PURPOSE

Maintaining the health & safety of Delaware County Transit’s (DCT) employees, passengers, and the community is the agency’s number one priority. The purpose of this Coronavirus (COVID-19) Health & Safety Response Plan is to outline the approach and steps taken to eliminate or mitigate the virus threat. The plan will contain directives, procedures, and good practices that each DCT Employee will exercise to minimize the risk from contracting and containing the spread of the COVID-19 virus. This portion will only focus on the Health & Safety aspect of the DCT facilities and vehicles. Operations and Employment will be outlined in other sections of the plan.
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INTRODUCTION

Providing guidance along with information is a proactive approach towards responsible planning and intervention. Knowing what the disease is, how it is spread, and who it affects, can help everyone plan, prepare, and respond to this health threat.

What is COVID-19?

COVID-19 virus is a contagious respiratory illness caused by a new coronavirus. Coronavirus is a large set of illnesses, including the common cold and other respiratory infections. The first reported outbreak of COVID-19 occurred in December of 2019 inside the Chinese province of Wuhan, however the original origins and actual numbers of infected persons has yet to be determined. This new strand of Coronavirus has rapid transmission and continues to spread worldwide. To date there is no cure or vaccination for the virus.

How does COVID-19 spread?

The virus is highly transmissible and can be spread easily from person to person even before someone develops symptoms. It is believed to be carried on respiratory droplets when we talk, sneeze, and cough, where these droplets land on surfaces. When it comes to droplets, six (6) feet is the calculated distance which the droplets can travel. Once the droplets land on surfaces they are picked up by other people’s hands and are transferred to eyes, noses, and mouths when the hands come into contact with the face.

Who is most likely to get COVID-19?

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. As of April 2020, based on current available information and clinical expertise persons most likely to contract the virus have the following:

- People of the higher age range (60 years or older)
- Have serious underlying medical conditions ie.
  - Chronic lung disease or asthma
  - Serious heart conditions
  - Severe obesity
  - Chronic kidney or liver disease
  - Weakened immune system due to (cancer treatment, smoking, bone marrow, etc...)
  - Persons with HIV or AIDS
- People living in nursing homes or long-term care facilities.

How can I prevent catching COVID-19?

Following these few steps can help prevent being contaminated from COVID – 19:

- Maintain proper social distancing at all times. A minimum of six (6) feet.
- Wear proper Personal Protective Equipment.
- Wash hands vigorously with soap for a minimum of twenty (20) seconds as often as possible.
- Avoid touching face as much as possible.
PHASES

The Delaware County Transit Coronavirus COVID – 19 Response Plan is designed to be utilized in phases. Directives from state or federal legislation and seriousness of the outbreak will determine which phase DCT will operate within. Phases are designed to contain directives, procedures, and best practices for DCT employees to adhere to during the pandemic. Each phase is outlined by color, Red being the most severe and drastic measures taken, Yellow is geared towards procedures and guidelines, and Green deals with best practices and precautions to be taken. Activation of each phase is based on CDC and State of Ohio directives and guidelines.

RED PHASE

Other than a complete shutdown of operations and the institution of a “stay at home” order, the Red Phase contains the most aggressive and proactive measures taken to mitigate against the COVID – 19 pandemic. The phase will contain directives with approval by the Delaware County Transit Board and/or Executive Director. All DCT employees and passengers will adhere to the directives listed in the Red Phase. Any DCT Employee or passenger found not to be in compliance could be directed to “stay at home” or not allowed to use DCT’s services.

PERSONAL PROTECTIVE EQUIPMENT

Employees - All DCT employees will wear authorized face masks or coverings while inside DCT facilities (when social distancing cannot be achieved) or operating DCT owned or leased vehicles. Gloves worn inside the DCT facility and owned or leased vehicles are optional, but strongly encouraged.

