

**To:** Board of Directors

**Date:** 8/12/2020

**From:** Bill Churchill, Assistant General Manager of Admn.

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**SUBJECT: Bus Cleaning & Sanitation Procedures During COVID-19**

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**Background:**

The O&S committee requested staff to provide documentation of the cleaning and disinfecting processes used on Authority buses to protect employees and the community from Covid-19. Although it is not typical for staff to bring detailed operational SOP's to the board, given the severity of the pandemic in the communities the Authority serves it is prudent to be as transparent as possible regarding these processes. Moreover, there is an emerging concern at the regional level that not all transit agencies in the bay area have taken sufficient steps to ensure their buses are sanitized appropriately thus providing an additional motivation for making the Authorities efforts to mitigate Covid-19 public and accessible.

**Sanitation & Vehicle Modifications Efforts:**

Although the increased efforts to keep County Connection vehicles clean and disinfected has been profound the Authority is very fortunate to have been once again on the cutting edge in experimenting with sterilization processes. Nearly two years ago the maintenance department purchased a hospital grade anti-viral fogger and began using the system to sanitize buses on a monthly basis and after incidents when a passenger became ill on a bus. As a result of this early experimentation when Contra Costa County announced the shelter in place order on March 16, 2020 the maintenance department had the equipment and chemicals to immediately begin fogging all buses every day. In addition to the standard daily fogging buses received an additional fogging treatment if they have returned to the yard and are scheduled to go back out on a pm run.

In addition to fogging, the interior of each bus scheduled for revenue service receives a wipe down of all high touch surfaces with a disinfectant used to clean hospital emergency rooms. This wipe down includes the entire operator area including seat, steering wheel, buttons, controls and dash. Operators are provided with a packet of chlorine based disinfectant wipes daily with the opportunity to periodically wipe their work area and areas of the

vehicles they find necessary to clean during their shifts. Please refer to the attached SOP's for a more detailed description of the sanitation efforts and schedule.

Another important aspect to ensuring the safety of our operators and passengers is the proper management of air flow on a bus. All buses have been equipped with an upgraded Minimum Efficiency Reporting Value (MERV) 7 filter to clean the air. Staff is continuing to research filtration technology with the goal of finding filter media with a higher MERV rating that does not restrict airflow. Perhaps even more important than filtration, staff has increased the clean air uptake on each bus from 25% to 35%. This is the process of injecting fresh outside air into the onboard HVAC system which also results in on board air being redirected outside the bus. The increase to 35% results in a complete replacement of the air in a bus in 2 minutes or less. For perspective, according to the Contra Costa Health Services Department (CCHS), the air in a hospital ICU unit is replaced every 5 to 6 minutes. Fresh air replacement is considered to be a very important factor in helping to prevent the spread of Covid-19 and CCHS has stated that County Connection buses have exceeded their expectations.

**Financial Implications:**

Financial implications are yet to be determined and will be largely based on the duration of the pandemic

**Recommendation:**

O&S Committee requests the full board adopt Resolution No. 2021-004 formally recognizing that County Connection has appropriate cleaning and disinfecting procedures for buses in place.

**Action Requested:**

Staff requests the Board accept the O&S recommendation to adopt Resolution No. 2021-004

**Attachments:**

Resolution No. 2021-004

Attachment A:

1. SOP#: Covid-19-1 Bus Cleaning/Sanitizing During Covid-19
2. SOP#: Covid-19-7 Transit Operator Field Reliefs During Covid-19

**RESOLUTION NO. 2021-004**

**BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

\* \* \*

**ACKNOWLEDGING THAT COUNTY CONNECTION HAS APPROPRIATE COVID-19  
CLEANING AND DISINFECTING PROCEDURES FOR BUSES IN PLACE**

**WHEREAS**, the County of Contra Costa and Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

**WHEREAS**, in 2019, a global outbreak of an infectious respiratory disease caused by a novel coronavirus ("COVID-19") reached the United States and public health organizations subsequently provided guidance on COVID-19 infection prevention and disease control;

