



STANDARD OPERATING PROCEDURE

Subject: Infection Control & Response – Coronavirus (COVID-19) H1N1 Influenza and MRSA

Section: 2 – Facility Safety | SOP #: Safety – 405 | Effective Date: November 13, 2007 | Revision Date: March 2, 2020

SOP Roadmap

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Guide to Icons



Related Document: This section refers to related forms and reference materials.



Action Item: This section requires that action be taken.




Legal Requirement: This section refers to statutory/legal/OSHA obligations.







Calendar Item: This section contains a task that must be completed at set intervals or certain times.



Key: This section contains information important to your safety.

<p>1. Introduction</p>	<p>This SOP provides guidance to First Student management for responding to (1) diagnosed cases of Coronavirus (COVID-19), H1N1-Influenza or MRSA, and (2) inquiries from concerned school districts, parents, and the general public. While these guidelines may help prevent the spread of other infectious diseases, they are primarily intended to prevent and control COVID-19, H1N1 and MRSA.</p>	
<p>2. Procedure</p> <p>a. General Inquiries</p>	<p>If a location receives an inquiry from a customer, school district, parent, passenger, or the general public regarding our procedures to safeguard employees and passengers, provide them with a copy of the FS-405a MRSA General Information, FS-405b H1N1 Flu General Information, or the FS-405c Coronavirus General Information document, whichever is relevant.</p> <p>You may also refer them to the Center for Disease Control (CDC) at http://www.cdc.gov/ for additional information. The site contains ample guidance on minimizing the risk of exposure to infectious illnesses.</p>	

<p>b. Notification of Diagnosed Case(s)</p>		
<p>i. Passengers</p>	<p>If any First Student location is notified of a <u>diagnosed case</u> of COVID-19, H1N1 or MRSA within the school district:</p> <ol style="list-style-type: none"> 1. Contact the local school district and attempt to confirm the diagnosis. <ol style="list-style-type: none"> a. The district usually will not identify the student(s) due to privacy issues; but it may provide information to narrow the determination to particular bus/buses, or at least the particular school within the district. 2. Upon confirmation: <ol style="list-style-type: none"> a. Prepare and issue an Incident Alert in accordance with the normal incident alert procedures; and b. Determine any/all FS buses the student(s) may have ridden over the previous 24 hours. 3. Once buses are identified: <ol style="list-style-type: none"> a. Ensure the bus or buses are isolated. b. Ensure measures are taken to prevent further use or any other exposure until the bus is cleaned and disinfected following the #406 Bus/Work Area Disinfecting guidelines. 	
<p>ii. Employees</p>	<p>If any location receives notice of an employee with a diagnosed case of COVID-19, H1N1 or MRSA:</p> <ol style="list-style-type: none"> 1. Do not permit the employee to continue/return to work until cleared by a physician or other licensed health care professional. 2. Determine any/all buses and work areas within the location the employee may have occupied within the prior 24 hours. 3. Utilizing the procedures prescribed in the SOP #406 Bus/Work Area Disinfecting, disinfect any/all buses and work areas the employee may have occupied over the prior 24 hours. 4. Minimize use of these buses and work areas by employees to the extent feasible until disinfection is complete. 	
<p>c. Operations in Affected Communities</p>	<ol style="list-style-type: none"> 1. Local Management must stay up-to-date on local news concerning any declared public health emergency involving infectious disease risk. This may require daily updates from the local public health department and daily checks of the Center for Disease Control website http://www.cdc.gov. 2. Promote the use of basic infection prevention measures including <u>frequent hand-washing</u>, covering the mouth and nose when coughing or sneezing, and minimizing close contact with sick persons to the extent feasible. 3. When there is an elevated threat, such as during a declared public health emergency, ensure alcohol-based hand sanitizers are provided and available for use by employees while on route. 	

	<ol style="list-style-type: none"> 4. Direct drivers to ensure vehicle or bus windows, roof hatches are opened slightly when transporting passengers to provide good ventilation. 5. Whenever feasible, avoid close contact with people with flu-like symptoms, and avoid crowded settings. <ul style="list-style-type: none"> – The CDC defines <i>close contact</i> as a distance up to 6 ft. 	
<p>6. Related/Reference Documents</p>	<p><u>Related Documents</u></p> <ul style="list-style-type: none"> • FS-405a MRSA General Information • FS-405b H1N1 flu General Information • FS-405c Coronavirus General Information <p><u>Reference Documents</u></p> <ul style="list-style-type: none"> • FS 406 Bus Disinfecting SOP • Center for Disease Control at http://www.cdc.gov 	



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Subject: Bus/Work Area Disinfecting

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SOP Roadmap

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2. Procedure
 - a. Personal Protective Equipment (PPE)
 - b. Bus/Vehicle Decontamination
 - c. Work Area Decontamination
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 - e. Decontamination Procedure
3. Related/Reference Documents

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<p>1. Introduction</p>	<p>These procedures apply to infectious illnesses that (1) result in a public health emergency, or (2) could pose an immediate and grave health risk. The common cold or seasonal influenza virus generally does not warrant bus/work area disinfection. Recent examples would include H1N1, MRSA or Coronavirus (COVID-19) When considering bus or work area disinfection, consult your RSM and/or AGM.</p> <p>This SOP applies to all FS locations and management personnel.</p>	
<p>2. Procedure</p>		

