From Farthest Point To Door

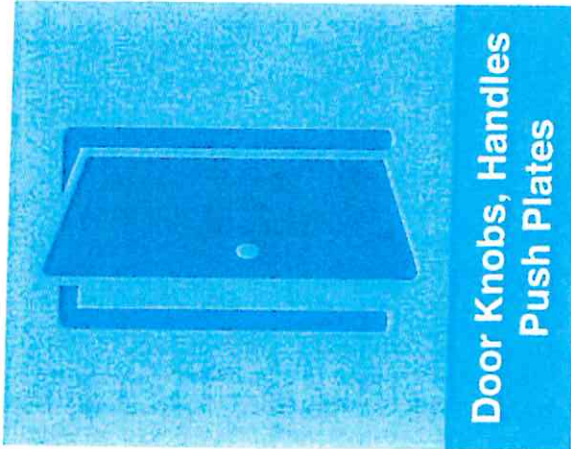


\* Use Arsenal #19 Non Acid Restroom Disinfectant and Cleaner

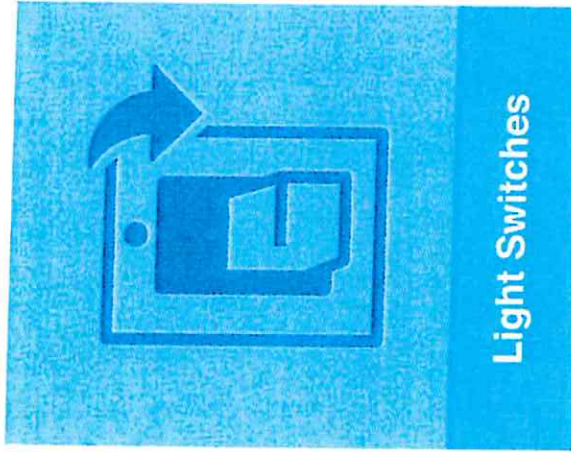
\*\* Use Arsenal #39 Suprox All Purpose Glass and Floor Cleaner

\*\*\* Use Arsenal #10 Top Clean Neutral Cleaner

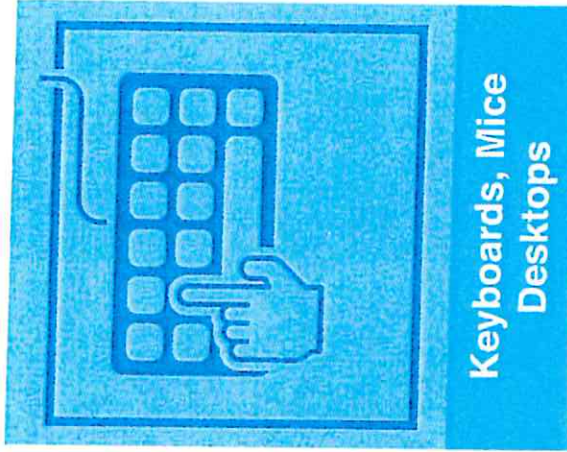
# CLEAN & DISINFECT HIGH-TOUCH SURFACES



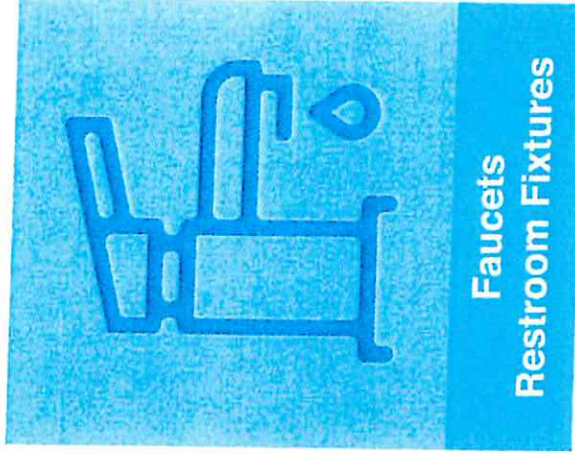
Door Knobs, Handles  
Push Plates



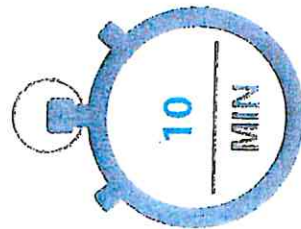
Light Switches



Keyboards, Mice  
Desktops



Faucets  
Restroom Fixtures



Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

## STOP THE SPREAD!







**DURHAM<sup>®</sup>**  
SCHOOL SERVICES

**DURHAM SCHOOL  
SERVICES COVID-19  
SAFETY PLAN**

# ProKure<sup>®</sup> 1



Formulated for Hospital Use | Virucide, Tuberculocide, Fungicide, Disinfectant

## ProKure<sup>®</sup> V LIQUID

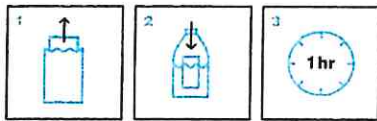


EPA Registered  
EPA Reg. No. 87508-3-89334

Tough on Germs  
Just Add Water  
Fast & Effective  
No Wipe, No Rinse, No Residue

