

COVID-19 Preparedness Plan 2.0 for



Voyageur Bus Company is committed to providing a safe and healthy workplace for all our employees, customers and visitors. To ensure we have a safe and healthy workplace, **Voyageur Bus Company** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and Employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. Please keep in mind that this is a fluid document that can and will be updated and edited as information becomes available or the current situation changes.

The COVID-19 Preparedness Plan is administered by **Mike Krois**, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Voyageur Bus Company's** managers and supervisors have the company's full support in enforcing the provisions of this plan.

Our employees are our most important assets. **Voyageur Bus Company** is serious about safety and health and protecting our employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our Employees in this process by:

maintaining open channels of communication including bulk mailings, emails, text messaging and telephone calls to keep an open dialogue with any questions, suggestions, comments or concerns employees have brought to our attention in person, by email or phone calls while continuing to research best practices and update our policies through input and help of our employees in order create the best plan possible.

Voyageur Bus Company's COVID-19 Preparedness Plan follows the **Transportation** industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick employees stay home and prompt identification and isolation of sick persons;
- social distancing – employees must be at least six-feet apart;
- Employee hygiene and source controls, including face coverings;
- workplace building
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol;
- communications and training practices and protocol.

Voyageur Bus Company has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following **Transportation** industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick Employees stay home and prompt identification and isolation of sick persons

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess Employees' health status prior to entering the workplace and for Employees to report when they are sick or experiencing symptoms.

- A health screening survey must be conducted by each employee upon arrival and check-in at work.
- All employee temperatures and physical assessment of COVID-19 symptoms will be taken prior to them starting work. Temperature checks will be taken with an Infrared Thermometer before the individual enters the facility. Prior to entering the facility, a physical assessment of COVID-19 symptoms will be taken and recorded by a supervisor daily.
- Employees will not be able to enter the building/office if their responses to the health screening indicates they are experiencing symptoms of COVID-19 or have tested positive for COVID-19 and they will be sent home immediately. If employees begin experiencing symptoms of COVID-19 while at work, they must also be sent home immediately. If employees cannot be sent home immediately, they will be isolated in a closed room or remote area of the worksite until they can be sent home (this space will then be cleaned and disinfected).

Employees are required to contact their supervisor to report, whether at home or at work, when they are experiencing COVID-19 symptoms, have tested positive for COVID-19 or have been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19.

Please Contact **Joe Krois 218-590-6084** **Josh Pensak 218-393-8915**

- Employees who are required to isolate or quarantine, must follow the MDH Guidance on COVID-19 on when to return to work. Employees who are experiencing COVID-19 symptoms, have tested positive for COVID-19 or have been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19 will be instructed not to report to work until their isolation or quarantine period is completed.

- Employees will be notified if they may have been exposed to a person with COVID-19 symptoms or who has tested positive for COVID-19 while at work.
 - If an employee is confirmed to have COVID-19, the protocol to inform other employees who have been in close contact with the infected employee, as well as their respective employers (where applicable), of the possible exposure to COVID-19 while at work, will be as follows;. The exposed employee will be informed of the potential exposure, but not told the name of the employee with positive test, unless the positive employee gives consent that their name be used. Joe Krois and Josh Pensak are designated to gather information from employees who may be sick with COVID-19 and to engage in needed communications, while ensuring the privacy of infected employee(s) is maintained in accordance with Equal Employment Opportunity Commission (EEOC) guidance.
- Sick leave policies have been implemented that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These policies are in compliance with the Cares Act FFCRA leave policies to reflect the need for isolation and incentivize employees who are sick to stay home. Sick leave & FFCRA policies are posted so all employees are made aware of their benefits.

Social distancing – Employees must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between employees, and visitors in the workplace through the following engineering and administrative controls:

- Employees who are able to work from home will work from home.
- Will hold virtual or online meetings, when possible.
- Physical distancing will be maintained in all work areas, including at workstations, break rooms, etc.
 - Six feet of physical distancing in work areas, storage areas, break areas, meeting areas, copy-rooms, parking areas, etc.
 - Traffic patterns, congestion areas, “bottle-necks”, and “choke points” will be evaluated to reduce crowding at entrances, reception areas, dispatch counters, hallways, elevators, waiting areas, staging areas, doorways, corridors, janitor’s closets, transport areas, time-clock areas, etc.
 - One way entrances and exits that facilitate six-foot distancing will be designated.
 - Arrows and other signage will be used to mark one-way traffic flows at access-points, in aisles, hallways, stairways and corridors.