Vehicle Attendant(s) – The DCT Vehicle Attendant(s) will wear all proper PPE (mask with respirator, gloves, suit, etc...) while conducting a deep cycle cleaning of all DCT owned or leased vehicles. This action is due to the increased risks of exposure to the virus and handling of specialized and potentially harmful chemicals to disinfect the vehicles.

Passengers – All passengers using DCT services will wear appropriate face mask or coverings. The passenger is required to wear the mask or covering prior to entering the vehicle, remain on throughout the duration of the provided service, and while exiting the vehicle. Gloves are optional, but strongly encouraged.
FACILITY
This section addresses anything associated with the Delaware County Transit office facility (building) and all parking lots associated with the property.

Access Points- Exterior

Main Entrance
- Will remain locked and made unavailable to the general public.
- All visitors will enter by appointment only.
- All visitors will wear face masks or coverings before entering the building. Gloves are optional, but strongly encouraged.
- All visitors will conduct a temperature check prior to entering the building beyond the security door in the lobby.
- All visitors will submit contact information in a sign-in sheet prior to entering the building beyond the security door.

Employee Entrance(s)
- DCT Employees will maintain social distancing at all times while entering or exiting the building.
- DCT Employees will disinfect by using the hand sanitizing stations located near entrances.

Delivery Entrance (West side of building) Door “B”
- All companies ie. FED-EX, UPS, USPS (packages), NAPA, etc.. will use this access point for all deliveries.
- All packages will be placed in a designated area of mechanic’s shop until properly disinfected.
- Package disinfecting process:
  o Employee must wear proper PPE.
  o Employee must disinfect outside of box with approved COVID-19 disinfectant.
  o Employee must dispose of shipping box once contents are removed.

Disinfecting
- All exterior door handles and touch areas will be disinfected a minimum of twice daily.
- Disinfectant must be an approved COVID-19 disinfectant.
Access Points - Interior

- All interior door handles and touch areas will be disinfected a minimum of twice daily.

- Disinfectant must be an approved COVID-19 disinfectant.

- All interior doors will remain open, unless privacy is required, in order to reduce touch and potential spread of the virus. Interior doors that are security or fire hazard rated are excluded from this directive.

Hallways

- All DCT Employees will maintain proper social distancing while using hallway(s).

Conference Room and Employee Lounge

- Due to the confined space in these areas, social distancing is extremely limited and extra caution is needed.

- Occupants will maintain social distancing (minimum six (6) feet) at all times.

- Conference room doors will remain open, unless privacy is required to conduct meetings.

- Once rooms are no longer in use, the facility cleaning attendant(s) will be notified, and all tables and/or equipment will be cleaned using an approved COVID-19 disinfectant.

Individual Offices

- Due to the confined space in these areas, social distancing is extremely limited and extra caution is needed.

- Individual office doors will remain open, unless privacy is required, to avoid touching door handles.

- Social distancing will be maintained at all times. If social distancing cannot be achieved, then visiting employees will remain at threshold, or wear face mask/covering.

- Employees shall disinfect all desk tops, computer keyboards, controller mouse, filing cabinets, telephone receiver handles, etc... as much as possible.

- Disinfectant must be an approved COVID-19 disinfectant.
Dispatch Room

- Due to the confined space in these areas, social distancing is extremely limited and extra caution is needed.
- Only one employee, other than Dispatcher, is permitted in Dispatch Room at any given time.
- Additional employees must wait outside Dispatch Room maintaining social distancing.
- All DCT employees will have temperatures checked and recorded by Dispatcher at the beginning of their work shift.
- All DCT employees must have and maintain a temperature below one hundred (100) degrees Fahrenheit.
- DCT employees with temperatures at or exceeding one hundred (100) degrees Fahrenheit will be sent home and not permitted to work until further notice.
Restrooms
- Restrooms will be disinfected a minimum of twice daily.
- Disinfectant must be an approved COVID-19 disinfectant.
- Restroom doors are exempt from the interior door directive.
- Employees will follow proper hand washing protocol before leaving restroom.