**WHEREAS**, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak and issued a statewide stay-at-home Executive Order to mitigate the impacts of COVID-19 and imposed restrictions on the operations of businesses to protect the health and welfare of California residents;

**WHEREAS**, on March 10, 2020, the County of Contra Costa Board of Supervisors issued a Proclamation declaring the existence of a local emergency;

**WHEREAS**, on March 19, March 31, and May 3, 2020, the Contra Costa County Public Health Officer issued local orders directing residents to shelter-at home and limiting activity, travel and business functions for only the most essential needs;

**WHEREAS**, in response to the COVID-19 pandemic, staff has developed and implemented two standard operating procedures addressing the cleaning and disinfecting of buses in order to protect employees and the community, both of which are attached as Attachment A; and

**WHEREAS**, although staff would not normally bring staff-developed operating procedures to the Board for approval or recognition, due to the unique concerns of the COVID-19 pandemic, the Operations and Scheduling Committee recommends Board review and acknowledge that Attachment A sets forth appropriate cleaning and disinfecting procedures in light of COVID-19.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Central Contra Costa Transit Authority hereby approves Bus Cleaning & Sanitation Procedures During COVID-19, as outlined in Attachment A.

**BE IT FURTHER RESOLVED** that the Assistant General Manager of Administration is authorized to make further changes to Attachment A, with the understanding that such changes do not need to be brought back to the Board.

Regularly passed and adopted this 20th day of August 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Candace Andersen, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board



## Attachment A

<b>SOP #</b>	COVID-19-1
<b>Date Created</b>	March 16 <sup>th</sup> , 2020
<b>Date Revised</b>	June 1 <sup>st</sup> , 2020
<b>Date of Implementation</b>	Immediately
<b>Title</b>	Bus Cleaning/Sanitizing During Covid-19
<b>Function</b>	Procedures for cleaning and sanitizing Buses scheduled for revenue service

This SOP is designed to manage the cleaning and disinfecting of buses to minimize the spread of COVID-19.

### 1. **Electrostatic Anti-Viral Fogging:**

Personnel cleaning buses must wear N95 mask, gloves and safety glasses at all times while using the Electrostatic fogger.

All buses are fogged daily before use, using chemical Vital Oxide in the Victory VP200ESK fogger system. If a bus returns to the yard from a shift and is designated to pull back out later in the day the bus shall receive an additional fogging treatment.

- a. Use No-Go list from Maintenance Dept. to determine which vehicles are assigned to service
- b. Fill the Victory VP200ESK fogger with Vital Oxide
- c. Put on appropriate PPE (N95 mask, gloves, goggles) prior to using the fogger
- d. Begin at rear of bus and initiate fogging system, slowly move to the front of the bus while gently waving the fogger to the left and right
- e. While gently sweeping the fogger bring the nozzle to approx. 24 inches from all surfaces to be disinfected (walls, floors, windows, stanchions, seats, rails, controls and dash)
- f. Once the front of the bus is reached focus the fogger on the operator's compartment
- g. Step off the bus and let stand ten (10) minutes prior to re-entry of any personnel
- h. This process will coat all interior surfaces, Windows, seats, stanchions, Floor, walls, ceiling and operator controls and fare collection systems
- i. Dispose of gloves
- j. Wash hands

### 2. **Wipe Down**

Operators are provided a package of Chlorine based disinfectant wipes upon request. Operators wipe down all high touch surfaces in the Operators compartment:

- a. Collect package of Disinfectant wipes at the dispatch window as needed

- b. Collect gloves as needed
- c. Using provided wipes, wipe all high touch surfaces: steering wheel, controls, dash, fare collection
- d. Discard wipes when task is completed

There may be times when a bus is scheduled for an a.m. pullout and has received a wipe down from an Operator but is also scheduled for a p.m. inspection or service. In such cases, maintenance personnel will also wipe down all high touch surfaces including: stanchions, rails, fare collection systems, steering wheel, switches, fare collection systems, operator controls, control head, seat, and dashboard.