Access points, staging areas, loading areas and other areas of congestion will be marked to provide for social distancing of at least six feet, including floor markers for distance, lane lines and marking of adjacent areas where Employees may be congregating or waiting.
 - Employees will not work in workstations that face each other without a barrier.
 - Collective gatherings of employees will be limited to numbers that allow for social distancing to be maintained, including during collective gatherings for training, meetings, and breaks.
 - Ensure social queuing is established to provide and promote social distancing between multiple employees, customers, and visitors congregating and waiting to use facilities (e.g. restrooms, handwashing, vending, cafeterias).

- Roving employees: Ensure social distancing is maintained while employees are engaged in “roving” activities. Where activities must be performed while customers and visitors are present, Employees will ensure social distancing is maintained.
- The number of people in restrooms, break areas, and cafeterias will be limited to allow for social distancing. Tables and chairs will be spread out or removed if not able to spread out in break areas so they are at least six feet apart.
- Employee interaction across floors, buildings, campuses, worksites, etc. will be limited. Use of walkie talkies or headphones may be used so employees can communicate from a distance.
- Barriers, partitions, screens or curtains will be incorporated to maintain barrier protection between employees, to the extent possible, where social distancing cannot be maintained.
 - Office Cubicles/Shared Office Space: Where a larger number of employees assemble in a workspace, and are assigned to individual workstations or cubes, the number of employees within the workspace will be reduced, and/or the number of workstations available will be reduced, to ensure social distancing can be maintained.
 - Office Cubicles/Shared Office Space: Barriers/partitions in-between cube spaces, work-stations, and desk areas will be provided, in addition to maintaining social distancing, to provide protective separation between employees while working at/within their workstations. The barriers/partitions will be of such dimensions as to ensure separation between Employees whether sitting, standing, or otherwise moving within the workspace. The use of barriers/partitions will be used in addition to social distancing, and not used in replacement of social distancing.
 - Dispatch Counters: A plastic partition will be installed between the dispatchers, drivers and visitors with ample space cut out where items can be slid through.

Employee hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All customers and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Voyageur Bus Company will ensure that employees regularly wash their hands. Instruct employees to regularly wash and/or sanitize their hands, in particular when entering and exiting the business, before and after eating or drinking, using tobacco products, using restroom facilities, and using devices, tools and equipment used by other employees. Instruct employees to avoid touching their face with unwashed or unsanitized hands.
 - “handwashing” and “cover your cough” signs have been posted.
- Handwashing and/or hand-sanitizer facilities are readily available and allow employees sufficient time to engage in handwashing/sanitizing.
- Supplies in restrooms, portable toilets and handwashing/sanitizing stations are regularly monitored and continually stocked.

- Tissues or towels for proper cough and sneeze etiquette are available and no-touch trash bins are available.
 - Employees must wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor’s Executive Order 20-81, people in Minnesota will be required to wear a face covering in all public indoor spaces and indoor businesses. Additionally, the Executive Order requires Employees to wear face coverings when working in outdoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order also requires Employees, customers, or visitors to wear a face covering when a business has opted impose stricter face covering requirements than the Executive Order or when the applicable industry guidance requires wearing a face covering.
 - This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage (<https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks>). You can also visit these webpages: Face Covering Requirements and Recommendations under Executive Order 20-81 (<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>) and Frequently Asked Questions About the Requirement to Wear Face Coverings (<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>)
- Employees should maintain an adequate number of face-coverings during their shift to change face-coverings as they become saturated, dirty, or compromised.
- Launder reusable face coverings before each daily use according to CDC guidelines at Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
- Provide protective supplies when employees are unable to provide their own, including non-medical source-control face coverings, gloves, disinfectant, guards and shields to protect Employees against the transmission of COVID-19 while they are working.
- No employee will be discriminated or retaliated against in any way for wearing face-coverings or personal protective equipment, in accordance with Executive Order 20-54.
- Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the business will ensure a trash-receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
- Community drinking stations and water-fountains will not be available or used unless protocols are implemented to ensure frequent sanitation between users. Touchless water-filling stations may still be provided.
- Food will not be served nor shared communally.
- Employees are instructed to launder their clothing, uniforms, apparel and personal protective equipment (PPE) daily according to clothing or detergent instructions. Employees are encouraged to maintain additional apparel at work (e.g. shirts, sweatshirts) to minimize cross-exposure between work areas or locations.