Copier and Office Supply Room
- Due to the confined space in these areas, social distancing is extremely limited and extra caution is needed.
- Only one (1) DCT Employee allowed in this area at any given time.
- Additional DCT Employees will wait in hall maintaining social distancing.
- Copier machine, countertops, cabinet pull handles, and other office devices will be disinfected at least twice daily.

Mechanic Shop and Vehicle Attendant Area
- DCT Employees visiting shop area will maintain proper social distancing at all times.
- DCT Mechanic and Vehicle Attendant are responsible for disinfecting individual office and any tools or equipment located in shop area.
- Disinfectant must be an approved COVID-19 disinfectant.

Quarantine Infected Areas
If a DCT Employee has developed symptoms or has been determined to have contracted the COVID-19 virus and is known to be within an area of the DCT facility, then the following steps must be taken.
- Every area where the infected employee has been must be quarantined off to rest of staff.
- Caution tape or other warning devices must be placed around the quarantined area.
- If possible, open windows and allow HVAC to run at maximum speed to remove infected particles in the air.
- Disinfecting or cleaning crews must wear proper PPE, ie, COVID-19 approved suit, mask with respirator, gloves, etc...
- Disinfectant must be an approved COVID – 19 disinfecting chemicals.
- All disinfecting waste must be properly disposed of in a bio-hazard bag and placed in a bio-hazard container.

- Contaminated air filters must follow the same bio-hazard waste disposal protocol.

- All HVAC filters must be changed with high-efficiency air filters.

**Bus Shelters**

The probability of contracting the COVID-19 virus is greatly increased from bus shelters and surrounding area. This is due to the unknown possibilities of individuals who utilize the shelter(s) for transit services or for other means. As the probability of contracting the disease increases, so does the liability and risks associated with the virus. DCT will do the following to help provide the safest environment in or around it’s bus shelter facilities.

- All DCT bus shelter(s) will be disinfected at a minimum of once daily.

- Un-used bus shelter(s), due to service reductions, will be disinfected at a minimum of once a week.

- Disinfectant must be an approved COVID-19 disinfectant.

**VEHICLES**

Vehicles is the vital link to the overall success of Delaware County Transit. The agency has always taken great pride in providing safe, reliable, and clean vehicles to its passengers. If DCT vehicles become compromised due to the COVID-19 virus, then it could have detrimental effects to agency and the services provided to the community. It is imperative that the following steps are taken to ensure the upmost safety from the pandemic.

- To maintain social distancing, Transit Operators will stow front row seating and make unavailable to passengers.

- Transit Operators will wear proper PPE while at work, ie masks are required, gloves are optional, but strongly encouraged.

- DCT passengers will wear proper face coverings at all times while using DCT’s services. Gloves are optional, but strongly encouraged.

- DCT passengers will alight first prior to new passengers boarding the vehicle and will maintain social distancing at all times.

- Transit Operators will properly disinfect the vehicle during the post-trip inspection using approved COVID-19 disinfectant.

- Transit Operators are strongly encouraged to disinfect the vehicle as much as possible while working their shift.
- Proper disinfecting includes: wiping down all hand rails, seat backs and bottoms, seat arm rests, seat belt fasteners, steering wheel, gear shift, knobs and switches, etc... anything that could be handled or touched throughout the shift.

- Vehicle Attendant will conduct a deep cycle cleaning of each in-service vehicle at a minimum of once a week.

- Vehicles will be disinfected using an approved COVID-19 disinfectant.

- Vehicles that are suspected to be exposed to COVID-19 virus will be placed into quarantine until further notice.

- Vehicle quarantine area will be designated in the bus parking lot and secured with caution tape and/or other warning devices.

- Vehicle quarantine duration will be at a minimum of twenty-four (24) hours.

- A quarantine vehicle(s) will have a complete deep cycle cleaning once the minimum duration time has been met.

- All contaminated COVID-19 waste will be properly disposed of using bio-hazard waste disposal protocol.
As the COVID-19 virus situation fluctuates, the Yellow Phase is a transition period as the number of Coronavirus cases increase or decrease. Yellow Phase will contain less directives, however it will outline procedures and good practices as to how Delaware County Transit will respond and operate to the pandemic.

**PERSONAL PROTECTIVE EQUIPMENT**

Employees - Face masks/coverings and gloves are optional for all DCT Employees while inside DCT facilities or operating DCT owned or leased vehicles, however it is strongly encouraged.

Vehicle Attendant – Proper PPE (mask with respirator, gloves, suit, etc...) is optional while conducting a deep cycle cleaning of all DCT owned or leased vehicles, however it is strongly encouraged. This action is due to the increased risks of exposure to the virus and handling of specialized and potentially harmful chemicals to disinfect the vehicles.

Passengers – Face masks/coverings and gloves are optional for all DCT passengers.

**FACILITY**

This section addresses anything associated with the Delaware County Transit office facility (building) and all parking lots associated with the property.

Access Points- Exterior

- All Entrances will be open and have no restrictions, except for Security Door at Main Entrance.

- All DCT Employees and Visitors are strongly encouraged to use hand sanitizing stations located near exterior access points.

- Face masks/coverings are optional to all DCT Visitors; however, it is strongly encouraged.

- All DCT Employees and Visitors are encouraged to practice social distancing at all times while on DCT property.

- All companies ie. FED-EX, UPS, USPS (packages), NAPA, etc.. will use access point “Door B” for all deliveries.

- All packages will be placed in a designated area of mechanic’s shop until properly disinfected.

- Package disinfecting process:

  - Employee must wear proper PPE.
  - Employee must disinfect outside of box with approved COVID-19 disinfectant.
  - Employee must dispose of shipping box once contents are removed.
- All exterior door handles and touch areas will be disinfected a minimum of twice daily.

- Disinfectant must be an approved COVID-19 disinfectant.

**Access Points - Interior**

- All interior door handles and touch areas must be disinfected a minimum of twice daily.

- Disinfectant must be an approved COVID-19 disinfectant.

- All Interior doors are optional to be open or closed. Security or fire hazard rated doors will remain closed according to state or federal code.

**Hallways**

- All DCT Employees are encouraged to maintain proper social distancing while using hallway(s).

**Conference Room and Employee Lounge**

- DCT Employees are strongly encouraged to maintain Social Distancing while using Conference Room and Employee Lounge.

- Once rooms are no longer in use, the facility cleaning attendant(s) will be notified, and all tables and/or equipment will be cleaned using an approved COVID-19 disinfectant.

**Individual Offices**

- Individual office doors are optional to being open or closed.

- Visiting employees are strongly encouraged to maintain social distancing at all times.

- Employees are strongly encouraged to disinfect all desk tops, computer keyboards, controller mouse, filing cabinets, telephone handles, etc... as often as possible.

- Disinfectant must be an approved COVID-19 disinfectant.

**Dispatch Room**

- Social distancing is strongly encouraged within this room.

- Only one employee, other than Dispatcher, is permitted in Dispatch Room at any given time.

- Additional employees should wait outside Dispatch Room in hall maintaining social distancing.

- All DCT employees will have temperatures checked and recorded by Dispatcher at the beginning of their work shift.
- All DCT employees must have and maintain a temperature below one hundred (100) degrees Fahrenheit.
- DCT employees with temperatures at or exceeding one hundred (100) degrees Fahrenheit will be sent home and placed under administrative leave until further notice.

**Restrooms**
- Restrooms will be cleaned a minimum of once a day.
- Disinfectant must be an approved COVID-19 disinfectant.
- Employees are strongly encouraged to follow proper hand washing protocol before leaving the restroom.