### Use Case Examples:

- Hospitals
- Rehab Facilities
- Daycare Centers
- Clinics
- Medical Labs
- Physicians Office
- Nursing Home Facilities



### A disinfectant against

- Methicillin-resistant *S. aureus* (MRSA) (ATCC 33592)
- *Staphylococcus aureus* (ATCC 6538)
- *Pseudomonas aeruginosa* (ATCC 15442)
- *Listeria monocytogenes* (ATCC 19111)
- *Trichophyton mentagrophytes* (athlete's foot) (ATCC 9533)
- Vancomycin-resistant *Enterococcus faecalis* (ATCC 51299)
- *Salmonella enteric* (ATCC 10708)
- *Mycobacterium bovis* (ATCC 35737)
- *Candida albicans* (ATCC 10232)

### A fungicide against:

- *Fusarium solani* (ATCC 36031)
- *Botrytis Sp* and *Penicillium digitatum* (ATCC 201167)

### A deodorizer against:

- Suitable for Water – Including Sewer Backup and River Flooding – and Smoke Damage Restoration

Kills odor-causing bacteria,  
mold & Mildew

### A virucide against:

- Human Immunodeficiency Virus Type 1 (HIV-1) (HTLV-III)
- Hepatitis A (HM-175)
- Herpes Simplex-2 (ATCC VR-734)
- Rhinovirus type 37 (ATCC VR-1147)
- Influenza-A virus (ATCC VR-544)
- Coronavirus (ATCC VR-740)
- Poliovirus-1 (ATCC VR-1000)
- Feline Calicivirus (ATCC VR-782)
- Rotavirus (WA)
- Canine Parvovirus (ATCC VR-2017)
- Adenovirus type 5 (ATCC VR-5)
- Vaccinia Virus (ATCC VR-119)
- Norovirus (feline calici used as testing surrogate) (ATCC VR-782)

### A sanitizer against:

- *Staphylococcus aureus* (ATCC 6538)
- *Salmonella typhimurium* (MDRS) (ATCC 13311)
- *Klebsiella pneumonia* (ATCC 4352)
- *E. coli* (ATCC 11229)
- *E. coli* O157:H7 (ATCC 43895)
- *Listeria monocytogenes* (ATCC 19111)



## Case Study | Formulated for Hospital Use

### Abstract

An independent 3rd party group conducted a study in an Arizona hospital to test the effectiveness of two different hard, non-porous surface disinfectants. The objective was to determine whether ProKure<sup>®</sup> V, a chlorine dioxide (ClO<sub>2</sub>) based disinfectant would outperform the hospital current quaternary ammonium-based disinfectant "Quat X". The results of the study showed that ProKure<sup>®</sup> V significantly outperformed the hospital's then-current disinfectant by dramatically reducing microbe counts.

### Background and study overview

The CDC reports that on any given day, about one in 31 hospital patients has at least one health-care associated infection. Thus, healthcare facility managers are looking for surface disinfectants that provide for improved microbial control.

For this case study, two main areas of the hospital were surveyed: operating rooms and patient rooms in the intensive care unit. All rooms surveyed were terminally cleaned using the standard cleaning and disinfection protocols with Quat X or ProKure<sup>®</sup> V. After the terminal cleaning, high touch areas in each room (bed rails, door knobs, etc) were swabbed and cultured to determine the number of microbes still present.

### Key findings

The study demonstrated that ProKure<sup>®</sup> V was much more effective at disinfecting microbe-dense areas in the hospital than Quat X. A staggering 96% of the culture plate sampled from the survey areas cleaned with ProKure<sup>®</sup> V showed lower levels of microbes than the samples from the rooms cleaned with Quat X. See a typical example below.



**Plate A**  
Surface Cleaned with Quat X



**Plate B**  
Surface Cleaned with ProKure<sup>®</sup> V

*See for yourself how ProKure<sup>®</sup> V is more effective.*



# COVID-19 Safety Plan

Each CSC shall develop a written Safety Plan outlining how it will minimize the spread of COVID-19. This plan must be reviewed by the Area Director of Safety and retained at the CSC.

General Managers should monitor and refer to their State and local guidance for more information on how to safely operate to include managing large gatherings, maximum room occupancies, and Covid positive reporting requirements.

Each CSC is committed to following the guidelines below where state and local regulations permit. The following plan assumes no interruption in supply chains of currently used products or their reasonable substitution.

**CSC Number and Name:**

**Address (list all CSC# location addresses):**

**General Manager and Contact Information:**

**GM Signature and date completed**

## Daily Screening of Employees, Visitors and Guests:

National Express LLC, including its affiliated entities and subsidiaries ("Company") has adopted the recommendation of the Center for Disease Control (CDC) to screen essential workers as they arrive at the worksite at the start of their shift. The screening will consist of taking body temperature with a non-contact thermometer as well as asking whether the employee is experiencing symptoms of COVID-19, and if they have interacted with a known Covid-19 positive individual. Screening procedures will follow the processes in [Appendix A – Daily Screening Process](#)

Employees who become ill or develop symptoms before their shift are to report their condition to their supervisor, and not report to work.

Employees who become ill or develop symptoms during their shift are to immediately report their change in condition to their supervisor, and will be sent home to begin the corresponding CDC recommended self-quarantine process. In extreme cases, 911 will be contacted.

Information regarding Covid-19 positive employees, visitors or guests will be communicated to the workforce as appropriate and aligned with CDC guidance. Employees who have had interaction with a Covid-19 positive individual in close contact for extended periods of time will be directed to follow CDC guidance.

## Social Distancing:

Employees will maintain 6 feet social distance, unless safety or core function of the work activity requires a shorter distance. Anytime personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.

Plexi-glass barriers will be deployed to create a droplet barrier where social distancing cannot be maintained such as driver check in stations and employee screening stations.

Tightly confined spaces will be occupied by only one individual at a time. Spaces normally occupied by more than one person will keep occupancy under 50% of normal capacity.

Social distancing markers will be posted using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).

In-person gatherings will be limited as much as possible. We will use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Remote working options will be evaluated and implemented where practical.

Designated areas for pick-ups and deliveries will be established, limiting contact between individuals to the extent possible. Contactless shipping and receiving will follow the designated location on [Appendix G – Delivery and shipping designation](#)

Where maintenance tasks require more than one person working in close proximity, we will minimize the risk of spreading the coronavirus by having technicians wear masks, gloves, face shields and perform hand hygiene and disinfecting protocols immediately upon task completion.

The location specific plan for social distancing is contained in [Appendix B – Room Capacity and Social Distancing](#).

The location specific plan to modify procedures where social distancing may be difficult to maintain is contained in [Appendix C – Social distancing procedures](#).

We will maintain a continuous log of employees and visitor's arrival and departure times that may have close contact with other individuals at the CSC using [Appendix D – Employee and Visitor log](#).

### **Social Distancing on the vehicle:**

CSC management will work with the customer to determine maximum vehicle capacity, social distancing practices on the vehicle and passenger use of PPE. Procedures will be developed by CSC staff to implement the plans developed in partnership with the customer.

We will eliminate the use of the first row of seats on a bus, and the front passenger seat in a car/van/truck.

Hand sanitizer will be available on the vehicle where allowed by federal, state and local regulations, and with the consent of the customer.

Employees are provided and required to wear a new disposable face covering each day. Masks will be worn by employees while working and interacting with passengers during loading, unloading and interacting with passengers. Drivers may remove their mask where it presents a safety hazard while driving the vehicle and facing forward (not interacting with passengers).

When performing tasks on the bus where social distancing is not possible (during the loading and securing wheelchair passengers, securing students in car seats and assisting with passenger seatbelts) employees will be provided a face shield as a barrier in addition to face masks for use during these procedures. *Face shields are not to be worn while operating a vehicle.*

The location-specific needs to provide face shields to employees engaged in activities for extended periods of time where maintaining social distance is at risk are in **Appendix E – Face shield forecast**.

## **Communication:**

Employees will receive training on Covid-19, how it spreads, hand hygiene, prevention strategies, social distancing, and donning and doffing masks.

We will utilize the safety communication board to convey CDC guidance on Covid-19 symptoms, stopping the spread of germs, proper hand hygiene, social distancing, what to do if sick, and prevention strategies.

We will post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

We will post signage throughout the CSC to remind personnel on proper donning and doffing of masks and gloves.

Updates or changes to managing Covid-19 protocols will be communicated to employees, visitors and guests through signs, safety meetings and customer meetings.

Employees submit questions related to Covid-19 and information related to potential interactions with Covid positive individuals to [coronainfo@nellc.com](mailto:coronainfo@nellc.com). The company monitors this mailbox continuously.

## **Protective Equipment:**

Employees are required to wear a face covering as defined in **Appendix N – Covid-19 Mask/Face Coverings**. Drivers may remove their mask where it presents a safety hazard while driving the vehicle and facing forward (not interacting with passengers).

Employees are provided and required to wear a face shield in addition to a disposable face covering when securing wheelchairs, securing car seats, securing seatbelts, administering temperature screening and conducting 2-man operations in the shop.

Employees are provided and required to wear with gloves and safety glasses when conducting cleaning and disinfecting activities.

The location specific forecast to provide face shields to employees engaged in activities for extended periods of time where maintaining social distance is at risk is contained in **Appendix E – Face shield forecast**.

The location specific forecast to provide disposable face masks to employees each day is contained in **Appendix F – Face covering forecast**.

