



July 1, 2020

Policy No. 12

## **OPENING OF MSM PUBLIC STREETCAR OPERATIONS**

### **1.0 General**

- 1.1 **Purpose.** The purpose of this document is to establish policy and procedures to ensure the safe opening of streetcar operations for the general public after being closed due to government orders as a result of the COVID-19 virus pandemic.
- 1.2 **Applicability.** This policy applies to all Museum operating personnel and any other non-operating person who assists with public streetcar operations.
- 1.3 This policy will remain in effect until it is modified or rescinded by action of the Museum's Board of Directors.

### **2.0 Reference Documents**

- 2.1 HeritageRail Alliance Recommended Practices for Reopening Tourist Railroads and Railway Museums dated April 30, 2020.
- 2.2 Mayo Clinic COVID-19 Self-assessment tool which can be found at Appendix B or on-line <https://www.mayoclinic.org/covid-19-self-assessment-tool>

### **3.0 Goal and Operating Principles**

- 3.1 The Museum will respect and ensure the health and safety of passengers, volunteers, and the public while complying with the letter and the spirit of all: (1) Executive Orders; (2) Minnesota law; (3) and, all Centers for Disease Control and Prevention, Minnesota Department of Health, City of Minneapolis, Minneapolis Park and Recreation Board, City of Excelsior and the Three Rivers Park District guidelines and requirements.
- 3.2 The intent of this policy is to implement measures to minimize the risk of contracting the COVID-19 virus for Museum volunteers, members and passengers who visit our facilities. Therefore, the Museum will clean and disinfect the Museum's historic streetcars on a routine and regular basis.
- 3.3 No action will be taken by the Museum management or its members against anyone who decides not to enter a Museum facility or to volunteer to protect their own health and safety.

#### **4.0 Assumptions**

- 4.1 The COVID-19 virus will remain a danger to the public and our volunteers for the foreseeable future.
- 4.2 It is impossible to guarantee that there is no risk of infection to COVID-19 in the Museum's facilities. Therefore, anyone who enters a Museum facility accepts personal responsibility for all risks related to their personal health and well-being.
- 4.3 The Museum will have to rely on a smaller number of experienced operators primarily because not all operators will be willing to operate. The operating schedule will be adjusted once the museum reopens and may be subject to further adjustments based on crew availability.
- 4.4 Measures and governmental guidelines employed to limit the spread of COVID-19 are constantly evolving as more is learned about the virus and additional information is made public. The Museum will do its best to keep up with this information. As a result, measures used by the Museum may change over time to conform to these guidelines.

#### **5.0 Responsibilities**

- 5.1 Museum officers, managers, superintendents, directors, and volunteers shall implement, comply with, and enforce this policy.
- 5.2 Given the evolving nature of knowledge and understanding of the COVID-19 virus, Museum directors, officers, superintendents, and managers shall actively monitor current government regulations, directives and information regarding safe practices used to combat the virus, and modify this policy accordingly.
- 5.3 The Shift Foreman is responsible for calling or sending an e-mail to their crew to remind them of an up-coming shift. During this call/e-mail, the Shift Foreman shall also remind the crewmember of the provisions in the pre-shift section of appendix A.
- 5.4 Crewmembers shall comply with all provisions of this policy and especially for the tasks and procedures listed in appendix A to this policy.

#### **6.0 General Guidelines (See Appendix A for detailed procedures)**

- 6.1 Humanity/ShiftPlanning (H/SP) will be used to establish base operating days and times. Operating personnel will use H/SP in the usual manner to sign-up for shifts.
- 6.2 The standard crew size at CHSL will be four crewmembers including the Foreman. At ESL, the standard crew size is three crewmembers including the Foreman.
- 6.3 Standard operating schedule is 30-minute service with departure on the hour and half-hour.
- 6.4 After a standard 15-20-minute run, the streetcar will be sanitized as described in appendix A.

