

Column A has a list of readiness elements. Column B highlights the elements that require higher level policy approval. Column C lists the items that are the domain of the Transportation Department. Columns E-Q are the 12 week timeline that takes the project to early August.

© 2020 Capital Works, LLC

ELEMENTS	POLICY APPROVAL	DEPT AUTHORITY	Week 12	Week 11	Week 10	Week 09	Week 08	Week 07	Week 06	Week 05	Week 04	Week 03	Week 02	Week 01	START OF SCHOOL
CDC AND FEDERAL PHASE 2 GUIDELINES															
Individuals will:															
Have temperature taken before work.															
Practice social distancing in the workplace as work duties permit.															
Wear a face mask at all times when social distancing is not possible.															
Individuals will not:															
Stay at work if you become sick.															
Share headsets or other items used near one's face.															
Congregate in the break room, lunchroom, or other crowded places.															
The Department will:															
Take the employee's temperature and have a physician assess their symptoms before the employee starts back at work if employee has a temperature															
Send employees home immediately if they become sick during the day.															
Increase the air exchange in the building.															
Increase the cleaning of commonly touched surfaces.															
Test the use of face masks to ensure they don't interfere with workflow.															
Practicing Good Hygiene:															
Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.															
Avoid touching your face.															
Sneeze or cough into a tissue, or the inside of your elbow.															
Disinfect frequently used items and surfaces as much as possible.															
Strongly consider using face coverings while in public, and particularly when using mass transit.															
Staff who are sick need to stay home and do not go to work or school.															
Guidelines for Individuals															
All individuals should maximize physical distance from others.															
Settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.															
Avoid socializing in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing															
MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel															
The following guidelines will become standard TPS Transportation SOP's if adopted by the DISTRICT overall:															
Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:															
Temperature checks															
Testing, isolating, and contact tracing															
Sanitation use and disinfection of common and high-traffic areas															
Business travel															
Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider. Develop and implement policies and procedures for workforce contact tracing following employee COVID 19+ test.															
Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations.															
Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols.															
FACILITY REQUIREMENTS															
The closure of the driver room for gatherings. Two employee workstations will remain available after being placed more than 6' apart. Cleansing will be required after each use															
TCP clock-in devices will have to be located on the outside of the building on the west side entrance in a protective manner. The keypad will have to be plastic covered and handi-wipes available for cleansing after each use.															
A 1-Way traffic pattern through the building. All employees will be required to enter from the west side of the building. The same traffic pattern will be in place for restroom access, entering from the west side door, proceeding through the driver room and exiting out the east door.															
A TBD cleaning schedule of restroom, door handles, work surfaces, maintenance work areas, gas pumps and common areas will be developed using ELECTROSTATIC DISINFECTION TECHNOLOGY (visit https://www.emist.com) This will require the purchase of the devices and the liquid solution - which can also be used in cleansing vehicles.															
Moving 3 routing work stations into the driver area 6' apart. Remaining workstations can remain in the current routing room while maintaining social distance requirements															
One radio room work station moved into the driver work area 6' from all other workstations or into an adjacent office.															
Assess the current distance of workstations in the admin area and if required, move an admin workstation into the current driver area															
Training activity will be conducted offsite with TBD arrangements															
Future staff inservices will be held in a larger TBD TPS venue with and be conducted multiple times with smaller driver groups															
An analysis of airflow and ventilation conducted and additional devices to increase airflow procured, if required.															
The creation in the West hallway of a Temperature and Protective Material Station to meet District testing requirements															
VEHICLE REQUIREMENTS															

#	ELEMENTS IN PRIORITY ORDER	APPROVAL TIMING
1	CLASS SIZE	MAY
2	SCHEDULE	MAY
3	CDC COMPLIANCE FOR STAFF	MAY
4	CDC COMPLIANCE FOR STUDENTS	MAY
5	FED PHASE 1 COMPLIANCE FOR STAFF	MAY
6	FED PHASE 1 COMPLIANCE FOR STUDENTS	MAY
7	POST INFECTION PROCESS FOR STUDENT and STAFF	JUNE
8	EARY CHECK IN FOR DRIVERS	JUNE
9	INFECTED STAFF TIME BENEFIT	JUNE
10	DAYCARE RELATIONSHIP POLICY	JULY
11	SPED STUDENT POLICY UPDATES	JULY
12	PUBILC TRANSIT POLICY ALIGNMENT	JULY
13	STUDENT/STAFF DISCIPLINE POLICY UPDATES	JULY