To minimize the effect of external supply chain challenges, the company has procured and maintains an inventory of supplies that our vendors have communicated challenges with. Locations should submit requests for supplies to [coronasupplies@nellc.com](mailto:coronasupplies@nellc.com) to access the inventoried Covid-19 supplies.

Supply chain updates are provided to the locations through the Acquiring PPE and COVID-19 Supplies instructions provided in **Appendix H – Acquiring PPE and Covid-19 Supplies**

## Hygiene and disinfecting:

We will conduct cleaning and disinfection on an established schedule. The location specific plan to conduct cleaning and disinfection is contained in [Appendix K – Disinfecting schedule.](#)

Employees will have access to soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

The sharing of objects will be avoided when practical. Objects that must be shared or frequently touched areas will be disinfected and hands will be sanitized before and after contact. Employees are provided with disinfectant for use on shared office and shop tools.

Employees are provided with PPE for use when cleaning or disinfecting, to include safety glasses, gloves and masks.

Company vehicles will be disinfected using EPA List N registered product two times per day where the vehicle is in service performing split shift work and once per day where the vehicle is in service on a single shift. Disinfectant will also be provided to drivers for in-service disinfecting of high-contact areas where state and local regulations allow. The CSC's will use the disinfectant product identified on [Appendix M – ProKure V disinfecting product](#) or comparable customer provided solution.

Specific company vehicle disinfecting procedures are contained in [Appendix I –Daily Vehicle Cleaning Protocol.](#)

When possible, windows on company vehicles will be opened to increase air exchange – during vehicle disinfection and when in service – provided it does not create unsafe conditions for the employees or passengers.

The location specific plan to identify where hand handwashing and hand sanitizer will be available, and who will be responsible for replenishing supplies, and the schedule for inspecting and refilling supplies is contained in [Appendix J – Hand sanitizer location and maintenance.](#)

The location specific plan to determine the time of day each room/space within the CSC will be disinfected, and who will be responsible for disinfecting the room and document the disinfecting [Appendix K– Disinfecting schedule.](#)

The location will post and complete daily room/area specific disinfecting logs to record times of day the cleaning and disinfecting was completed. The location specific log to track the times of day each room or area was disinfected and by whom is contained in [Appendix L – Disinfecting log .](#)

## Disinfection of contaminated areas:

If an individual is determined to be Covid-19 positive and was in the facility within 48 hours of being symptomatic, the rooms/area will be closed for use for 24 hours where possible and disinfected. Following CDC guidance, where greater than seven days has transpired from the exposure additional disinfecting beyond the daily routine disinfecting will not be necessary.

If an individual is determined to be Covid-19 Positive and was in a vehicle while positive or within 48 hours of being symptomatic, the Following CDC guidance, where greater than seven days has transpired from the exposure additional disinfecting beyond the daily routine disinfecting will not be necessary.

## Communication of potential exposure:

A reporting process for escalating reports of Covid-19 positive employees and passengers has been developed using the Company's Crisis Alert hotline for prompt and accurate response to events.

Employees submit questions related to Covid-19 and information related to potential interactions with Covid positive individuals to [coronainfo@nellc.com](mailto:coronainfo@nellc.com). The company monitors this mailbox continuously.

Information regarding Covid-19 positive employees, visitors or guests will be communicated to the workforce as appropriate and aligned with CDC guidance. Employees who have had interaction with a Covid-19 positive individual in close contact for extended periods of time will be directed to quarantine and contact their health care provider aligned with CDC guidance.

If an employee is determined to be Covid-19 positive they will be instructed to follow CDC guidance to self quarantine and follow the guidance of their health care provider. Employees will not be allowed to return to work until the CDC criteria for ending quarantine have been satisfied, or the employees health care provider deems the employee as approved to return to work.

If an employee is determined to be Covid-19 positive all reasonable attempts will be made to determine if there was interaction with co-workers, passengers or visitors using an interview process, review of visitor logs and a review of passenger manifests. Persons who had interaction with the Covid-19 positive individual in close contact for extended periods of time will be notified accordingly.

## Travel

**Employees travelling out of town to conduct business at locations away from their home base will comply with the following:**

Traveling employees will self-screen prior to starting their day by taking their temperature to confirm it is below 100.4 degrees and self-assessing to ensure they don't have CDC defined Covid-19 symptoms.

Traveling employees will maintain social distance where possible during travel.

Traveling employees will practice hand hygiene using soap and water or hand sanitizer with 60% alcohol or greater while traveling.

Traveling employees will use a new disposable face mask daily while traveling.

Upon arrival at a CSC, travelling employees will be screened according to daily screening protocols outlined herein.

Travelling employees who become ill or develop symptoms before their shift are to report their condition to their supervisor, and not report to work

Travelling employees who become ill or develop symptoms during their shift are to immediately report their change in condition to their supervisor, and begin the CDC recommended self-quarantine process. In extreme cases, 911 will be contacted. Corresponding protocols defined herein will be followed by the CSC where the travelling employee is visiting.

