

(24 August, 2021 revision)

COVID-19 Safety Plan

Transportation Department

Measures in place

1. FIRST LEVEL OF PROTECTION (Elimination)

The provincial required control measures for maintaining physical distance (of 2 meters) in the workplace will be adhered to at all times to the best of the ability of all workers. Some precautions have been taken to assist in gaining this requirement which are listed below;

a. OFFSITE/REMOTE WORKING

- Some employees in transportation the department have taken part in offsite working schedule, these employees have taken part in the REMOTE WORK AGREEMENT.

b. CHANGES TO WORK SCHEDULES

- There have been no changes to work schedules of department employees at this time.

c. OCCUPANCY LIMITATIONS IN SOME WORKSITES

- Delivery/mechanics staff have been restricted not to operate in the same cab of the delivery vehicles, consequently they will operate in different vehicles when carrying out deliveries until further notice. Wearing of Masks can be an alternative if to need to be in the cab of a truck
- Office areas, break area and training room all have capacity limitations, marked on entrance doors.
- For those drivers who will be planning on taking a break inside Facilities building after they've completed their post-trip and cleaning routine following their PM run, you can either take a break in Bay B or the Facilities Break room. When in the building during the PM Break while waiting for your end time all drivers will need to social distance at all times, as well, we recommend wearing masks. Personnel limitations for each area is 15 people, upon arrival to one of the two break areas please be sure to not exceed the area personnel limitation numbers.