- Proper respiratory protection is still provided, and to be used and maintained to protect employees from other recognized health hazards as required (e.g. hazardous chemicals, particulates, and dust, respirable silica, lead, asbestos)
- Employees are encouraged to sanitize high touch-points within their personal vehicle (e.g. handles, locks, steering-wheels, instrument-controls, switches, seatbelt) upon entering.

Employees, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, customers, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all Employees and other persons entering the workplace.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

General Building Conditions:

- Voyageur Bus Company will strive to
 - Continuously maximize fresh-air into the workplace, and eliminate air recirculation.
 - Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.
 - Keep windows open or partially open to maximize airflow whenever possible and or weather conditions allow.
 - Minimize air-flow from blowing across people.
 - Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, dispatch counters, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

- A documented sanitation schedule and checklist has been established, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
- All areas, such as offices, restrooms, common areas, shared electronic equipment, machinery, tools, controls, etc. will be routinely cleaned and disinfected.
- All high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces will be frequently cleaned and disinfected.
- Personal equipment, tools and phones should not be shared or, if shared, should be cleaned and disinfected after each use.
- Buses, Motor Coaches, and work-vehicles will be cleaned and disinfected a minimum of once a day. Drivers will be responsible to wipe down and or disinfect all high touch areas in-between routes.
- Electronic devices (e.g. light-switches, circuit-breakers) will not be cleaned and disinfected with a liquid agent. Electronic devices will be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements.
- If vehicles, machines, or pieces of equipment must be shared, disinfect between users.
- Immediate cleaning and disinfecting will be implemented of the workplace if an employee, customer or visitor becomes ill with COVID-19. See [Cleaning and Disinfecting Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
- Disinfectants and other cleaning chemicals will be utilized for the appropriate use. Keeping in mind effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARSCoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
- All trash, refuse and debris will be regularly disposed of and not allowed to accumulate, to minimize the number of employees involved in the handling and disposal of materials.
- Product labels and Safety Data Sheets will be reviewed, manufacturer specifications will be followed, including the use of required personal protective equipment for the product.
- Safety Data Sheets will be made available for all chemical products used.

Drop-off, pick-up and delivery practices and protocol

- Employees will maintain a distance six feet or greater from others during interactions while receiving or exchanging deliveries or sales calls.
- When receiving deliveries, it will be done via a contactless method whenever possible, including deliveries at loading docks, reception areas and locations where employees can maintain a distance of at least six feet from each other.
- Whenever possible, the attempt will be made to do everything electronically (e.g. app, phone) to eliminate the need for close contact between employees and delivery personnel.
- Employees will minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated by posting at each location and emailing to all employees on **August 7, 2020**, a printed version will also be available for those employees who request a copy and necessary training was provided. Additional communication and training will be ongoing, each time different a protocol is established it will be disseminated to employees with training provided as needed. Training will be provided to all employees who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, including full and part time employees, temporary employees, independent contractors, subcontractors, vendors and outside technicians as well as customers and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by employees and customers and visitors. All employees, customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented, the program will continually be evaluated to identify successes, challenges and deficiencies. All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by **Voyageur Bus Company** management and the plan was posted throughout the workplace and made readily available to employees as of **August 7, 2020**. It will be updated as necessary by **Joe Krois and or Josh Pensak**

- Communication to educate customers/clients about the steps being taken for their protection to mitigate the spread of COVID-19 is regularly provided. Protective measures have been communicated to customers and visitors prior to, and at the start of, their interaction to both educate customers and visitors as well as inform them of their role in protecting the employees and all other persons.
- On-going periodic communications will be delivered to customers, and visitors to remind of social distancing protections and protocol. What customers and visitors can do to minimize transmission
 - Customers, and visitors will be advised to conduct a self-check of their body temperature the day of their interaction and prior to arriving to the business.
 - We encourage customers, and visitors at “high risk” to strongly consider refraining coming to the business or postponing from the service. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services. (See People Who Are at Increased Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higherrisk.html)).
- All Employees and members of management will be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training will be provided by and paid for by the business. The training will be provided in a manner and language that each employee can understand and will be adjusted to reasonably accommodate all limiting factors present. See “OSHA’s Resource for Development and Delivery of Training to Employees” ([osha.gov/Publications/osha3824.pdf](https://www.osha.gov/Publications/OSHA3824.pdf)). See also Minnesota’s “Small Assemblies for Testing and Training” for guidance with facilitating training for employees while addressing COVID-19 implications (dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf).