Travelling employees are expected to comply with all local Covid-19 prevention strategies contained herein.

## **Continuing operations**

Where operations may be impacted by a Covid-19 outbreak, the situation will be evaluated based on the relevant factors. The company will work with the customer, local health officials and CDC guidance to determine location specific continuing operations action plans.

# Appendices

## Appendix A – Daily Screening Process

### COVID-19 – Daily Screening Process

NELLC has adopted the recommendation of the Center for Disease Control (CDC) to screen essential workers as they arrive at the worksite at the start of their shift. The screening will consist of taking body temperature with a non-contact thermometer as well as asking whether the employee is experiencing symptoms of COVID-19, if they have interacted with a known Covid-19+ individual, and if their mask has been cleaned from the previous day's use. Masks that have not been cleaned will be replaced with a disposable mask. The employee's temperature will only be used in order to confirm that the employee's temperature does not exceed the CDC guidance of >100.4.

#### Administering Screening Instructions

- Ensure that clear communication is provided to all employees in advance regarding temperature checks and related implications (e.g., being sent home).
- Temperature screenings will be conducted prior to employees reporting for work at designated temperature check stations established at the location. The stations should maintain social distancing practices by establishing multiple check stations to minimize crowding and ensure that proper instruction is provided to those employees waiting in line for a screening (e.g., Employees will line up at least six (6) feet apart, enter the designated screening areas one at a time, employees must maintain the use of a face mask while being tested)
- The screening should be completed with a non-contact thermometer (e.g., Forehead/temporal artery/ infrared) and the administrator will utilize the proper PPE in accordance to CDC guidelines such as a face mask, gloves, and face shield and/or safety goggles.
- Employees will not be permitted to enter the workplace and report to work if their temperature is 100.4 degrees Fahrenheit or greater, based upon CDC guidelines for identifying a fever.
- Employees who refuse to be screened will not be permitted to remain at work and any such related absence, or portion thereof, may be considered unexcused. Such employees will be referred to their supervisors.
- Employees who are determined to have a fever or symptoms (as defined by the CDC) may only return to work in accordance with meeting CDC criteria for ending quarantine or with instructions by their health care provider or public health official.
  - *CDC Criteria for ending quarantine:*
    - 10 days *after symptom onset and*
    - resolution of fever for at least 24 hours, without the use of fever-reducing medications, *and*
    - with improvement of other symptoms.
- Screening administrators should be attentive to other symptoms of COVID-19 and ask the employee the following:
  1. Do you have "new" or "unexpected" symptoms such as:
    - Fever or feeling feverish (chills, sweating)
    - New cough
    - Difficulty breathing
    - Sore throat
    - Muscle aches or body aches
    - Vomiting or diarrhea
    - New loss of taste or smell
  - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), employee should contact their health care provider or local health department for guidance as to whether to self-quarantine.

- If YES, or employee is otherwise symptomatic and considered at risk for COVID-19 exposure, the employee should be sent home and directed to contact their health care provider or public health official.
- 2. Have you been in close contact (e.g., within 6 feet for more than 15 minutes) with a person with confirmed COVID-19 infection?
  - If YES, employee will be required to stay at home for 14 days from the time they were exposed to the confirmed COVID-19 and continue to self-monitor any symptoms they might begin to experience related to COVID-19.
- If any employee registers a temperature of 100.4 or greater, has any of the Covid-19 symptoms above, or has been in close contact with a Covid+ individual, the CSC should email a summary of the issue without the employees name to [Coronainfo@nellc.com](mailto:Coronainfo@nellc.com) for further guidance.
- After completion of the screening, the results will be recorded on the form included as appendix A.
- Park-out drivers will self-screen prior to starting their route by taking their temperature to confirm it is below 100.4 degrees and self-assessing to ensure they don't have fever, new cough, difficulty breathing, sore throat, muscle aches or body aches, vomiting or diarrhea, new loss of taste or smell.
- Park out drivers will confirm with dispatch they have completed the self-screening process prior to starting their route. Dispatch should record the employee self-reports on the COVID-19 Employee Screening Form.
- After the daily screening is completed follow the manufacturer's directions to disinfect and re-calibrate the thermometer.
- Employees who become ill or develop symptoms before their shift are to report their condition to their supervisor, and not report to work
- Employees who become ill or develop symptoms during their shift are to immediately report their change in condition to their supervisor, and be sent home to begin the corresponding CDC recommended self-quarantine process. In extreme cases, 911 will be contacted.
- Information regarding Covid+ employees, visitors or guests will be communicated to the workforce as appropriate and aligned with CDC guidance. Employees who have had interaction with a Covid+ individual in close contact for extended periods of time will be directed to quarantine and contact their health care provider aligned with CDC guidance.