2. SECOND LEVEL OF PROTECTION (Engineering controls)

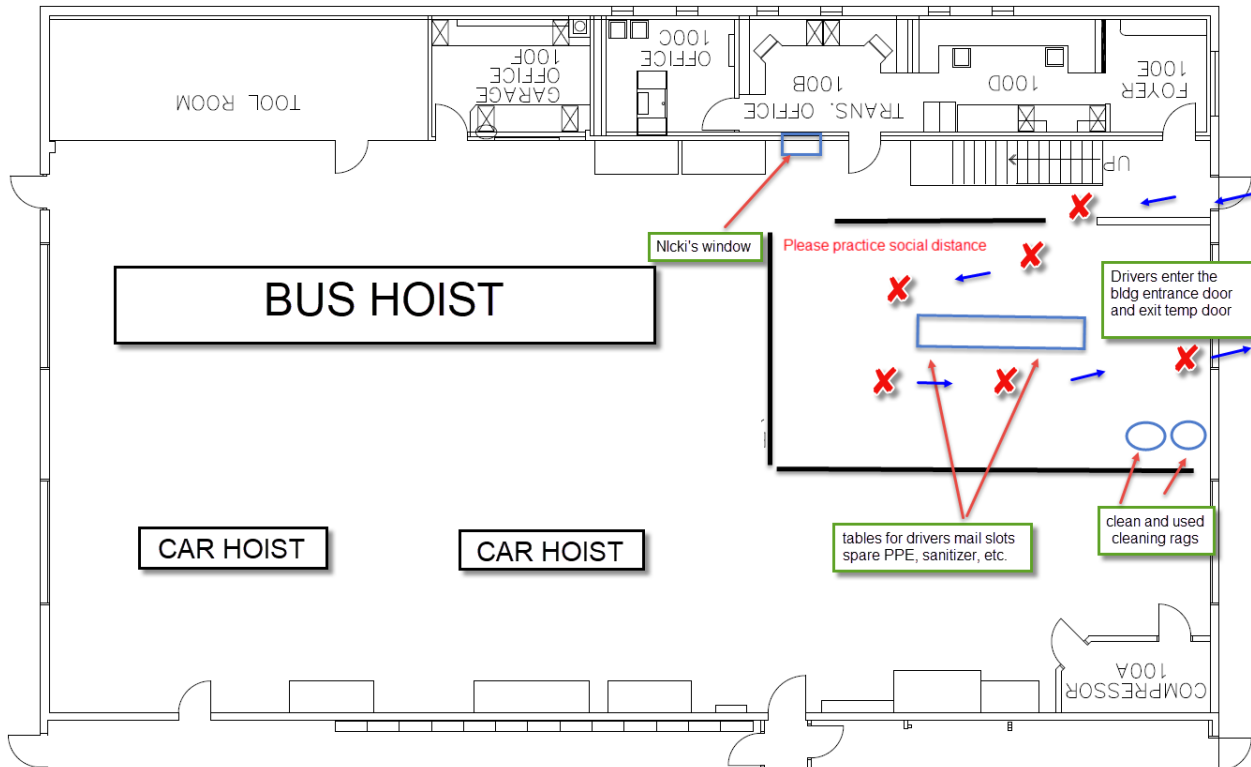
a. BARRIERS OR PARTITIONS

- At present there have been some barriers in place in workspaces within the department. At present the CVSE (Commercial Vehicle Safety Enforcement) and ASTSBC (Association for School Transportation Services British Columbia) is in the process of developing a safe

authorized barrier/partition system that will assist in providing the driver with safe distancing measures. Dynamics, Blue Bird bus dealership has constructed a barrier that fits in all of our buses, SD 34 busing has installed these barriers in all of our buses.

- A work order has been submitted for desk separation barriers for transportation office areas, (completed)
- The drivers dispatch area has been moved to bay "B" area, diagram to identify was area's below.

b. DIAGRAM



3. THIRD LEVEL OF PROTECTION (Administration controls)

a. RULES AND GUIDELINES TO FOLLOW TO REDUCE RISK OF AIRBORNE TRANSMISSION

- All personnel must abide by the 2 meter distancing between each other in accordance with the Provincial state of emergency within buildings.
- Where it is not a ONE-WAY direction with walk-in doorways please use the window on doorways to view if there are other workers exiting the doorway while you may be attempting to enter. Where there are no windows in doorways please proceed with caution when entering and exiting doorways.
- Drivers will be using the larger bay "B" to collect busing paperwork for their duties, all required information will be kept in their cubbies. Because there are several paying close lines. Seating



is provided for drivers in Bay B for break time periods, please leave chairs positioned over the Sit here stickers so that social distancing can be maintained, if standing please abide by 2 meter social distancing as well, masks are recommended to be worn while inside the buildings. Facilities break area also provides an area for drivers to take a break, again, please abide by social distancing rules and wear a mask where and when required.

- Custodial Staff are completing wipe down procedures in accordance with School District requirements at the worksite.
- Posters are on all doorways identifying, PPE use, handwash procedure, etc, etc.
- Rest rooms and hand wash area available;
 - central hallway first floor of the Facilities building both male and female and hand wash area.
 - second floor over office area both male and female and hand wash area.
- Hand sanitizer bottles and or dispensers are at all desk areas and one on each school bus.
- On-site COVID-19 Management procedures - page 12 of safe work procedures.

4. EXPOSURE CONTROL PLAN FOR BUSING

- Code of Conduct Rules for Students
 - Note to parents;
 - a) Students cannot ride if;
 - Experiencing symptoms of COVID 19
 - Anyone in the student's home is experiencing symptoms of COVID 19.
 - Anyone in the student's home has come in contact with someone with COVID 19.
 - They have recently travelled outside Canada.
 - b) Students must wash their hands before getting on the bus and as soon as they get off the bus at school or home.
 - c) Students must maintain physical distancing and remain in designated seats.
- Drivers prep prior to run;
 - Drivers complete a Daily Health Assessment form prior to entering the Abbotsford School District work site. Identifying any symptoms if applicable, all employees must declare on the health assessment form that they suffer from **no symptoms daily** prior to entering the workplace.
 - All drivers and employees must adhere to the School District's Safe Work Procedures for Staff – COVID 19.
 - Drivers use hand sanitizer upon entering the bus.
- Pre Route Steps;
 - Ensure seating plan/rider list is with driver.
 - Open windows at least a crack.
 - Turn on driver's fan if available.
 - Turn on exhaust fan on roof if available.
 - Ensure hand sanitizer dispenser on bus is functional and a spare container is in storage on bus.
- Cleaning of Buses;
 - Driver will complete an interior wipe down and sweep floors daily. Wipe down all high touch surfaces, with the Transportation disinfectant spray

