

**Indiana Central School
Bus**

Memo

To: All Employees
From: Kara Hamilton
cc:
Date: 3/6/20
Re: Coronavirus Prevention

Employees please make sure you are washing your hands frequently. Avoid touching your eyes, nose and mouth with unwashed hands. Use an alcohol based sanitizer that contains 60% or more alcohol. Make sure you are wiping down your steering wheel and handrails and any frequently touched objects and surfaces. Use sanitizer when using the time clock. There is disinfectant kept in dispatch that you can sign out to clean your buses. We also have paper towels. If you notice a student is showing flu-like symptoms (coughing, sneezing, fever) move the student away from the others and please report it to dispatch and fill out an incident report.

FYI.... No aerosol's or disinfectants should be left on the buses.



North America Central School Bus

"Safety First/Quality Always"

March 3, 2020

NACSB Guidance Regarding Coronavirus (COVID-19)

News reports of the spread of the 2019 Novel Coronavirus (COVID-19) have generated a few questions regarding our corporate approach to this situation. We are closely following the reports and guidance from the CDC and local departments of public health. Currently, the health risk to our employees remains low.

We do encourage the continued use of simple, everyday preventive actions to help prevent the spread of any respiratory virus, such as COVID-19, as well as the Flu and Common Cold. These actions include –

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Additionally, we ask that you monitor the guidance shared by your local school districts and health departments. If there is any significant news or changes locally, please share that information with your ROM and the Director of Safety.

We will continue to closely follow all information and recommendations from the CDC and will update you on any significant changes. Thank you for your support in helping keep our people healthy and safe.

Richard Price

Director of Safety, Training, and Risk Management

COVID
CORONAVIRUS
DISEASE
19

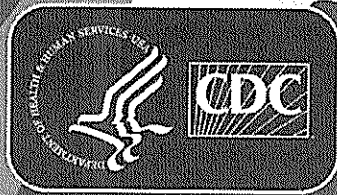
CORONAVIRUS DISEASE 2019 (COVID-19)

SYMPTOMS* OF CORONAVIRUS DISEASE

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include

- Fever
- Cough
- Shortness of breath

*** Symptoms may appear 2–14 days after exposure. If you have been in China within the past 2 weeks and develop symptoms, call your doctor.**



www.cdc.gov/COVID19

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