

# MCI's Coach Disinfecting Protocol Checklist

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Item	Schedule A	Schedule B	Schedule C	Notes/Responsibility
<b>Coach movement scenarios and recommended disinfecting schedules</b>				
General home facility lot movements - no customers on board	✓	optional	optional	Maintenance personnel
Before each trip - home facility		✓	optional	Driver or Maintenance personnel
During trips - idle times with no customers on board		✓		Driver
End of the day - home facility			✓	Maintenance personnel
Before each trip - away from home home facility		✓		Driver
End of the day - away from home facility		✓		Driver

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<b>Checklist before boarding a coach - Utilize a "Clean-In / Clean-Out" philosophy</b>				
Are the latest company and regulatory agency guidelines being followed?	✓	✓	✓	CDC, Health Canada, WHO, state/provincial & federal governments
Have hands been washed thoroughly?	✓	✓	✓	Always wash hands before entering and after exiting a coach
Have garbage containers been emptied and other items removed as necessary?	optional	✓	✓	
Has the coach interior been cleaned?	optional	✓	✓	Disinfecting is only effective on clean surfaces.
Are all the required cleaning and/or disinfecting materials on-hand (soap & water/ disinfectant/ rags/ mop/ bucket)?	✓	✓	✓	Never dry sweep a coach.
Confirm if disinfecting will be completed by hand or by fogging. If fogging, is a machine available?	Hand wiping	✓	✓	Fogging process is recommended for all Schedule C disinfecting
Confirm contact time of any disinfectant used.	✓	✓	✓	Ensure that minimum contact time is met - leave surfaces "wet"
Is all required PPE on hand (safety glasses, respirator, mask, gloves)?	✓	✓	✓	Confirm proper PPE is being used for the specific disinfectant
<b>Stepwell Area - Focus on high touch surfaces, grab rails must be disinfected all around</b>				
Entrance door switch pad	✓	✓	✓	
Entrance door grab rail	✓	✓	✓	Clean all around
LH stepwell grab rail	✓	✓	✓	Clean all around
RH stepwell grab rail	✓	✓	✓	Clean all around
Entrance door key(s)	optional	✓	✓	
Lock/unlock pin	optional	optional	✓	
Stepwell flooring	optional	optional	✓	
<b>Driver's area - Focus on high touch surfaces, steering wheel, switches, controls</b>				
Steering wheel & switches	✓	✓	✓	
RH switch panel switches	✓	✓	✓	
LH switch panel switches	✓	✓	✓	
LH console switches & knobs	✓	✓	✓	
J-box door release T-handle	✓	✓	✓	
Driver's seat belt buckle	✓	✓	✓	
Radio controller	optional	✓	✓	
HVAC controller	optional	✓	✓	
IP capacitive switches	optional	✓	✓	
Tilt/telescope lever	optional	✓	✓	
Window lever	optional	✓	✓	
Driver seat controls	optional	✓	✓	
Driver's grab rail	optional	✓	✓	
Entrance door dump valve knob	optional	optional	✓	
Driver's blind pull	optional	optional	✓	
Amerex controller switches	optional	optional	✓	
Dash and overhead vents	optional	optional	✓	
Drivers drawer surfaces	optional	optional	✓	
Destination sign controls	optional	optional	✓	If installed
A-post mounted displays (Saucon)	optional	optional	✓	If installed
Driver's shield	optional	optional	✓	If installed
Driver area flooring	optional	optional	✓	