1. at the end AM route (including field trip runs)
 2. at end of PM route
 3. drivers compartment;
(High touch surfaces are; stairwell walls, handrails, side edges and top edges of all seats)
THESE WIPE-DOWNS ABOVE MUST BE DONE BACK AT BUS YARD.
 4. Exterior washing of bus will take place as required.
- Drivers have a responsibility to read and be familiar with MSDS/PPE as required for cleaning materials.
 - Drivers have adequate cleaning and disinfectant products and containers that they can refill at garage cleaning station from the dispatcher as well as wiping cloths.
 - Empty garbage daily.
 - Floors to be washed when required and a minimum of once per week.
- Personal Protective Equipment (PPE) for Drivers
 - Plexiglas and plastic curtain shield enclosing driver's compartment, although a face shield will still be required in case a driver needs to be within a 2 mtr distance of a student, due to having to assist student or come to their aid while on the bus.
 - When operating a school bus with plastic curtain it must be understood that the curtain is only in the closed position while bus is stopped and students are loading or unloading, curtain will be in the open position when the bus is in motion.
 - Face Masks are recommended to be worn by all drivers while driving the bus.
 - Gloves to be worn by choice.
 - PPE for Students
 - **As per Provincial Health guidelines all Middle and High School students are required to wear masks, Elementary School students it is optional for face masks.**
 - a) All people 12 and older should wear masks on school buses
 - b) Students 9 - 11 years of age are encouraged to wear a mask at school
 - c) Students under 9 years of age mask use should be based on their personal or family/caregivers' choice.
 - Our position at the Abbotsford School District is that we recommend all students wear non-medical masks and we urge them to do so.
 - Students will be encouraged to use sanitizer upon entering the bus.
 - Self-Distancing;
 - Seat spacing on buses as per Provincial guidelines.
 - Students must social distance prior to getting on bus at stops, as well, once they exit the bus in school area.

5. **FOURTH LEVEL PROTECTION USAGE OF MASK (optional measure in addition to other control measures)**

a. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- It's the responsibility of everyone to social distance while in the workplace, non-medical masks are recommended for all employees while inside a building or on board a bus.
- non-medical mask wearing will be encouraged for office staff. When office staff have visitors, contractors, SD employees from other departments in their workspace, or when traveling throughout the worksite outside of their workspace.
- Transportation Department is requesting and highly urging all department employees to wear masks when in the driver's bay B area and to wear masks when travelling throughout the building to areas not typical of their own work space/area.

- Effective 8 February, all employees are to wear masks inside the facility when outside of their workspace throughout the facilities/transportation building.
- Personal protective equipment such as gloves, masks, glasses, face shields will be available to employees through the dispatcher.

b. SHARING TOOLS, MACHINERY, VEHICLES

- Mechanic workstation needs to have sanitation wipes at the garage floor workstation.
- Sharing of tools is prohibited in all areas, but when it is necessary to share, the tool must be cleaned prior to returning to original owner or to communal box.
- All shared machinery on garage floor needs to be handled with gloves on or be cleaned between uses.
- Some vehicles will need to be shared, if so, please wipe down high touch area's once you have finished with the vehicle.

c. CLEANING OF SHARED OFFICE MACHINES

- Photocopier, laminator, label maker, etc. that are shared daily will be cleaned once a day, employees using these items can choose wear gloves or use paper towel for protection or sanitize hands before and after use.

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools and worksites should be cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#) document.

6. CLEANING PROTOCOLS

Cleaning is the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses, and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body.

a. Custodial practices will focus on:

- General cleaning and disinfecting of the premises should occur at least **once a day**.
- These include doorknobs, light switches, toilet handles, tables, desks, chairs, keyboards, and toys.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned (e.g., fabric or soft items), empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine).