

Appendix A2



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

MetroAccess Special Order

No. 1-001 Revision 1

Date: December 4, 2014

Quarantinable Communicable Diseases

TO: All MetroAccess Personnel

This special order supersedes MetroAccess Special Order Number 1-001 which established procedures when a customer, employee or contractor employee has contracted or been exposed to an individual with a “quarantinable” communicable disease. This revision adds additional responsibilities and procedures to be followed when exposure has occurred. **Effective date is December 15, 2014.**

1.1 PURPOSE

To establish procedures to be followed when Metro suspects that a MetroAccess customer or employee, contractor or subcontractor directly involved in the use of and/or provision of MetroAccess service has possibly contracted or has been exposed to an individual who has a “quarantinable” communicable disease which requires isolation or quarantine to prevent the transmission or spread of the suspected communicable disease.

1.2 DEFINITIONS

- 1.2.1 **MetroAccess Customer** – Any person eligible to ride MetroAccess or to accompany a person eligible to ride MetroAccess.
- 1.2.2 **MetroAccess Personnel** – Any Metro employee working in the Office of MetroAccess Service or employed by a contractor (or subcontractor) to provide MetroAccess service, who has contact with either MetroAccess customers or equipment used in the transport of MetroAccess customers, or who has contact with such MetroAccess employees or members of the general public.
- 1.2.3 **Quarantinable Communicable Diseases** – Illnesses which may be transmitted via an infected person or animal or plant or inanimate environment, including, but not limited to, the following diseases defined by Presidential Executive Order 13295: cholera, ebola, diphtheria, infectious tuberculosis, plague, smallpox, yellow fever, bacterial meningitis, viral hemorrhagic fevers, SARS, or flu that can cause a pandemic. The most current list of quarantinable communicable diseases may be obtained at <http://www.cdc.gov>.



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

MetroAccess Special Order

- 1.2.4 **Restrictive Action** – Where it is suspected that an individual has been exposed to a quarantinable communicable disease, the Director of MetroAccess shall issue a temporary restriction barring the affected person (e.g., a MetroAccess customer or MetroAccess Personnel) from using/providing MetroAccess service. Such action shall continue until a Release of restrictive action is ordered.
- 1.2.5 **Release of Restrictive Action** – Determination issued by the Director of MetroAccess that the affected customer or personnel is medically cleared to return to use of or provision of MetroAccess service because a determination has been made that the individual does not have nor has been exposed to a quarantinable communicable disease or that the suspicion of exposure to a quarantinable communicable disease was baseless.

1.3 SCOPE

This Special Order is limited to MetroAccess service.

1.4 RESPONSIBILITIES OF ALL METROACCESS EMPLOYEES

Any MetroAccess employee shall immediately contact the Director, Office of MetroAccess Service, at (301) 562-4749 if they have information that a MetroAccess customer or MetroAccess personnel may have a quarantinable communicable disease or may have been exposed to a quarantinable communicable disease defined in 1.2.3 of this Special Order.

1.5 RESPONSIBILITIES OF THE DIRECTOR OF METROACCESS SERVICE

- 1.5.1 Upon notification that a MetroAccess customer or MetroAccess Personnel may have a quarantinable communicable disease, the Director shall immediately obtain all necessary information and notify the Assistant General Manager (AGM), Department of Access Services (ACCS).
- 1.5.2 The Director will recommend to the AGM that a 1.2.4 restrictive action or a 1.2.5 release of restrictive action be issued, based on written documentation, but the AGM must approve the proposed action.

1.6 RESPONSIBILITIES OF THE METROACCESS CONTRACTOR(S)

1.6.1 Project Manager

As the primary point of contact for the MetroAccess contractor, the Project Manager shall immediately notify the Director of MetroAccess Service, and shall provide and ensure the full and immediate cooperation of all MetroAccess personnel in any



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

MetroAccess Special Order

investigation of possible exposure to a quarantinable communicable disease and/or resolution of any incident investigation initiated by Metro or applicable State or Federal authorities responsible for the prevention of the spread of communicable diseases. Cooperation includes immediately removing from service any affected MetroAccess personnel, requiring the individual/s to report to medical authorities as directed by Metro ensuring that any MetroAccess personnel who do not report to medical authorities as required remain out of service, and reporting such personnel to the proper authorities as necessary to prevent the spread of quarantinable communicable diseases.

1.6.2 Decontamination - Cleaning, Laundering, and Disposal

The Project Manager will coordinate with WMATA to ensure the proper use of physical or chemical means to remove, inactivate, or destroy a contaminated vehicle surface or item to the point where they are no longer capable of transmitting infectious particles and the vehicle surface or item is rendered safe for handling, use, or disposal.

1.6.3 The OCC shall ensure the following actions:

- a. Coordinate with WMATA to ensure that the MetroAccess Customer and/or Personnel involved in the exposure incident are identified, and the MetroAccess Customer and/or Personnel receive the proper care as required (medical assistance shall be requested) or as directed by WMATA.
- b. Coordinate the response of the appropriate organizations to ensure that exposed MetroAccess Customer and/or Personnel, and route are identified and communicated to WMATA authorities.
- c. Coordinate the identification and documentation of the source individual and/or route (i.e. provide name, address and telephone number of the affected individuals). Inquire additional information from the source individual as may be requested by WMATA, and communicate that information in a timely fashion.

1.7 RESPONSIBILITIES OF THE ASSISTANT GENERAL MANAGER (AGM, ACCS)

1.7.1 The AGM shall immediately consult with and inform the applicable health agencies of the possibility of exposure to quarantinable communicable disease in the jurisdiction(s) where persons may have been exposed. The Director, Office of MetroAccess Service shall provide all necessary assistance.

1.7.2 The AGM will take appropriate action in consultation with the appropriate State or Federal authorities, the Metro Chief Safety Officer, and the Deputy General Manager / Chief Operating Officer.

1.7.3 The AGM will notify the Deputy General Manager / Chief Operating Officer and




WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

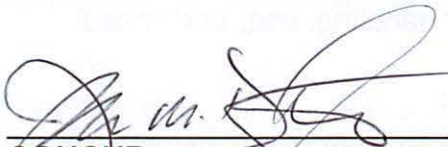
MetroAccess Special Order

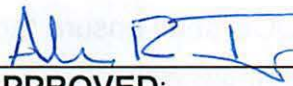
the General Manager, and with the approval of the General Manager, shall notify the Metro Board of Directors of all steps being taken to ensure the safety of MetroAccess customers and employees.

1.7.4 If the AGM determines that immediate action is necessary pending resolution of an investigation of the possible exposure to quarantinable communicable disease as required by 1.7.1, the AGM may issue a temporary 1.2.4 restrictive action.


RECOMMENDED:
Omari June
Director
Office of MetroAccess Service


APPROVED:
Christian T. Kent
Assistant General Manager
Department of Access Services


CONCUR:
James Dougherty
Chief Safety Officer


APPROVED:
A. Robert Troup
Deputy General Manager
of Operations