

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 3/11/2020

**Staff Report No. 20-137**

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** District Preparedness and Response to Coronavirus 19

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving an update on the District's plans and actions to date concerning the Coronavirus Disease 2019 (COVID-19).

#### **STRATEGIC IMPORTANCE:**

Goal - Safe and Secure Operations

This report outlines the District's preparedness and planning for service that is safe for customers and employees in alignment with the goal to support employees and customers feeling safe and secure in their persons and workplace.

#### **BUDGETARY/FISCAL IMPACT:**

At this time, there have been minimal budget impacts associated with the District's response to the COVID 19 outbreak. A specific project code has been established for the tracking of expenses and labor time associated with planning, preparation, and implementation of COVID 19 related tasks should emergency reimbursement be available. Staff will provide updates as the situation develops. Should the spread of the virus accelerate, become widespread, or become protracted, it is likely that operating costs will increase and revenues will decrease.

#### **BACKGROUND/RATIONALE:**

COVID 19 first emerged in December of 2019 in Wuhan, China. The virus was declared a public health emergency in the United States on January 31, 2020 and has spread to almost 70 countries. Spread of the virus has evolved from direct person to person transmission to community spread.

In response to news of the virus, the General Manager with Senior Leadership convened a Task Force on COVID 19 to address the District's preparedness and response to this situation. The Task Force is being coordinated by Safety Manager Tabby Davenport and Director of Maintenance Cecil Blandon. This interdepartmental multidisciplinary task force is composed of staff at all levels across the organization and has been meeting on a twice weekly basis.

Several departmental initiatives are underway for the short-term timeframe as well as planning for a potentially protracted timeframe.

The Maintenance Department has identified and implemented several measures to combat the spread of the virus including:

- Nightly enhanced and additional cleaning and disinfecting procedures for coaches and facilities including the Customer Service Center and BRT Outreach offices.
- Distribution of Personal Protective Equipment (PPE) to staff
- Installation of additional touchless hand sanitizer dispensers to District public spaces

Transportation Department supervision staff have been equipped with additional supplies including PPE such as gloves, masks, and hand sanitizers to make available to operators in the field. Additionally, an operations bulletin was distributed to reinforce the following precautionary measures:

- Frequent hand washing
- Use of hand sanitizer
- Avoid touching eyes, nose, or mouth
- Cover coughs or sneezes with disposable tissues.

The District's Paratransit Broker has notified the Eastbay Paratransit Management team that similar precautions are being taken by the service providers. Staff is closely monitoring paratransit ridership; early indications are that there is a reduction in non-essential trip reservations.

The Procurement Department has determined there is sufficient inventory of supplies and equipment in the short term, additional inventory has been ordered as a precaution. The Chief Financial officer has convened a review of critical business processes and is working with Payroll and Treasury Departments to assure critical department functions have contingency plans should the virus impact workforce availability.

Communications, including e-news and social media posts have been issued to the media, riders and staff informing of the steps the District has taken to inform of the enhanced cleanliness and disinfecting actions that have been taken to contain spread of COVID 19. Trilingual car-cards are in production and are scheduled to be installed on the buses starting March 6<sup>th</sup>. Communications channels are being updated as information evolves.

Staff from the Safety and Security Departments are communicating daily with external agencies including MTC and county health organizations. Staff are tracking information from the Center for Disease Control and APTA.

Staff is communicating with school districts so as to be aware of any potential school closings that would affect service needs.

Human Resources is communicating with ATU, IBEW and AFSCME to make them aware of District preparation and response plans.

Non-essential business-related travel is being curtailed. Should the virus become widespread the General Manager intends to restrict all travel under his approval authority.

**ADVANTAGES/DISADVANTAGES:**

Advance planning and preparation will provide a path to fulfill the District's goals to provide safe and secure operations.

**ALTERNATIVES ANALYSIS:**

The choice not to plan and prepare for COVID 19 is not an option at this time.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

None

**ATTACHMENTS:**

None

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**Approved/Reviewed by:**

Michael A. Hursh, General Manager