

COVID-19 (a coronavirus) – *What You Should Know*

Am I Safe? – *Ensuring Employee, Student, and Passenger Safety*

Dear fellow colleagues,

Van Pool and NRT's commitment to employee and student safety is our highest priority. Although the current risk level of infection from COVID-19 (a coronavirus) is low, we want to remain prepared as a team.

Our company is working to help control the spread of the virus by monitoring communications and guidance from the Center for Disease Control, various departments of public health, and state and local authorities. During this period of heightened awareness, we are putting an increased focus on prevention and maintaining clean vehicles.

PREVENTION – Similar to other viruses, prevention plays a key role in limiting its' impact. Here are several actions you can take to prevent the spread of viruses, including COVID – 19.

- Avoid close contact with people who are sick.
- Wash your hands often with soap and warm water for at least 20 seconds.
- Cover your coughs or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Stay home if you are sick.
- If students or passengers cough or sneeze, please remind them to use a tissue or cover their nose and mouth.
- If you need to dispose of contaminated tissues, do not touch them directly. Plastic gloves are preferred.
- If you wish to wipe down areas in the vehicle, use commercial disinfectant cleaner with clean paper towel or disinfectant wet cleaning wipes.
- Please note that disinfecting supplies should not be left on the van while students are being transported and should only be done after all students have been dropped off. Be sensitive to students and passengers who have allergies, at times they may be sensitive to the components in the disinfecting products.

The follow websites are providing routine updates with additional information. We will be monitoring these sites routinely, and we will continue to work with our departments of public health, along with state and local authorities for additional information. Please also check our websites at *Massachusetts Department of Health*: <https://www.mass.gov/orgs/department-of-public-health>, *World Health Organization* <https://www.paho.org/en>, *Massachusetts Department of Education – Commissioner's Weekly Update* <http://www.doe.mass.edu/>.

For more information about COVID-19, visit the **Centers for Disease Control and Prevention**: <https://www.cdc.gov/>

If you, or a person you know, have traveled to areas where COVID-19 has (China, Italy, Iran, certain areas of Washington State) and you have a concern, please notify the office immediately. Let's stay attentive and vigilant. Together our actions can help control the spread of the virus.