**Confidentiality**

Any information received as a result of the temperature screening is subject to confidentiality requirements under the Americans with Disabilities Act (ADA) and, as such, will be handled as confidential medical information. All records and documents resulting from temperature screenings conducted on employees will be kept in maintained in confidential files separate from the respective employee’s personnel file.

**Non- Discrimination and Non-Retaliation**

Discrimination, harassment, and/or retaliation are prohibited and will not be tolerated by NELLC. NELLC prohibits any discrimination, harassment and/or retaliation by anyone in the workplace against any individual because he/she has complied with this policy, been not permitted to remain at work as a result of this policy, has filed a complaint, and/or has cooperated in a related investigation under this policy.

**Reservation of Rights**

This policy is subject to change, as the Company continues to monitor this rapidly changing situation and guidance from CDC and EEOC.

If additional questions arise please reach out to [Coronainfo@nellc.com](mailto:Coronainfo@nellc.com)

**Acknowledgement**


I have read and understood the procedure for screening employees for COVID 19.

CSC: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date:: \_\_\_\_\_



Page | 4

**Appendix A – Employee Screening Form**

CSC: \_\_\_\_\_ DATE: \_\_\_\_\_

Screener: \_\_\_\_\_

Employee Name	Clean Mask?	100.4 Or Higher?	Other Symptoms?
John Doe	Y	Y	N
Jane Doe	Disposable	N	N

**Appendix B – Room Capacity and Social Distancing**

Complete the following location specific table on how you will manage the following items:

- Number of people you will have in each of these rooms at the same time
- Signage needs communicating maximum room/area occupancy
- Floor marking to help employees/visitors social distance
- Areas where you will require a Plexiglas barrier

\*\*\* Add additional offices or rooms not identified on the grid below, use additional worksheets as needed.

Room	Maximum COVID-19 occupancy	Maximum occupancy signs outside of room (Y/N)	Confirmed 6' floor marking (Y/N)	Requires Plexiglas barrier (Y/N)
<i>Sample room</i>	<i>10 (50% of normal)</i>	Y	Y	Y
Employee screening area				
Driver check in				
Dispatch				
Women's restroom				
Men's restroom				
Employee break room				
Training room				
Maintenance/Shop				
Office - GM				
Office - Maintenance				
Office - Safety				
Office - Ops				
Office - _____				
Office - _____				
Room - _____				
Room - _____				

**Appendix C – Social distancing procedures**

Complete the following location specific table to indicate how you will adjust procedures where social distancing may be difficult to maintain in your CSC during the following procedures

<b>Procedure</b>	<b>Adjustment</b>
<i>Sample - Driver check in</i>	<i>Add screening stations for AM screening, deploy Plexiglas barriers</i>
<b>Employee screening area</b>	
<b>Driver check in</b>	
<b>Women's restroom</b>	
<b>Men's restroom</b>	
<b>Driver coaching</b>	
<b>Safety meetings</b>	
<b>Applicant processing</b>	
<b>Classroom training</b>	
<b>BTW training</b>	
<b>Driver Evaluation</b>	



### Appendix E – Face shield forecast

Complete the following location specific table to determine the quantity of face shields you will need to procure to ensure you always have a sufficient supply on hand for employees.

PPE	Number of drivers/monitors securing wheelchairs, car seats or seat belts	Number of techs needing face shields for 2-man processes	Number of employees conducting daily screening	Total units needed
Face Shields				

### Appendix F – Face covering forecast

Complete the following location specific table to determine the quantity of face coverings you will need to procure each month to ensure you always have a sufficient supply on hand for employees and visitors.

PPE	Number of active employees	Number of service days per month	Number of applicants, trainees & visitors per month	Number of units needed to order monthly
Disposable Face Masks				

### Appendix G – Delivery and shipping designation

Complete the following location specific table to identify where contactless shipping and delivery can be achieved

Location where contactless shipping and receiving will be conducted	
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## Appendix H – Acquiring PPE and Covid-19 Supplies

National Express continues to take measures to slow and prevent the spread of COVID-19. An update regarding PPE efforts and response to COVID-19 is below.

Covid-19 Supplies available through [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com)

The following limited supplies are inventoried and available at our CDT location in Chicago.

- Spray Bottles (for use with Disinfectants)
- Thermometers (No Contact & Oral for park outs)
- Face Shields
- Hand Sanitizer (Gallon Jugs with Pump)

We have established a dedicated email address for requesting and distributing these supplies to CSC's. Shipments will be processed each Tuesday and Friday. Emails received by close of business Friday at [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com) will be processed on Monday. Emails received by close of business Wednesday at [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com) will be processed on Thursday.

When ordering, please include the following information in the body of your email:

- Name of requestor
- CSC # and Location Name
- Ship to Address
- Phone number of contact on site

### Disinfecting Spray Bottles

We have secured an initial supply of 15,000 spray bottles. Spray bottles are provided for use by drivers for mid-tier disinfecting, and for park out drivers to disinfect their vehicles. Spray bottles can be secured by emailing your quantity needed to [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com).

