

RIPTA BOARD OF DIRECTORS MEETING
Monday, April 27, 2020
10:00 a.m.
Cisco WebEx Video Conference

Instructions to join with:

VIDEO:

1. Go to www.ripta.webex.com
2. Enter meeting number: **969 281 986**
3. Enter your name, last name, email and password: **R1ptaBOD**
4. Press "Join Now"

Or copy and paste this link into your browser, then follow steps 3-4 above:

<https://ripta.webex.com/ripta/onstage/g.php?MTID=e4ea0c4afabe7a7fbf6016779c538f20b>

*Please note: If joining with **Google Chrome** or **Safari**, you will be prompted to add the Cisco WebEx extension to your browser, prior to following steps 2-4 listed above.

AUDIO/PHONE CALL:

1. Dial: **408-418-9388**
2. Enter Meeting number: **969 281 986#**

*Board Members may convene in Executive Session pursuant to R.I. Gen. Laws §42-46-5(a)(2) to discuss this Agenda item.

By a majority vote, a public body may amend its agenda to add items. The additional items shall be for informational purposes only and may not be voted on except when necessary to address an unexpected occurrence requiring immediate action or to refer the matter to an appropriate committee pursuant to R.I. Gen. Laws §42-46-6(b).

Copies of Meeting Minutes may be obtained pursuant to RIPTA's public records policy, which is available at <http://www.ripta.com/access-to-public-records-act>. An interpreter for the deaf and hard of hearing can be provided by calling 784-9500 x1171 at least 48 hours in advance. The location is accessible to the handicapped.

RIPTA BOARD OF DIRECTORS MEETING

Monday, April 27, 2020

10:00 a.m.

Cisco WebEx Video Conference

AGENDA

1. Board Approval: To Consider for Approval the Draft Regular Session Meeting Minutes of February 19, 2020 and Draft Executive session Minutes of January 22, 2020.
2. CEO Report:
 - Coronavirus Update
 - Service Impacts
 - Diesel Pricing
 - Monthly Update
3. Board Discussion/ Request for Approval of RFP 20-03, Renewable Energy Project
Potential Vote:
4. Board Discussion/ Request for Approval of IFB 20-17, Printing Services
Potential Vote:
5. Board Discussion/ Request for Approval of Policy Renewal
Potential Vote:
6. Board Discussion/ Resolution setting forth plan for CARES Act funding
Potential Vote:
7. Board Discussion/ CARES Act Funding
Potential Vote:
8. Board Discussion/ CARES Act Funding
Potential Vote:
9. Board Discussion/ Line of Credit Authorization
Potential Vote:
10. Executive Session: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws § 42-46-5(a)(2) regarding litigation and collective bargaining.*
11. Adjournment

This Agenda posted on April 22, 2020

*Board Members may convene in Executive Session pursuant to R.I. Gen. Laws §42-46-5(a)(2) to discuss this Agenda item.

By a majority vote, a public body may amend its agenda to add items. The additional items shall be for informational purposes only and may not be voted on except when necessary to address an unexpected occurrence requiring immediate action or to refer the matter to an appropriate committee pursuant to R.I. Gen. Laws §42-46-6(b).

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**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
BOARD OF DIRECTORS**

Transportation Conference Room
269 Melrose Street, Providence
Minutes of Wednesday, February 19, 2020
1:30 p.m.

Board Members

Present: Normand Benoit, Board Chair; Michelle Wilcox, Board Treasurer; Maureen Martin, Board Secretary; and Peter Alviti.

Absent: Joshua Brumberger, Board Vice Chair; Robert Kells; Stephanie Ogidan Preston; and Jose Rosario.

Also Present: Scott Avedisian, Chief Executive Officer; Christopher Fragomeni, Board Counsel; Elizabeth Silvestre, Executive Assistant; members of RIPTA's staff; and members of the public.

Call to order: Mr. Benoit called the meeting to order at 1:30 p.m., indicating that a quorum was present.

Agenda Item 1: **To Consider for Approval the Draft Public Session Meeting Minutes of January 22, 2020.**

Ms. Martin makes a motion to approve the draft public session meeting minutes of January 22, 2020. Ms. Wilcox seconds, and the motion passes with favorable votes by Mr. Alviti and Mr. Benoit.

Agenda Item 2: **Public Comment.**

1. Kevin Cole: Reads a statement from Tom Cute, President and Business Agent of ATU 618 and 618A, expressing opposition to the RIPTA-RIDOT merger.
2. Valerie Bacon: Asks questions on how a merger could benefit RIPTA.
3. Nick DeCristofaro: Asks why RIDOT cannot support RIPTA through collaboration, instead of a merger.
4. Grant Dulgarian: Follows up on his request for suggestion on ways to improve RIPTA service.
5. Barry Schiller: Suggests that a merger may be helpful with climate change initiatives and snow removal, and expresses concern over a lack of public involvement at RIDOT.
6. Susan Feeley: Concerns with RIDOT's lack of public input and possibility of highway funding absorbing everything while overlooking mass transit.
7. Randall Rose: Concerned with lack of transparency and suggests RIPTA and RIDOT collaborate on funding rather than merging.
8. Pat Fontes: Concerned with public losing its input, as RIPTA has implemented her suggestions in the past, but RIDOT has never responded to questions.
9. Liza Burkin: RIDOT has broken the trust of people who do not drive a car and has consistently denied public input.

Agenda Item 3: **CEO Report.**

Mr. Avedisian provides an update on the monthly report, UPASS ridership, Quonset

ridership, Fall River ridership, and DTC ridership.

Agenda Item 4: Commendations for retired employees.

Mr. Avedisian presents commendations to Amy Pettine, James Dean, and Lillian Picchione for their many years of public service at RIPTA.

Agenda Item 5: Planning Department's Review of 2019 Initiatives.

Gregory Nordin, Chief of Strategic Advancement of RIPTA, presents a review of the 2019 initiatives.

Agenda Item 6: Adjournment 02:20 p.m.

Ms. Martin moves to adjourn the meeting. Ms. Wilcox seconds, and the motion passes with favorable votes by Mr. Alviti and Mr. Benoit.

Respectfully submitted,

Maureen Martin, Secretary

DRAFT



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

April 24, 2020

Chairman Normand Benoit, Esquire and Members of the
Board of Directors of the Rhode Island Public Transit Authority
VIA EMAIL

Mr. Chairman and Board Members:

In place of my normal monthly report, I thought I would put everything that we have faced in the last month in proper perspective. I do not believe that a recitation of the normal list of monthly facts and figures would provide you with a real sense of current day to day operations at RIPTA during the current health crisis.

Starting on March 6, 2020, staff members of the Rhode Island Public Transit Authority (RIPTA) have actively been assisting departments and agencies of state government respond to the COVID-19 pandemic. Working cooperatively with the Office of Governor Gina Raimondo, Rhode Island Emergency Management Agency (RIEMA), the Rhode Island Department of Health (RIDOH), the Amalgamated Transit Union 618 and 618A (ATU), the Laborers' International Union of North America 808 (LIUNA), and all of our employees, we have been able to keep full service running through this unprecedented time of uncertainty.

Toward that end, I want to make the members of the board aware of the actions taken by your employees during this period of time. Setting an example of the Governor's directive to insure social distancing, our senior staff began video conferencing our meetings. Three times a week, I join Jamie Pereira, Greg Nordin, Kathy Nadeau, Christopher Durand, and Steve Colantuono for a virtual meeting to discuss operations, finances, employee capacity, planning, and operational responses to COVID-19.

During the first weeks of orders to quarantine and isolate, there were some chaotic moments. When public schools, universities, and colleges closed, there was an immediate decline in ridership – accounting for a tremendous drop in ridership and in revenue. The week of March 16, we saw a huge drop. You will see from the attached charts the magnitude of the fall off. This equates to losing more than 50% of our passengers. (Attachment #1)

Even with dramatic losses, the Governor knew that RIPTA needed to stay fully operational and provide essential services to many people who rely on us for transportation on a daily basis. This is evident in that we are still moving between 14,000 and 15,000 people a day.