- COVID-19 Preparedness Plans are posted at all worksites where employees are present, in readily accessible locations, and are shared with and reviewed by all employees. Posting may be accomplished through electronic dissemination of the plan to all employees who have access means to review electronic posting.
- Required rules, protocols and practices are communicated to their employees and adequately enforce their provisions.
- Required rules, protocols and practices are required by businesses providing temporary, part-time, seasonal and contract employees to the business.
- Employees will use personal protective equipment necessary to perform their work.
- Signage will be used as reminders for employees, delivery employees, officials, customers, and visitors of rules, protocols and practices, including not to enter the business if they have COVID-19 symptoms, social distancing, handwashing, use of source control face coverings and respiratory etiquette.
- Employees will ensure they comply with and follow established rules and practices.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- Customers or visitors will be advised to review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and out of state travel. The questions would be the same as those completed by staff. MDH’s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
- If customers or visitors begin to feel unwell while in the business, they must leave immediately and isolate themselves at home. If a customer, client, or visitor is a member of a household group at the business, the household group must also leave. See CDC’s Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
- Customers and visitors will be advised to wash and/or sanitize their hands upon entering the business or on vehicles, and to regularly wash and/or sanitize their hands while at the business or on vehicles.
- While riding in on our vehicles customers will be reminded to wear a face covering, when required by Executive Order 20.81. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. For additional information about cloth face covering and how to make, wear and wash them, refer to CDC guidance on cloth face coverings
- When feasible the equipment or items touched by the customer will be limited.
- PROTECTIONS AND PROTOCOL FOR MANAGING OCCUPANCY WITHIN VEHICLES
 - The number of persons permitted in a vehicle at one time will be limited to allow for proper social-distancing or 50% of the appropriate capacity of the vehicle.
- All persons of “high risk” will be encouraged to consider not using services unless necessary. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services
- Signage will be posted within vehicles outlining established protocols.
- All persons will be advised to conduct a self-check of their body temperature prior to using the service.
- Contracted customers will be informed of protocols so that all persons, including employees and customers, are aware of changes.

- All persons, including employees, customers and visitors, will be advised of the added COVID-19 precautions that will be taken. The web-site, social media, phone calls and confirmations, and other outlets will be used to educate all persons on the steps being taken for their protection and the protection of all employees and customers.
- Work activities will be evaluated to ensure social distancing can be maintained and identify those activities where social distancing is difficult to maintain to determine if they can be done in an alternative way. Work activities will not be performed if adequate protective measures cannot be implemented.
- Employees will wear a face covering that covers their mouth and nose in accordance with Executive Order 20-81. **This Executive Order requires everyone—including employees—to wear a face covering in indoor businesses and indoor public spaces.** Additionally, the Executive Order requires employees to wear face coverings when working in indoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at [Facemasks and Personal Protective Equipment \(PPE\) Webpage](#)
- Employees must:
 - Maintain an adequate number of face-coverings during their shift or work-day that allows the Employee to exchange face-coverings as they become saturated, dirty, or compromised during use.
 - Launder reusable face coverings before each daily use according to CDC guidelines at [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 \(www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](#).
- Voyageur Bus Company will take reasonable steps to ensure that employees, customers, and visitors wear face coverings in accordance with Executive Order 20-81, and conspicuously post face covering policies for Employees, customers, clients and visitors. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.
- Employees involved in team-driving or ride-alongs must wear face-coverings at all times while inside the vehicle in accordance with Executive Order 20-81.
- All persons, including customers, and visitors should bring their own face coverings.
- A protocol has been established for accommodating employees who cannot wear a face covering due to a medical condition, mental health condition, or disability. Voyageur Bus Company will comply with applicable law, including civil rights laws, relating to verification of an employee's disability or medical condition.
 - If an employee is unable to use a face covering due to a medical condition, mental health condition, or disability, then the business will engage with the employee to identify and implement alternative protections as to ensure the employee, as well as other customers, visitors, and employees, maintain a similar level of protection (e.g. face-shields, isolating the Employee, job reassignment).
- Protocols will be established for addressing instances where the use of a face-covering may present a hazard to the employee and identifying and implementing alternatives to minimize the risk to the

employee. However, the business will work to identify and implement alternative protections as to ensure the employee, as well as customers, visitors, and other employees, maintain a similar level of protection whenever possible.