### Thermometers

No-Contact thermometers for CSC employee screening and Contact Thermometers for park out drivers self-screening are to be ordered from [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com). Please indicate the number of thermometers needed, and the type of thermometer needed – no-contact or park out.

*Please follow all Thermometer calibration instructions.*

Calibration of no-contact thermometers:

- When the device is powered on after battery change, or a long dormant period, the device needs to self-calibrate for at least 10 minutes before use (per device instructions). If this didn't occur when batteries were changed last, remove and reinstall them and allow this time period before taking measurements again. New batteries can be inserted as well.
- Ensure the thermometer is set to Body Temp and not Object Temp. There will be a lower result when set to object temp. The instructions say hold the device steady 3cm to 5cm (1.25 to 2 inches) away from the forehead, but better results and more consistent readings are reported at 3cm distance. Hold the button down until you hear the beep when taking a reading. Too fast of a click will read low and the device farther away will read low as well. No wind or moving air like A/C is important too as they will also influence a low reading.

### Face Shields

Face shields can serve as an additional barrier to the transference of droplets that may contain the virus that causes Covid-19 when working in close proximity with other individuals. Face shields are recommended as an additional defense for use while securing wheelchairs, car seats or seat belts on passengers.

We currently have a limited inventory of face shields - approximately 8,000 with an additional 5,000 on the way - for distribution to our employees who will be interacting with students/passengers in close proximity for extended periods of time.

Being the current supply and supply chain is limited, we need to order these face shields for drivers and monitors securing wheelchairs, car seats and seatbelts as a priority. Email the number of face shields needed (1 per employee as described) to [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com).

### Hand Sanitizer – gallon containers

Hand sanitizer is available in a case of (4) 1 gallon bottles per case. Each case comes with 2 dispensing pumps. If you are using the gallon bottles on a bus, you will need to specify additional pumps required.

Email the number of cases of hand sanitizer needed (1 per employee as described) to [CoronaSupplies@nellc.com](mailto:CoronaSupplies@nellc.com).

### Hand Sanitizer – Touchless Dispensers

A limited supply of hand sanitizer dispensers for installation on the school bus are available by reaching out to your Area Director of Safety.

### ProKure Cleaning Supplies

Distributed by Jon Don. Follow the Ordering ProKure cleaning supplies job aide on NE4U Covid-19 Company Update.

We will monitor the inventory of these supplies, and their corresponding supply chain(s) and provide updates on availability to the field.

Masks and gloves should now be ordered through Imperial Supplies. The most recent CDC guidelines for non-medical personnel, recommend individuals use a cloth face mask in public settings where social distancing may be difficult to maintain. To support CDC guidelines and proper safety protocols while on the job, National Express has secured a central supply of disposable face masks which will be made available through your procurement portal.

## **Appendix I –Daily Vehicle Cleaning Protocol**

### **COVID-19 – ProKure School Bus Daily Vehicle Cleaning Protocol – Cleaner Instructions**

#### **Cleaning Cadence – Between service, In-service, COVID+ Exposure**

- As we start the 2020-2021 school year, we will implement disinfecting of vehicles twice per day; once after the AM route and again after the PM route.
- We will provide ProKure disinfectant supplies to drivers to enable them to disinfect any surface that becomes contaminated during the route.
- If we learn a driver or passenger on a bus has tested positive for the virus, we will take that vehicle out of service for minimum of 24 hours prior to disinfecting it and putting it back into service.

#### **Cleaning Process**

- Employees should disinfect vehicles after the morning shift and at the end of the work-day using company-provided cleaning supplies.
- Disposable rubber gloves and eye protection must be worn by employees conducting this work.
- Disinfect all contact surfaces including but not limited to vehicle seats, handrails, steering wheels, door controls, and armrests.
- When applying the ProKure Disinfecting solution, ensure the surface is thoroughly covered and allow the solution to sit for 10 minutes and air dry. No rinsing or wiping is needed.
- Make sure enough windows are open during and after treatment to remove any residual odors.

### **COVID-19 – ProKure Transit Daily Vehicle Cleaning Protocol – Cleaner Instructions**

#### **Cleaning Cadence – Between service, In-service, COVID+ Exposure**

- We will implement disinfecting of vehicles twice per day; once after the AM shift and again after the PM shift.
- We will provide ProKure disinfectant supplies to drivers to enable them to disinfect any surface that becomes contaminated during the route.
- If we learn a driver or passenger on a bus has tested positive for the virus, we will take that vehicle out of service for minimum of 24 hours prior to disinfecting it and putting it back into service.

#### **Cleaning Process**

- Employees should disinfect vehicles after the AM shift and at the end of the work-day using company-provided disinfecting supplies.
- Disposable rubber gloves and eye protection must be worn by employees conducting this work.
- Disinfect all contact surfaces including but not limited to vehicle seats, handrails, steering wheels, door controls, and armrests.
- When applying the ProKure Disinfecting solution, ensure the surface is thoroughly covered and allow the solution to sit for 10 minutes and air dry. No rinsing or wiping is needed.
- Make sure enough windows are open during and after treatment to remove any residual odors.

