



National School Transportation Association

113 South West Street, 4th Floor • Alexandria, VA 22314
(703) 684-3200 • (703) 684-3212 • www.yellowbuses.org

SUGGESTED H1N1 BEST PRACTICES

RECOMMENDED ACTION PLAN FOR LATE AUGUST AND EARLY SEPTEMBER

1. Prepare and issue an “awareness” and informational communication to all employees (see recommended attachments below)
2. Post the attached CDC notice at all your facility entrances
3. Purchase and provide Purell or Equivalent Hand Sanitizer for employee use for on bus hand washing. Caution personnel to keep it secured and away from children. Check your state regulations to ensure this is not prohibited. If it is prohibited purchase Purell or Equivalent hand wipes in foil packets.
4. Ensure all supervisors understand if someone calls ins sick with flu like symptoms they must not be allowed to come to work and advise them to seek medical assistance.
5. Clean all common areas in the building and all commonly touched hard surfaces with a simple mixture of soap and water during the midday.
6. If possible clean bus hand rails and seats during the midday by spraying them with soap and water from a spray bottle and wipe them off with paper towels
7. Ensure each bus is equipped with a universal precautions kit.
8. Ensure every employee has been trained on Blood Borne Pathogens and knows how to use the kit.
9. Provide employees extra nitrile gloves for use in case they have to assist a sick passenger.
10. Recommend that all windows and roof hatches be opened to increase air flow in the bus. This may not be possible if you have passengers whose IEP calls for air conditioning due to asthma or other health issues. Additionally this approach should not be utilized in districts where the heat of the day is excessive and AC is the norm.
11. Encourage employees to obtain their seasonal flu shot.
12. Follow recommendations provided by your local/state regulatory health agency or district, as well as CDC.
13. Stay up to date on the latest developments by daily visits to the CDC website.

COMMUNICATIONS TO YOUR EMPLOYEE SHOULD ADVISE THEM OF THE FOLLOWING;

1. The attached CDC notice will be posted at all entrances of the bus facility to advise employees to let their supervisor know if they are experiencing flu like symptoms, to stay home and seek medical advice.

2. Emphasize the importance of hand washing, and you will be providing them hand sanitizer for accomplishing this on the bus. Explain that washing with soap and water should occur when facilities are available at lunch or other breaks they may have during the day.
3. If your drivers are assisting with midday bus cleaning as described in number 6 above explain the process to them and why it is important.
4. Remind them of the importance of utilizing universal precautions when assisting a sick passenger.
5. Recommend buses use windows and roof hatches to increase air flow provided they do not have a child on the bus whose IEP requires AC or in locations where the heat of the day is excessive and buses normally utilize AC.
6. Provide employees copies of the CDC Stop Notice and the "H1N1 Flu and you" documents.

OTHER PLANNING CONSIDERATIONS

- Review the CDC Business Planning Tool Kit
- Stay on top of ongoing developments by keeping yourself informed.
- Keep Your Management Team and Employees informed.
- Work on your plans to deal with the potential for a range of 10% to 50% of your employees becoming ill with H1N1 with a peak in this occurring potentially from late September to Mid October.
- Decide your policy on offering the Seasonal Flu Shot and the H1N1 vaccine to employees on a voluntary basis, consider reimbursing them for this.
- Review your sick leave and sick time policy and decide if you need to adjust them for H1N1.
- Work with your customers to develop a policy for transporting sick passengers (Suggest having parents pick sick children up from school)

ATTACHMENTS FROM CDC

- Business Tool Kit
- Notice to Employees
- H1N1 and You