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<b>Passenger area - Focus on high touch areas, grab rails, seat accessories, seat belts</b>				
Passenger modesty panel grab rail	optional	✓	✓	
Passenger modesty panel hostess table surface	optional	✓	✓	
Driver modesty panel grab rail	optional	✓	✓	
Driver modesty panel hostess table surface	optional	✓	✓	
Passenger seat headrests	optional	✓	✓	
Passenger seat belts	optional	✓	✓	
Passenger seat armrests	optional	✓	✓	
Parcel rack full length grab rails	optional	✓	✓	Entire length
Parcel rack door handles	optional	✓	✓	
Rear view mirror edges	optional	optional	✓	
Parcel rack entertainment system controls	optional	optional	✓	As required
Media center panel	optional	optional	✓	
Passenger seat cloth upholstery	optional	optional	✓	
Passenger seat vinyl or leather upholstery	optional	optional	✓	
Passenger seat recline levers	optional	optional	✓	
Passenger seat tray tables/snack trays	optional	optional	✓	All accessories
Passenger seat 110V outlet covers	optional	optional	✓	w/inverter is off
WCL sliding/folding seat release lever	optional	optional	✓	Wheelchair areas
WCL sliding/folding seat rear handles	optional	optional	✓	Wheelchair areas
Passenger window release bars	optional	optional	✓	
Passenger window blind pulls	optional	optional	✓	
Window posts	optional	optional	✓	
Passenger service module vents	optional	optional	✓	
Passenger service module switches	optional	optional	✓	
Video monitor screens and covers	optional	optional	✓	
Parcel rack door surface & edges	optional	optional	✓	
Emergency escape hatch handles	optional	optional	✓	
Passenger area flooring	optional	optional	✓	
<b>Lavatory - Focus on high touch areas, toilet seat/cover, door handle</b>				
Lavatory handle & deadbolt (both sides)	optional	✓	✓	Interior & exterior
Toilet seat and seat cover	optional	✓	✓	
SST grab handles	optional	optional	✓	
Emergency call button	optional	optional	✓	
Interior wall surfaces	optional	optional	✓	
Lavatory floor	optional	optional	✓	
<b>Exterior - Focus on high touch areas, entrance door keypad, baggage door handles, battery door &amp; disconnect switch</b>				
Battery door access panel & lever	✓	✓	✓	
Main disconnect switch	✓	✓	✓	
Baggage door handles	optional	✓	✓	
Baggage door release T-handles	optional	✓	✓	
Service door handles	optional	optional	✓	
Wheelchair lift door handle	optional	optional	✓	
Wheelchair lift door air release knob	optional	optional	✓	
Lavatory dump valve handle	optional	optional	✓	
Oil level dipstick	optional	optional	✓	
Transmission fluid level dipstick	optional	optional	✓	
Engine door gas shocks	optional	optional	✓	
<b>Driver protocol / tips</b>				
Ensure that the coach is clean, disinfected and free of any unnecessary items.	n/a	✓	✓	Driver
Have hand sanitizer available while entering and exiting of the coach.	n/a	✓	✓	Driver
Have disposable gloves and masks available if requested.	n/a	✓	✓	Driver
Politely confirm if any passengers are feeling ill or have been recently exposed to the SARS-CoV-2 virus.	n/a	✓	✓	Driver
Suggest physical distancing while in the coach - wear masks if this is not possible.	n/a	✓	✓	Driver
Practice physical distancing during loading/unloading. Ask before offering any assistance to customers.	n/a	✓	✓	Driver
Whenever possible, ensure that the HVAC system airflow is set to operate on HIGH.	n/a	✓	✓	Driver
Adopt a "clean/disinfect as you go" philosophy while the demo is in progress. If there are multiple drivers during a demo, then disinfect the driver area following each driver change.	n/a	✓	✓	Driver
<b>Post-coach-movement guidelines - Ensuring that the coach is ready for the next use</b>				
Re-disinfect any surfaces touched during the coach movement	✓	✓	✓	Driver or Maintenance personnel
Perform a complete coach disinfection following any on-board customer activities	optional	optional	✓	Preferred method is fogging, but manual is acceptable
Is hand sanitizer available for the next coach use?	✓	✓	✓	Driver or Maintenance personnel
Has the visual record of the coach's disinfection status been updated?	✓	✓	✓	Driver or Maintenance personnel
Thoroughly wash hands	✓	✓	✓	Driver or Maintenance personnel