**Appendix J– Hand sanitizer location and maintenance**

Complete the following location specific table to identify where hand hygiene stations will be needed, who will be responsible to refill hand hygiene stations (including soap dispensers in the restrooms), and determine the time(s) of day the stations will be inspected and refilled.

Room	Will hand washing or hand sanitizer be established (Y/N)	Who is responsible for inspecting and refilling soap and hand sanitizer dispensers	Time(s) of day to inspect dispensers
Employee screening area			
Driver check in			
Dispatch			
Women's restroom			
Men's restroom			
Employee break room			
Training room			
Maintenance/Shop			
Office - GM			
Office - Maintenance			
Office - Safety			
Office - Ops			
2-way Radio			
Shared Phones			
Copier			
Swipe tablets			



**Appendix K – Disinfecting schedule**

Complete the following location specific table to determine the time of day each room/space within the CSC will be disinfected, and who will be responsible for disinfecting the room and document the disinfecting.

Room	Time(s) of day to disinfect the area/room/high contact surfaces	Employee responsible to disinfect and document
Employee screening area		
Driver check in		
Dispatch		
Women's restroom		
Men's restroom		
Employee break room		
Training room		
Maintenance/Shop		
Office - GM		
Office - Maintenance		
Office - Safety		
Office - Ops		
2-way Radio		
Shared Phones		
Copier		
Swipe tablets		



## Appendix M – ProKure V disinfecting product

**national express**

### ProKure V disinfecting product

There are 5 types of chemicals effective against the Coronavirus:

- Acid Based (degreasers)
- Chlorine Based (bleach)
- Quaternary Ammonium Chloride (corrosive/deteriorates soft surfaces)
- Hydrogen Peroxide Based
- Thymol Based (botanical)
- Chlorine Dioxide Based (used to stabilize tap water)

Of these chemicals, chlorine dioxide is the most stable non-corrosive product, with low odor and does not need to be wiped down after application. Chlorine dioxide has been used to disinfect and stabilize drinking water since the 1940's.

The product we have chosen is ProKure V, a chlorine dioxide based product listed on the EPA's List N as an effective agent against the Coronavirus (EPA Registration No. 87508-3-89334). The product is delivered in a pre-measured dissolving packet to help ensure accurate mix ratios and minimize the potential for contact with raw materials. The packets are mixed with water to create the disinfecting agent. Because the mixed ready to use product is water based, it is non-flammable and non-corrosive.

The product will be delivered to locations in packets that will mix with 25 gallons of water for transfer into 32 oz. spray bottles. Drivers will be provided 32 oz. spray bottles for between tier disinfecting of high contact surfaces.

#### Product use

Safe - Ecologically Advanced: No Wipe, No Rinse, No Residue.

PPE is not required when mixed at 100 ppm and ready to use.

Spray on seats, seat backs and hand rails – leave wet and allow surface to dry, no need to wipe off. Wet the surface, but do not saturate – product should not “puddle” or “pool”.

Spray on cloth and wipe dashboard controls, tablets and electronics.



## **Appendix N - Covid-19 Mask/Face Coverings**

### **National Express Mask Policy**

National Express employees are required to wear a new disposable mask or a clean reusable mask each day. Masks are to be worn by employees while working. Employees wearing a reusable face mask will be asked during the employee screening process if the mask was cleaned after the previous day's use. Employees answering no to this question, or those who do not have a cloth face covering of their own will be provided a disposable mask. Employees without a clean mask and refusing to wear a disposable mask will not be allowed to work.

CDC recognizes in some situations wearing a mask may introduce significant safety concerns and recommend resulting adaptations and alternatives. Aligned with this recognition, drivers may remove their mask where it presents a safety hazard while driving the vehicle and facing forward (not interacting with passengers).

In alignment with CDC guidance National Express will NOT allow masks intended for healthcare workers, for example, N95 respirators, or neck gaiters.

National Express reserves the right to amend this guidance based on updated guidance from the CDC, OSHA or other regulatory agencies.

### **Background Information - CDC and OSHA Covid-19 Prevention Guidance: Respirators, Masks and Face Coverings**

According to CDC guidance, COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). The spread of COVID-19 can be reduced when face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

The CDC advises people NOT wear masks intended for healthcare workers, for example, N95 respirators. Significant differences were observed between N95 and surgical masks. Li et al., (2005) report mean heart rate, microclimate temperature, humidity and skin temperature inside the facemask, together with perceived humidity, heat, breathing resistance in the facemask, and itchiness, fatigue and overall discomfort, were significantly higher for N95 respirators than for surgical masks. Furthermore, CDC does not recommend or support the use of neck gaiters.