

## **Emergency Standard Operating Procedures (ESOP) – 5/18/2020**

### **Boston Public Schools Emergency Food Home-Delivery Operation**

(This is Local 8751's second draft follow-up to Delavern's first draft of April 5, 2020, based on current operational experience and remaining health & safety improvements needed.)

**For the Health & Safety of all workers, students and communities, the following protocols must be observed during the COVID-19 pandemic. Anyone who can or will not comply with these Emergency Standard Operating Procedures may not enter nor remain on the work site.**

1. **Designate & Placard** everywhere on and inside the gate of the Freeport yard a “**Worksite COVID-19 Requirements**”, with messaging about numbers #2, #3, #4, #5, #6, the designated 3 Zone areas, etc.
2. **Mask wearing Required** inside Zone (Zone = Anywhere within the Hoyt Street gate).
3. **Temperature taking Required** upon arrival of All who enter the Zone
4. **PPE** (masks, gloves, disinfectant) **Available to All** at the Zone gate and outside the Facility front door
5. **Physical Distancing** of 6 feet or more **Required** within every Zone area
6. **Hand Washing Required**
7. All **Facility** rooms & surfaces and All **In-Service Buses** (Routed & Spare) within Zone must be professionally **Disinfected** after each use, verified by dated sign-off list.
8. Facilities must provide **Touch-Free** door entryways, restroom sink fixtures, soap & hand dryers, hand sanitizer. All Facility rooms and busses must be **Equipped with Disinfectant** wipes and/or spray & paper towels and hand sanitizer for immediate worker access and use.
9. There will be only **One Entrance to the Zone** – the Hoyt Street gate – and only **One Entrance to the Facility** – the Freeport facility front door vestibule. All other possible entrances – gates, side doors – will be placarded “Do Not Enter”.
10. **The Zone** will be divided into **3 Areas by Division of Labor**
  - a. **Food Loading / In-Service Buses**
  - b. **Parking / Driver Operations**
    - i. Drivers park in rows facing the clock and tent/PPE and Bid staging. Drivers stay in their cars.
    - ii. All others park along the perimeter edge in designated spaces
  - c. **Temperature taking** in vestibule / **Monitor & Volunteer orientation** and assignment, in Facility.

#### **Division of Labor / Zone Logistics and On-Time Performance for Safety & Efficiency**

1. **Transdev terminal manager, Teamster dispatcher and Teamster Safety/Security #1**
  - a. Arrival **5:00 AM**
  - b. Verify updated Facility & Bus Disinfected check lists and inspect facility and busses
  - c. Teamster Safety/Security #1 stations at gate tent in BPS vehicle with lights on
  - d. Greet & orient arrivals
  - e. Provide PPE at gate, Advise all of Mask & Temp Requirement
  - f. Direct driver and others where to park, answer questions
  - g. Set up Temperature Taking station immediately inside the front door vestibule.
  - h. Begin taking temperatures of all arrivals.
  - i. Set up PPE station outside the front facility entrance inside tent.
  - j. Check-off driver attendance & answer driver questions as they arrive
  - k. Prepare Bid materials to Start driver route Bid in Tent at 6:15 AM
  - l. **Orient food trucks, arrival 5:00 – 5:15 AM.**
2. **UAW mechanics** begin pre-trip inspection/PM of buses at **4:00 – 5:30 AM.**
3. **BPS Monitor/Volunteer Coordinator** and **3 Teamster Safety / Security** personnel

- a. **Arrival 6:00 AM**
  - i. **BPS Coordinator** takes over Temperature Taking Station responsibility and begins Monitor & Volunteer work assignments upon their arrival.
  - ii. **Teamster Safety/Security #2** stations immediately outside front door
    1. Greet & orient arrivals
    2. Enforce Mask, Temperature Check and Physical Distancing Requirements
    3. Assist with driver attendance, orientation and bid
  - iii. **Teamster Safety/Security #3** stations in Food Loading / In-Service Buses Zone
    1. Greet & orient arrivals
    2. Enforce Safety Requirements & Direct pedestrians and traffic
    3. Assist with organizing bus preparation for food trucks
    4. Assist with Food Truck and Bus maneuvering during loading process
4. **Drivers arrive 6:00 – 6:45 AM**
  - a. Drivers directed by Safety/Security to Temperature Taking station and PPE upon their arrival
  - b. Drivers return and stay in car until called during the Route Bid.
5. **Monitors arrive 6:30 – 7:00 AM**
6. **Volunteers arrive 6:30 - 7:00 AM**
7. **Route Bid begins at 6:45 AM**
  - a. For efficiency, Route cover sheets should include
    - i. “Neighborhood”
    - ii. Number of Stops
    - iii. Total Estimated (Versatrans) Route Time
  - b. Terminal Manager & Dispatcher call drivers one-at-a-time by seniority by loudspeaker
  - c. Drivers leave their car, choose Route laid out in tent
  - d. Terminal manager & dispatcher orient drivers as to door-to-door food delivery protocol (“Drivers only have to Drive”, Monitors/Volunteers load, pack and distribute food packages at doors.)
  - e. Terminal manager & dispatcher inform driver of their right to use their phone’s GPS hands-free
  - f. Drivers proceed directly to bus and pre-trip circle check/DVCR completion
  - g. Drivers park buses in designated Food Loading/In-Service Buses Area inside the Zone upon return.
8. **Safety Goal:** All **Buses** loaded with food, driver and 2 monitor/volunteers **on the Road 7:30 – 8:00 AM** and **returned to the yard by 10:00 – 10:30 AM.**
9. Professional **Facility Disinfecting** will be done daily, with posted notice to include who/company name did the work, date, time and details of disinfecting done.
10. Professional **Bus Disinfecting** will be done daily, with posted notice to include who/company name did the work, date, time and details of disinfecting done.
11. Transdev will immediately post upon certified completion **Facility and Bus Disinfected check off lists** with date and time of last disinfecting at the Facility front door and on each In-Service Bus.
12. **Transdev Security** will lock the Zone gate and secure the Zone Noon – 5:00 AM daily to prevent intrusion/possible infection by trespassers onto the Facility and In-Service Buses. Transdev Security will staff the Zone Noon – 5:00 AM, Monday – Friday, 24/7 weekends.