- a. Maintenance personnel must always wear gloves while spraying and wiping disinfectant material
- b. Use spray bottle labeled Oxiver Five-16
- c. Use the provided bags of rags for wiping surfaces after spray treatment
- d. Spray all high touch surfaces then wipe off with provided rags
- e. Dispose of rags
- f. Dispose of gloves
- g. Wash hands

### **3. Mop, Sweep, fuel & Wash:**

All buses returning to the yard from a p.m. shift shall be cleaned of garbage, swept, mopped, fueled, and receive an exterior wash.

- a. Wear appropriate PPE's: Mask, gloves
- b. Move bus to wash bay
- c. Collect defect cards
- d. Log mileage
- e. Begin fueling vehicle
- f. Collect and dispose of garbage
- g. Sweep out vehicle of large particles and dust
- h. Wet mop floors using Oxiver Five-16 (refer to wet mop schedule)
- i. Log quantity of fuel
- j. Clean interior Operator compartment windows with Cleme glass cleaner
- k. Drive bus through exterior wash cycle
- l. Park bus in its assigned slot

### **4. Wet Mop Schedule**

The Director of Maintenance provides a list of which buses are scheduled to receive the wet mop deep cleaning treatment. A minimum of five (5) buses per day receive the treatment, each bus is wet mopped approximately once every twenty-four (24) days.

## 5. Steam Cleaning

The upholstery inserts shall receive a deep steam cleaning at a minimum of once per month. The Director of maintenance will provide service personnel with a list of buses to steam clean each day (approximately 5 buses per day)

## 6. COVID-19 Disinfectants

Personnel performing cleaning and sanitizing duties should read the manufacturers labels for proper use. All Safety Data Sheet (SDS) information is available in the Maintenance SDS

USE	Name	Dilution	SDS#	EPA#	EPA Approved
Fogging	Vital Oxide	16:1	VOCA010119	82972-1	Yes
Spray Surface Cleaner	Oxiver Five-16	None	MS0800464	70627-58	Yes
Spray Surface Cleaner	Purell Professional	None	400000005189	84150-1	Yes

binders located in the Maintenance department.



<b>SOP #</b>	Covid-19-7
<b>Date Created</b>	July 17,2020
<b>Date Revised</b>	N/A
<b>Date of Implementation</b>	
<b>Title</b>	Transit Operator Field Relief During Covid-19
<b>Function</b>	Procedures for cleaning the Transit Operator compartment on buses when making reliefs in the field

The Contra Costa County Department of Health Services (CCHS) has provided the Authority with guidance for Transit Operators making reliefs in the field during the COVID-19 pandemic. This guidance is consistent with CCHS guidance for employees relieving other employees in shared work environments such as medical clinics, office environments and assorted retail settings. CCHS has stated workplace reliefs where the equipment and space is shared is most effective when the relieving employee is responsible for cleaning the workspace prior to the commencement of work. Please refer to the following steps to ensure a safe working environment:

1. If your assignment requires a relief in the field request a package of disinfectant wipes from Dispatch. If your initial report to work is in the field be sure to request your package of wipes the day before you report.
2. When taking control of the bus use the provided disinfectant wipes to wipe down all high touch surfaces that you would likely encounter while operating the vehicle
  - a. Shield Handles
  - b. Steering wheel
  - c. All controls (i.e. door control, engine control switches, Clever Devices Control Head...)
  - d. Radio Communication Equipment
  - e. Areas of farebox or dashboard your likely to come into contact with
  - f. Seat
  - g. Seatbelt and latch
3. As you wipe down the Operator compartment, the wipe you are using will begin to lose moisture. When it begins to dry out dispose of the wipe and use another wipe to continue cleaning.
4. When the wipe down process is completed use hand sanitizer.