- 6.5 Any time prior to the shift.
  - 6.5.1 Tell your shift Foreman or the MSM Operations Chief (Bruce Gustafson) if you: (1) tested positive for COVID-19; or, (2) came in contact with someone who contracted COVID-19 or is known to have tested positive for COVID-19.
  - 6.5.2 Tell your Shift Foreman or the MSM Operations Chief if you become ill, especially with a respiratory illness.
- 6.6 On the day of the shift.
  - 6.6.1 All crewmembers will successfully complete the Mayo Clinic COVID-19 Self-assessment (Appendix B or on-line as listed in section 2.2).
  - 6.6.2 The Shift Foreman will take the volunteer's temperature using infrared thermometer upon entering the carbarn and the start of the shift.
  - 6.6.3 All crewmembers will wash their hands for 20 seconds upon entering the carbarn.
  - 6.6.4 Crewmembers will wash hands frequently, especially at the beginning and end of a shift, after using the toilet, and when necessary during the shift. Frequent use of hand sanitizer is encouraged.
- 6.7 Practice social distancing as best as possible. Never touch or help a passenger.
- 6.8 Crewmembers will always wear a suitable face mask during the shift.
- 6.9 Passengers two years of age and older will be required to wear a mask. If they do not have one the Museum will provide one should they want to ride.

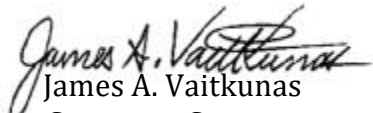
## **7.0 Identification and Isolation of Individuals Who Become ill.**

- 7.1. Anyone who has been on an operating crew or in a Museum carbarn and: (1) subsequently contracts COVID-19; or, (2) finds they have been in contact with someone who has contracted COVID-19 or someone who has tested positive for COVID-19 will immediately notify the Museum's Operations Chief or the Assistant Operations Chief (Jim Vaitkunas).
- 7.2. When notified of a condition identified in paragraph 7.1, the Museum's Operations Chief or Assistant Operations Chief will immediately inform the Chair of the Board and follow these procedures.
  - 7.2.1. Inform all other Museum volunteers who worked with the identified infected person at any time during or after the shift in question. Those persons are responsible to act as they deem appropriate.
  - 7.2.2 The streetcar where the identified person operated will be quarantined until it is deemed safe to enter it.
  - 7.2.3 Based on information and guidance that is current at the time of the reported infection, the Museum Operations Chief or Chief mechanical Officer will decide the method best suited to disinfect the streetcar if required. In most circumstances, quarantine of the streetcar for 3-4 days, especially if it is moved outside into the sun's ultra-violet light, will be sufficient to sanitize the exterior, and most of the interior of the streetcar.

APPROVED BY THE BOARD OF DIRECTORS:

DATE: July 1, 2020

ATTEST:

  
James A. Vaitkunas  
*Corporate Secretary*

Appendix:

A – COVID-19 Operations Guidelines for Public Passenger Service.

B – Mayo Clinic Covid-19 Self-assessment

## APPENDIX A

# MINNESOTA STREETCAR MUSEUM

## COVID-19 Operations Procedures for Public Passenger Service.

### General rules

1. Social distancing is required in all situations.
2. All operating personnel will wear masks while operating in public service.
3. Passengers two years of age and older will be required to wear a mask. If they do not have one the Museum will provide one should they want to ride.
4. Sanitation stations (bottles of sanitizer, paper towels, wastebaskets, and appropriate signage) shall be placed on platforms and streetcars
5. The Shift Foreman is responsible for enforcement of these rules.

### Prior to a Shift

1. Foremen will follow the Museum's standard Foreman's checklist when preparing for the shift and when opening and closing the day's streetcar operations.
2. Report to the shift Foreman or the MSM Operations Chief if you: (1) tested positive for COVID-19; or, (2) came in contact with someone who contracted COVID-19 or is known to have tested positive for COVID-19.
3. Report to your Shift Foreman or the MSM Operations Chief if you become ill, especially with a respiratory illness.
4. On the day of the shift, crewmembers will complete the Mayo Clinic's Covid-19 self-assessment (appendix B).

### Preparing for a shift

1. All crewmembers will be screened with an infrared thermometer upon arrival at the carbarn. Anyone with a temperature over 100.4 degrees will not be allowed to operate.
2. All crew members must wash their hands or sanitize upon entering the carbarn.
3. Crewmembers using the restroom must sanitize faucets, light switches, door handles and toilets after use.
4. Any radio used must be sanitized at the beginning and end of the shift.
5. The streetcar controls must be sanitized before pulling out and before crewmembers change positions.
6. Carbarn door handles must be sanitized before pulling out.
7. The daily trip sheet will be used to record passenger count, crewmembers, date, etc., in the normal manner. After each run, Conductors will report the run's passenger count to the Foreman who will be the only person to use the trip sheet. At the end of the shift, the Foreman will place the completed trip sheet in the usual box located in the CHSL maintenance barn or the ESL carbarn.
8. The stop sign at CHSL will be sanitized at the start of the shift and before crew members rotate/change positions.

