



TO: CMTMC Commissioners and Jurisdictional Partner Staff
FROM: Andrew Johnson, Assistant General Manager
DATE: June 24, 2020
RE: RTA COVID-19 Response Update

To provide you with RTA's COVID-19 action plan to-date and current dollars expended in advance of the Central Maryland Transportation & Mobility Commission and Central Maryland Transportation & Mobility Consortium meeting scheduled for Monday, June, 29, 2020 at 1:00 p.m. The meeting will be held via Zoom.

Key Highlights:

1. Feb 3, 2020 – First employee notices posted “Staying Healthy Key Actions”
2. Feb 3, 2020 – RTA COVID-19 Emergency Operations Action Response Plan / Service Reductions Draft started
3. Feb 5, 2020 – RTA COVID-19 Emergency Operations Action Response Plan / Service Reductions Final Draft completed and emailed out for editing
4. Feb 6, 2020 - RTA COVID-19 Emergency Operations Action Response Plan Final / Service Reductions Edits completed and approved w/4 Phase Service Reduction Plan Added and approved
5. Feb 7 – 20, 2020 - Daily monitoring of events and escalation of COVID-19, also taking part in HoCo EOC calls/meetings, and MATOC calls continually assessing situation
6. Feb 21, 2020 to current – begin mass purchases of PPE, Sanitizing supplies, purchases of supplies have and will last throughout the event along with continued monitoring of escalation
7. Mar 6, 2020 – final decision on appropriate disinfectant is made and order placed for Lysol IC Quaternary Disinfectant Concentrate (this is same product used in O.R.'s and E.R.'s)
8. Mar 8, 2020 – Post notices for Employees sent by HCHD “CORONAVIRUS COVID-19, Practice Healthy Habits”
9. Mar, 8, 2020 – Started assessing other ideas for a service reduction that would serve allow all routes a partial day service
10. Mar 10, 2020 – S.O.P and training protocols drafted for Bus Sanitization on a daily basis and approved
11. Mar 11, 2020 – Training of maintenance team and start of nightly bus sanitization takes place/ notices posted for employees regarding nightly disinfecting procedures and what to expect when entering the buses
12. Mar 12, 2020 – Began distribution of hand sanitizer and nitrile gloves to all operators/dispatchers/supervisors
13. Mar 12, 2020 – Notified Teamsters Local Union 570 of RTA COVID-19 Response and Action Plan
14. Mar 12, 2020 – Posting and emailed all employees with RTA Continued COVID-19 Response

Update / school & Social Day Programs / Kindred Spirits adult program cancellation and “Do’s & DON’Ts” for Virus protection

15. Mar 13, 2020 – Final reassessment of Service Reduction Plan takes place and is drafted as the replacement of the 4 phase plan to a 3 phase plan / continually monitoring ridership and how to best serve all routes. Run-Pick put out for Fixed Route Operators under the grouping plan A, B, C
16. Mar 13, 2020 – Local Union Teamsters 570 is notified of our reduced service plan and agrees to the plan
17. Mar 16, 2020 – Service Reduction Plan #1 is enacted and slated to start Mar 18, 2020
18. Mar 18, 2020 – Service Reduction Plan #1 is placed in service and is still operating at this Plan Level #1
19. Mar 18, 2020 – Re-useable masks with PM2.5 filters start to be issued to ALL EMPLOYEES
20. Mar 19, 2020 – Sanitizing begins at the Administration (weekdays) and Operations Building (daily)
21. Mar 24, 2020 – Further instructions go out and is posted for ALL EMPLOYEES regarding their face mask, along with the OSHA required Posting (63 FR 1152, Jan 8,1998: 63 FR 20098, Apr 23,1998)
22. Mar 25, 2020 – Announcement to Admin Staff that building will be disinfected and portions of facility will be closed off until after the Emergency “DO NOT ENTER ROOM CLOSED” signs posted after thorough disinfecting procedures
23. Apr 2, 2020 – 16oz spray bottles of disinfectant and dry Sani-wipes are issued to ALL EMPLOYEES operating a Company vehicle for immediate disinfecting purposes
24. Apr 2, 2020 – Porta-Potty’s are placed at Columbia Mall with padlocks for Operators personal needs
25. Apr 8, 2020 – Mandatory Mask Usage was instituted for ALL RTA EMPLOYEES
26. Apr 16, 2020 – Face Shields issued to ALL OPERATORS / SUPERVISOR’s for use when securing any ADA device
27. Apr 18, 2020 – Face coverings for all passengers enacted by State, AGM and Lead Supervisor stationed at Main Bus Hubs for Compliance (all went well)

At this time ALL RTA employees are working within Social Distancing Guidelines:

1. Fixed Route: 3 groups A, B, C work 1 day on 2 days off (no one group sees the other)
2. Para-Transit: Separated days off sporadic, with staggered start times (minimized to no contact)
3. Dispatcher/Supervisor: 2 groups A, B works 4 days on, 3 days off then 3 days on 4 days off (no one group sees the other)
4. Admin Staff: Telework schedule with staggered days (minimized contact)
5. Maintenance Group: 2 groups A, B one works the other is off (minimized contact)

To date the RTA has purchased over \$15,000 of PPE and Disinfectant Supplies

To date the RTA has accumulated over \$8,500 in OT for the bus and facility sanitizing plans

Update as of June 24, 2020:

Effective June 7th, all employees and visitors to the Administration and the Operations facility are now required to have their temperatures taken with a “no touch” thermometer.

To date the RTA has purchased approximately \$35,000.00 in PPE, and spent \$15,000.00 in OT doing sanitization procedures for all RTA vehicles along with the operations and administration facilities on a daily basis. With that said since February 26, 2020 when we began purchasing PPE through June 17, 2020, the RTA has spent \$2.48 per employee per day to maintain our current level of Safety standards set forth in our COVID-19 Response Action Plan.

All the employees have had a major hand in making the RTA a Safe Haven so to speak, and all are to be applauded for their dedication to the public and their other Team members.