



INTER-OFFICE MEMORANDUM

DATE: March 12, 2020

FROM: Peter Gregor, Chief Safety Officer
Lauren Skiver, CEO/General Manager

TO: All Employees

RE: Coronavirus (COVID-19) – Update

As we work as an Agency on the impact of COVID-19, the well-being of all SunLine employees and customers remains our primary concern. We want to update you on the measures SunLine is taking to respond to the COVID-19 virus.

SunLine is in direct communication with the Riverside County Medical Health Department Operations Center (MH DOC) on recommended response and protocol procedures. This includes information on confirmed cases and exposure information. We are actively responding to all directives and information provided by the MH DOC.

The current personal protocol for prevention of the spread of infection of COVID-19 remain the same:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Cough and sneeze into your elbow, not your hand. Alternatively, cough or sneeze into a tissue, then throw the tissue in the trash and wash your hands
- Clean and disinfect high touch objects and surfaces

SunLine has adopted recommendations from the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) on enhanced cleaning, sanitizing and disinfecting procedures. SunLine has also gone beyond those recommendations by implementing additional measures with a second stage process of fogging the revenue vehicles with disinfectant. The following procedures are currently in place:

Buses and Paratransit Vehicles:

- Wipe down with disinfectant of high touch surfaces to include all stanchions, hand holds, steering wheels and fareboxes
- The entire bus will be fogged with disinfectant with the HVAC operating, in accordance with the manufacturers recommended dilution ratio

Bus Stops:

- After pressure washing, the entire bus stop shelter and pavement are sprayed with disinfectant using a hand pump sprayer

Washrooms:

- After normal cleaning, high touch surfaces are sprayed with disinfectant

As recommended by the MH DOC, customers or employees who self-declare they have the COVID-19 virus must be confirmed. SunLine staff is in direct communication with the MH DOC in regards to these declarations. We have been advised by MH DOC to take further action, to include exposure protocol, once a case is confirmed.

As circumstances continue to rapidly change, we will continue to work closely with local and state health officials to keep SunLine employees updated.