<p>a. Personal Protective Equipment (PPE)</p>	<p>When cleaning and disinfecting the interior of the bus or location work area, use the following PPE to minimize exposure:</p> <ol style="list-style-type: none"> 1. Disposable gloves (vinyl or nitrile) 2. Disposable particulate face mask 3. Splash goggles when mixing, applying disinfectant solution 4. Non-slip shoes 5. Apron <p>Proper cleaning and appropriate PPE use greatly reduce the risk of employee exposure to illnesses. Never reuse disposable PPE such as masks and gloves.</p> <ol style="list-style-type: none"> 1. Gloves are used to prevent transmission of diseases from skin contact. 2. Masks are primarily used to prevent accidental/unconscious touching of the nose or mouth when cleaning, and not for airborne diseases. 3. After each bus cleaning, dispose of the gloves and masks in a trash can lined with a trash bag that can be tied shut when full. 	
<p>b. Bus/Vehicle Disinfection</p>	<p>Any FS location with one or more bus that has transported passenger(s) <u>diagnosed with an infectious illness</u> (such as the example listed in the introduction) must utilize the following procedures:</p> <ol style="list-style-type: none"> 1. Immediately remove the bus from service, isolate it, and take measures to prevent any use or access until disinfection is complete. 2. Any First Student employee assigned to disinfect the bus must wear appropriate PPE, i.e., face shield/goggles, gloves and apron. 3. If bus seats are extraordinarily dirty, cleaning with soap and hot water may be necessary before disinfecting. 4. The bus may be returned to service immediately following cleaning/disinfection. 5. Document the diagnosis, buses, disinfection date, and school district point of contact using form FS-406a Bus Disinfection Record. 6. The LM must keep a file copy. 7. Continue with “Disinfection Procedure” below. 	
<p>c. Work Area Disinfection</p>	<p>Any location that has determined that an employee has been <u>diagnosed</u> with an infectious illness must utilize the following procedures:</p> <ol style="list-style-type: none"> 1. Identify any/all common areas or other work spaces the employee may have occupied in the prior 24 hours. 2. To the extent possible, minimize or eliminate use of these areas until disinfection has occurred. 3. Continue with “Disinfection Procedure” below. 	
<p>d. Disinfection Materials</p>	<p>Locations must maintain supplies materials for disinfecting buses and work areas. Along with the required PPE, suggested materials include:</p> <ul style="list-style-type: none"> • Clean bucket to prepare disinfecting solution in 	

	<ul style="list-style-type: none"> • Chlorine bleach • Clean spray bottle • Damp cloth • Damp mop • Environmental Protection Agency-registered disinfectant, e.g., Lysol spray. 	
<p>e. Disinfection Procedure</p>	<ol style="list-style-type: none"> 1. Ensure only trained and properly equipped persons perform cleaning and disinfecting.* 2. <u>To minimize the risk of injury on a vehicle or in the lot, where feasible consider the use of a cleaning crew to perform vehicle disinfection.</u> 3. Use an EPA-registered disinfectant or prepare a chlorine disinfectant by mixing 1-part Clorox (or other chlorine bleach) with 9 parts water. (Example:1 oz. bleach / 9 oz. water). <ol style="list-style-type: none"> a. <u>Preparation of chlorine bleach solution should be performed by designated employees (e.g. shop employees) and provided to the cleaning crew or other employees performing disinfection.</u> b. Ensure the bleach is added to the water rather than water to the bleach. This mixture is not intended for cloth surfaces. c. Ensure employees wear appropriate PPE as described above when mixing/using this disinfectant solution. d. After mixing disinfectant, transfer contents to a clean hand-spray bottle. 4. Lysol disinfecting spray is also effective. If disinfecting spray is used, ensure the bus or work area has been sufficiently ventilated to eliminate residual odors. 5. Wipe all surfaces where there is potential for skin contact including, but not limited to, seats (front/back), grab bars/handles, and window latches. If using chlorine bleach solution or disinfecting spray, use the disinfectant liberally to ensure coverage of the entire surface. 6. Allow the disinfectant to remain on the surface(s) <u>for at least 10 minutes.</u> 7. Wipe the disinfected surfaces with a damp cloth (and damp mop the floor as necessary). 8. Return spray bottles, used cloths/mops (if used) to the designated employees who prepared the disinfection solution. So they can: <ol style="list-style-type: none"> a. Rinse any used cloths/mops with clean running water after each bus cleaning. Note: these cloths/mops <u>do not</u> require any <i>special</i> handling, storage, or laundering after use. b. Discard unused chlorine disinfectant by flushing in a toilet. Rinse the spray bottle thoroughly with warm tap water. c. Store the spray bottles and cloths/mops so they are available for next use. 	<p style="text-align: right;">✔</p> 

	<p>*NOTE: If blood or other potentially infectious material is involved, follow the procedures in the SOP #401 Bloodborne Pathogens Exposure Control Plan, 12/1/11 in addition to the above disinfecting procedures.</p>	
<p>3. Related/Reference Documents</p>	<p><u>Related Documents</u> FS-406a Bus Disinfection Record FS 401 Bloodborne Pathogens SOP – Exposure Control Plan</p> <p><u>Reference Documents</u> FS 405 Infectious Illness Control SOP</p>	