The purpose of this tool is to assist mass transit administrators in making (re)opening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Mass transit is critical for many Americans to commute to/from work and to access essential goods and services. Mass transit may need to remain open and certain routes prioritized. Follow these guidelines for bus transit operators, rail transit operators, transit maintenance workers, and transit station workers.

### Should you consider increasing full service?

- **✓** Will increasing service be consistent with applicable state and local orders?
- **✓** Are you ready to protect employees at higher risk for severe illness?

**ALL YES** → **DO NOT INCREASE SERVICE**

**ANY NO** → **INCREASE SERVICE AND MONITOR**

### Are recommended health and safety actions in place to the extent locally possible?

- **✓** Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- **✓** Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
- **✓** Encourage social distancing by increasing spacing of passengers and employees, closing every other row of seats and using bus rear door entry/exit, if feasible
- **✓** Limit routes to and from high transmission areas.
- **✓** Train all employees on health and safety protocols

**ALL YES** → **ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE**

**ANY NO** → **ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE**

### Is ongoing monitoring in place?

- **✓** Develop and implement procedures to check employees for signs and symptoms daily upon arrival, as feasible
- **✓** Encourage anyone who is sick to stay home
- **✓** Plan for if an employee gets sick
- **✓** Regularly communicate and monitor developments with local authorities, employees, and the public
- **✓** Monitor employee absences and have flexible leave policies and practices, as feasible
- **✓** Be ready to consult with the local health authorities if there are cases in the facility or an increase of cases in the local area

**ALL YES** → **ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE**

**ANY NO** → **ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE**