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## INTEROFFICE MEMO

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**DATE:** 7 27 2020  
**TO:** SEE BELOW  
**FROM:** GENERAL MANAGER DOUG ROELFS  
**RE:** **POLICY: Face Mask / Face Covering Policy**  
**APPLIES TO:**

All employees of the Greater Peoria Mass Transit District (GPMTD)  
Passengers that ride GPMTD vehicles or use GPMTD facilities  
All visitors, contractors, sub-contractors, etc. conducting business with GPMTD

### **GUIDELINES:**

#### ***Purpose:***

To provide a uniform set of guidelines for the wear of Face Masks / Face Covering on Greater Peoria Mass Transit District (GPMTD) property or vehicles to provide for the protection of our employees and visitors.

#### ***Visitors:***

All visitors to any GPMTD facility shall be required to follow the following guidelines. Failure to abide by this policy will result in the visitor being escorted from the facility.

1. All visitors (with the exception of delivery drivers) to the facilities located at 2105 NE Jefferson shall check in with the front desk of the Administration Building. Face masks or face covering that cover both the nose and mouth are required to be worn by visitors at all times.
2. Temperature checks will be performed prior to the admission of a visitor to the property. A visitor that does not consent to a temperature check shall be asked to leave the facility.
3. Department Directors should notify the Executive Assistant in advance (as possible) of any potential outside visitors to the facility. The date, estimated time of arrival, number of visitors, and purpose of visit shall be provided prior to their arrival.
4. The Executive Assistant will notify the Director that their visitor has been cleared for entry into the facility. Any visitor checking in at the gate shall be

- asked by Dispatch the purpose of their visit and if they have checked in at the front desk. If they have not, they will be directed to do so prior to entering the facility.
5. For the protection of Active Employees, all family members, retirees, and other guests of employees are not permitted on GPMTD property until further notice.
  6. Union members who are actively conducting Union Business, who are not active GPMTD employees, are required to wear a face mask or face covering that cover both the nose and mouth at all times. They are required to check in at the front desk to have their temperature checked prior to entering the facility.
  7. Retirees who have business to conduct with GPMTD staff regarding benefits may make an appointment and check in at the front desk following the procedures above (face mask / face covering, temperature check).

### ***Delivery Drivers:***

1. All deliveries to the facilities located at 2105 NE Jefferson will be delivered directly to the Parts Room.
2. When a delivery driver arrives at the gate, Dispatch shall notify the driver to head to the delivery area and stay in their vehicle. Dispatch shall then notify the parts room that a delivery is incoming.
3. The parts clerk will meet the delivery driver at their vehicle to take delivery of the item. If the item being delivered needs to be brought into the facility by the delivery driver, the driver is required to wear a face mask or face covering that cover both the nose and mouth and to have their temperature taken by the parts clerk prior to entering the facility.

### ***Employees of the Greater Peoria Mass Transit District:***

1. All GPMTD employees are required to have their temperature checked when reporting to work. If an employee works a split shift, they are required to have their temperature checked at the beginning of each individual piece of work.
2. Employees are required to wear a face mask or face covering that cover both the nose and mouth under the following circumstances:
  - a. While talking with another person
  - b. While in close proximity (6 feet or less) of another person
  - c. When assisting or talking to members of the public
  - d. In any situation where social distancing is not practical
  - e. While performing maintenance on a vehicle with another employee
  - f. While working in a janitorial or cleaning capacity
  - g. While operating a GPMTD vehicle where the operator has to leave their seat to assist a passenger (ie. Mobility securement, passenger injury, etc.)

- h. While walking from a bus to the Transit Center, or from the Transit Center to a bus
  - i. While inside the Transit Center lobby or breakroom when 6 feet social distancing cannot be maintained
  - j. While in the driver's breakroom / locker area at 2105 NE Jefferson breakroom when 6 feet social distancing cannot be maintained
3. Employees are **not** required, but strongly encouraged, to wear a mask when:
  - a. The employee is the only occupant of an office or a room in a GPMTD facility
  - b. While performing vehicle maintenance in a solo capacity
  - c. While walking through an outdoor parking facility while maintaining social distancing guidelines
  - d. While operating a GPMTD vehicle, as long as the employee is at least 6 feet away from members of the public.
4. Any employee that refuses to have their temperature checked at the beginning of their shift, or to wear a face mask or face covering in the above situations will be removed from duty and sent home without pay for that day. Failure to continually adhere to this policy may result in disciplinary action.

***Passengers:***

All passengers who wish to ride any transportation provided by GPMTD or use any facility owned, leased, or controlled by GPMTD or its contractors or sub-contractors shall be required to follow the following guidelines.

1. All passengers who wish to ride a GPMTD bus are required to wear a face mask / face covering that covers both the nose and mouth at all times. Passengers who are not wearing a face mask / face covering will be asked to exit the vehicle for the safety of all other passengers.
2. Passengers entering GPMTD facilities are required to wear a face mask / face covering at all times. Passengers who are not wearing a face mask / face covering will be asked to exit the facility for the safety of all other passengers.
3. Passengers should observe social distancing guidelines while waiting for the bus at the Transit Center or at bus stops.

Any passenger who does not wear a face mask / face covering will be asked to leave the bus and/or facility. Refusal to depart will result in a GPMTD supervisor or a Law Enforcement Officer escorting the passenger from the bus and/or facility and can lead to suspension from passenger service or use of the facilities.