**Copier and Office Supply Room**
- Social distancing is strongly encouraged within this space.
- Additional DCT Employees should wait in hall in order to maintain social distancing.
- Copier machine, countertops, cabinet pull handles, and other office devices will be disinfected at least once a day by Facility Cleaning Attendant(s).

**Mechanic Shop and Vehicle Attendant Area**
- DCT Employees visiting shop area are strongly encouraged to maintain proper social distancing at all times.
- DCT Mechanic and Vehicle Attendant are responsible for disinfecting individual office and any tools or equipment located in shop area.
- Disinfectant must be an approved COVID-19 disinfectant.

**Quarantine Infected Areas**
If a DCT Employee has developed symptoms or has been determined to have contracted the COVID-19 virus and is known to be within an area of the DCT facility, then the following steps must be taken.
- Every area where the infected employee has been must be quarantined off to rest of staff.
- Caution tape or other warning devices must be placed around the quarantined area.
- If possible, open windows and allow HVAC to run at maximum speed to remove infected particles in the air.
- Disinfecting or cleaning crews must wear proper PPE, ie, COVID-19 approved suit, mask with respirator, gloves, etc...
- Disinfectant must be an approved COVID – 19 disinfecting chemicals.
- All disinfecting waste must be properly disposed of in a bio-hazard bag and placed in a bio-hazard container.
- Contaminated air filters must follow the same bio-hazard waste disposal protocol.
- All HVAC filters must be changed with high-efficiency air filters.

**Bus Shelters**

The probability of contracting the COVID-19 virus is greatly increased from bus shelters and surrounding area. This is due to the unknown possibilities of individuals who utilize the shelter(s) for transit services or for other means. As the probability of contracting the disease increases, so does the liability and risks associated with the virus. DCT will do the following to help provide the safest environment in or around it’s bus shelter facilities.

- All DCT bus shelter(s) will be disinfected at a minimum of once daily.
- Un-used bus shelter(s), due to service reductions, will be disinfected at a minimum of once a week.
- Disinfectant must be an approved COVID-19 disinfectant.

**VEHICLES**

Vehicles is the vital link to the overall success of Delaware County Transit. The agency has always taken great pride in providing safe, reliable, and clean vehicles to its passengers. DCT Transit Operators are encouraged to take the following steps to provide safety from the pandemic.

- To maintain social distancing, Transit Operators will stow front row seating and make unavailable to passengers.
- DCT Transit Operators wearing proper PPE (face masks/coverings, gloves) is optional, but strongly encouraged.
- DCT passengers wearing face coverings and gloves are optional, but strongly encouraged.
- DCT passengers will alight first prior to new passengers boarding the vehicle and are strongly encouraged to maintain social distancing.
- Transit Operators will disinfect the vehicle during the post-trip inspection using approved COVID-19 disinfectant.
- Proper disinfecting includes: wiping down all hand rails, seat backs and bottoms, seat arm rests, seat belt fasteners, steering wheel, gear shift, knobs and switches, etc... anything that could be handled or used throughout the shift.
- Vehicle Attendant will conduct a deep cycle cleaning of each in-service vehicle at a minimum of once a week.

- Vehicles will be disinfected using an approved COVID-19 disinfectant.

- Vehicles that are suspected to be exposed to COVID-19 virus will be placed into quarantine until further notice.

- Vehicle quarantine area will be designated in the bus parking lot and secured with caution tape and/or other warning devices.

- Vehicle quarantine duration will be at a minimum of twenty-four (24) hours.

- A quarantine vehicle(s) will have a complete deep cycle cleaning once the minimum duration time has been met.

- All contaminated COVID-19 waste will be properly disposed of using bio-hazard waste disposal protocol.
This phase will address the COVID – 19 virus in its early stages or weakened state of the pandemic. While the pandemic may not be an immediate threat to the agency or within Delaware County, DCT Employees are suggested to exercise “good practices” throughout this phase and utilize a proactive approach.