## **Selling fares – At the Station or Ticket Booth**

1. The Linden Hills Station will be closed to the public.
2. At ESL, fares will be sold on the Water Street ticket booth using the regular tablet to register credit/debit card fares. At CHSL, the method of registering credit/debit card fares is to be determined. Passengers may also purchase fares on-line by scanning a posted QR code.
3. No cash will be accepted at either railway. If a passenger does not have a credit/debit card, they will be allowed to ride for free.
4. No tokens will be used.

## **Boarding and alighting**

1. Appropriate COVID-19 signs will be installed in the boarding area, along with ropes or barriers directing the one-way flow of boarding and alighting.
2. There will be a sanitation station in the boarding area.
3. Crew members will wipe down handrails after every group boards.
4. Seats will be assigned by the Conductor to ensure social distancing, recognizing that family groups will sit together.
5. If possible, operate with all windows open.
6. If a passenger needs physical assistance when boarding or alighting, crewmembers should first ask a family member to do it.
7. For crew safety, crewmembers should maintain social distance while passengers board and alight. Do not assist passengers down the steps but stand close-by and maintain social distance in case a passenger stumbles.

## **During the ride**

1. Crew members will maintain social distancing during the ride.
2. Because the end of line talk easily propels invisible droplets, there will be no end of line talk. If a portable microphone is used, the person using it must face away from any person. The microphone must be sanitized when handed to another crewmember.

## **Between Runs**

1. Streetcars will depart on the hour and half-hour. With a maximum of a 15-20 minute ride, that allows the crew to sanitize the streetcar for the next run.
2. After all passengers have alighted, the streetcar will be sanitized as described below.
  - a. The conductor will use sanitizer on the gate side of the car working from the back platform to the front bulkhead.
  - b. The Motorman will sanitize the car on the pole side, working from the front platform, to include the front platform handrails, to the rear bulkhead.
3. Surfaces to be sanitized include:
  - vertical grab bars, handholds, and stanchions.
  - seat back tops and brass grab handles; and,
  - windowsills.

Appendix B

## Mayo Clinic's COVID-19 Self-Assessment Tool

You are directed to take this self-assessment the day on which you are scheduled to operate a streetcar in public service.

1. HAVE YOU BEEN WITHIN 6 FEET OF A PERSON WITH A LAB-CONFIRMED CASE OF COVID-19 FOR AT LEAST 5 MINUTES, OR HAD DIRECT CONTACT WITH THEIR MUCUS OR SALIVA, IN THE PAST 14 DAYS?  YES  No
2. IN THE LAST 48 HOURS, HAVE YOU HAD ANY OF THE FOLLOWING NEW SYMPTOMS?  FEVER OF 100.4 F (38 C) OR ABOVE, OR POSSIBLE FEVER SYMPTOMS LIKE ALTERNATING CHILLS AND SWEATING
- CHECK ALL THAT APPLY.**
- COUGH
- TROUBLE BREATHING, SHORTNESS OF BREATH OR SEVERE WHEEZING
- CHILLS OR REPEATED SHAKING WITH CHILLS
- MUSCLE ACHES
- SORE THROAT
- LOSS OF SMELL OR TASTE, OR A CHANGE IN TASTE
- NAUSEA, VOMITING OR DIARRHEA
- HEADACHE
- NONE OF THE ABOVE

If you answered question #1 with a NO and for questions #2, you checked the last item “None of the above”, then you are eligible to operate a streetcar in public service on your scheduled shift.

NOTE: You still must pass the temperature screening when you enter the carbarn for your shift. The Foreman has the right to disqualify you from service if you have a temperature of **100.4** degrees or higher **OR** if you exhibit any of the symptoms listed for question #2.

Contact your health care provider for advice if you get new symptoms or if you have close contact or live with someone with lab-confirmed COVID-19. Close contact means being within 6 feet of that person for over 5 minutes or having direct contact with their mucus or saliva.