- For environments involving extreme temperatures (e.g. heat, cold) and/or wet environments (e.g. wet processes, rain), face shields may be considered to be used in lieu of face-coverings
- For work-activities that may present a risk of entanglement, businesses will ensure the machine/tool is properly guarded as to eliminate the risk of the face-covering becoming entangled into the machine/tool, and that the selection and use of the face-covering protects the Employee from the risk of entanglement (e.g. using ear-loops instead of tie-backs). ☒ For work-activities that may present a risk of hazardous chemicals becoming absorbed and/or saturated within the materials of face-covering, the use of engineering controls (e.g. ventilation), administrative controls (e.g. work-practices), or personal protective equipment (e.g. respiratory protection) will be considered and implemented whenever possible.
- A protocol will be established for accommodating customers, and visitors who cannot wear a face covering due to a medical condition, mental health condition, or disability. Voyageur Bus Company may not require customers to provide proof of a medical condition mental health condition, or disability, or require customers to explain the nature of their conditions or disability.
- A protocol will be established for customers, and visitors who refuse to wear a face covering where wearing a face covering is required. Voyageur Bus Company may refuse entry or services to customers, employees or visitors who refuse to wear a face covering when required by Executive Order 20-81 or when otherwise required by the business even if not required by the Executive Order. Refer to the documents and information available at [Facemasks and Personal Protective Equipment \(PPE\) \(health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](https://health.state.mn.us/diseases/coronavirus/prevention.html#masks) for more information about what a business may or may not do to enforce face covering requirement.

Certified by:

Michael J. Krois

8/7/20

Signature

Date

Michael J. Krois

President

Voyageur Bus Company

Definitions & Fun Facts

Definitions

Symptoms of COVID-19: Range from mild to severe and may include fever ($\geq 100.4^{\circ}\text{F}$) or chills, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting and/or diarrhea.

Prolonged Close Contact: a) being less than six feet from a person who has tested positive for COVID-19 for 15 minutes or more, regardless of whether either person was wearing a face covering; OR b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Symptoms that Suggest COVID-19 Worsening, Call Your Doctor or Go to ER: shortness of breath at rest, chest pain, persistently high fever despite fever lowering medicine, confusion, lightheadedness, inability to eat or drink

Social Distance: Social distancing is a conscious effort to maintain distance between yourself and other people as a way to mitigate the spread of disease. This means avoiding public gatherings, bars, restaurants or other events, even if you are symptom free. Stay at least 6 feet from other people and wear a mask as often as possible. Take precautions if you cannot maintain that distance, such as using alcohol-based hand sanitizer and/or hand washing immediately after contact. Consider using curbside pick-up or delivery for essential items.

Self-monitor: People should monitor themselves for symptoms of COVID-19 by taking their temperatures twice a day and remaining alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others and seek advice by telephone from a healthcare provider to determine whether medical evaluation is needed.

Self-quarantine: Separates people who were exposed but do not have symptoms to see if they become symptomatic. A person can be contagious before symptoms begin, so this is critical to prevent the spread. Find additional information on how to self-quarantine (pdf).

Self-isolation: Separates people **with symptoms of COVID-19**, with or without a positive test. Stay home and away from others who share your residence to prevent the spread of the virus.

Fun Facts

Not everyone who is **exposed** to the virus will catch it

The time from exposure to symptom onset (known as the **incubation** period) is thought to be 2 to 14 days, though symptoms typically appear within four or five days after exposure.

A person with COVID-19 may be **contagious** 48 to 72 hours before starting to experience symptoms. Emerging research suggests that people may actually be most likely to spread the virus to others during the 48 hours before they start to experience symptoms. People are thought to be most contagious early in the course of their illness, when they are beginning to experience symptoms, especially if they are coughing and sneezing

The COVID-19 **contagion takes at least three to five days after exposure to test positive**

Most people with coronavirus who have symptoms will no longer be contagious by 10 days after symptoms **resolve**. People who test positive for the virus but never develop symptoms over the following 10 days after testing are probably no longer contagious.

The CDC is no longer recommending a **negative** COVID-19 test before going back out in public.