PERSONAL PROTECTIVE EQUIPMENT

**Employees** - Face masks/coverings and gloves are optional for all DCT Employees while inside DCT facilities or operating DCT owned or leased vehicles. DCT will provide information and/or training about the virus and the use of PPE as a precaution.

**Vehicle Attendant** – Proper PPE is optional while conducting a deep cycle cleaning of all DCT owned or leased vehicles. DCT will provide information and/or training about hazards of the virus and precautionary steps on proper COVID-19 disinfecting of vehicles.

**Passengers** – Face masks/coverings and gloves are optional for all DCT passengers. DCT will provide information about the virus to passengers using services.

FACILITY

This section addresses anything associated with the Delaware County Transit office facility (building) and all parking lots associated with the property.

**Access Points- Exterior**

- All Entrances will be open and have no restrictions, except for Security Door at Main Entrance.

- All DCT Employees and Visitors are encouraged to use hand sanitizing stations located near exterior access points.

- Face masks/coverings are optional to all DCT Visitors.

- All DCT Employees and Visitors are encouraged to practice social distancing.

- All companies ie. FED-EX, UPS, USPS (packages), NAPA, etc.. will use access point “Door B” for all deliveries.

- All packages will be placed in a designated area of mechanic’s shop.

- DCT Employees are encouraged to wear proper PPE before handling packages.

- DCT Employees are encouraged to wipe down packages with an approved COVID-19 disinfectant before removing contents.
Access Points - Interior

- All interior door handles must be disinfected a minimum of once daily.
- Disinfectant must be an approved COVID-19 disinfectant.

Hallways

- All DCT Employees are encouraged to maintain proper social distancing while using hallway(s).

Conference Room and Employee Lounge

- DCT Employees are encouraged to maintain Social Distancing while using Conference Room and Employee Lounge.

- Once Conference Room(s) is vacated, the Facility Cleaning Attendant will be notified, and all tables and/or equipment will be cleaned using an approved COVID-19 disinfectant.

- Employee Lounge tables, countertops, and equipment will be cleaned once a day using an approved COVID-19 disinfectant.

Individual Offices

- Individual office doors are optional to being open or closed.

- Visiting employees are encouraged to maintain social distancing.

- DCT Employees are encouraged to disinfect all desk tops, computer keyboards, controller mouse, filing cabinets, telephone handles, etc... as often as possible.

- Disinfectant must be an approved COVID-19 disinfectant.

Dispatch Room

- Social distancing is encouraged within this room.

Restrooms

- Restrooms will be cleaned a minimum of once a day.

- Disinfectant must be an approved COVID-19 disinfectant.

- DCT Employees are encouraged to follow proper hand washing protocol before leaving the restroom.
Copier and Office Supply Room
- Social distancing is encouraged within this space.
- Copier machine, countertops, cabinet pull handles, and other office devices will be disinfected at least once a day by Facility Cleaning Attendant.
- Disinfectant must be an approved COVID-19 disinfectant.

Mechanic Shop and Vehicle Attendant Area
- DCT Employees visiting shop area are encouraged to maintain proper social distancing.
- DCT Mechanic and Vehicle Attendant are responsible for disinfecting individual office and any tools or equipment located in shop area.
- Disinfectant must be an approved COVID-19 disinfectant.

VEHICLES
Vehicles is the vital link to the overall success of Delaware County Transit. The agency has always taken great pride in providing safe, reliable, and clean vehicles to its passengers. DCT Transit Operators are encouraged to take the following “good practices”.

- DCT Transit Operators have the option to stow front row seating to create social distancing and make unavailable to passengers.
- DCT Transit Operators wearing proper PPE (face masks/coverings, gloves) is optional.
- DCT passengers wearing face coverings and gloves are optional.
- DCT passengers will alight first prior to new passengers boarding the vehicle and social distancing is encouraged.
- Vehicle Attendant will conduct a deep cycle cleaning of each in-service vehicle at a minimum of once every other week.