To paint a better picture of what RIPTA has been doing by department, I offer the following:



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

Service Changes to Meet New Needs:

To try to keep paratransit drivers employed when the number of trips fell, RIPTA drivers took over the Rhode Island Department of Transportation (RIDOT) Little Roady Autonomous Vehicle pilot project. While this was an unfortunate situation for RIDOT, it allowed more of our paratransit drivers to stay fully employed. To date, we have moved 118 passengers who would have otherwise been stranded. We are grateful to Director Alviti and his staff for allowing us to provide this service to others. (Attachment #2)

Paratransit drivers have also offered to add Meals on Wheels deliveries to augment their manifests. Especially in the City of Pawtucket, drivers have augmented their regular routes with more than 90 deliveries to seniors who otherwise might not get food or see another person all day.

Likewise, our Commuter Resource RI team of transit specialists, Erminio Conte and Peter Michaud, in addition to posting signs and notices, have delivered more than 100 care packages on to Family Service of Rhode Island clients in Central Falls, Providence, and other communities.

When the Governor authorized bus capacities to be limited to 15 passengers, paratransit drivers were also redeployed to alleviate overcrowding on high density routes and to deliver relief drivers to Kennedy Plaza.

To assist with emergency planning for moving people who are homeless and other at-risk populations, RIPTA loaned Greg Harris from the Planning Department to the Department of Administration for two weeks. Greg worked with a team from DOA and RIEMA in the development of plans to move some of the state's most vulnerable residents if they were impacted by COVID-19.

Cleaning and Disinfecting of Buses:

To date, RIPTA employees have logged in more than 4,417 hours of intensified cleaning and disinfecting of buses.

Cleaning and Disinfecting of Facilities:

The Governor made the correct decision to close the Kennedy Plaza Intermodal Transportation Center when there was no logical way of keeping less than 25 people inside. When that decision was made, personnel were redeployed to RIPTA Headquarters on Elmwood Avenue. Likewise, the Blackstone Valley Tourism Council closed the Pawtucket bus hub, and Discover Newport closed down the Newport Visitor Information and Transportation Center.

Supplying Hand Sanitizer and Personal Protective Equipment to Employees:

Thus far, RIPTA has supplied employees with hand sanitizer, gloves, and masks. We will continue to do so.

Communicating with Our Employees and the Public:

Over the past six weeks, we have had a multitude of communications both internally and externally. A packet of that information is attached. (Attachment #3)

To note a few items:

Facebook posts of a number of items: Meals on Wheels, the Governor giving praise to bus drivers, the cleaning of our buses and other items were viewed collectively by more than 17,000 people.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

Mass Transit Magazine featured the Meals on Wheels partnership.

<https://www.masstransitmag.com/management/press-release/21133991/rhode-island-public-transit-authority-ripta-announces-assistance-to-meals-on-wheels> (Attachment #4)

Providing Guidance to Employees:

Numerous Executive Orders and other governmental decisions impacting RIPTA operations. A timeline of those items is attached (Attachment #5)

In addition, a number of policies were promulgated during this time. Copies of those documents have been attached as well. (Attachment #6)

Update on Ridership Impacts:

General facts:

- Starting in March, RIPTA experienced a decline in ridership that has been hovering around 70-73% lower than ridership than the same period last year.
- Despite this, we are still providing an average of 14,000 passenger trips per weekday.
- RIPTA has fared about on average with many of our peers. Regionally, both NYC's MTA and Boston's MBTA are down more than 90%. SRTA (Fall River and New Bedford) has seen ridership declines around 80%. Data is hard to compare across agencies because many agencies are just reporting in real-time so there's no ability to control for differences in counting methodology.
- If there are no major bumps between now and the end of the fiscal year (June 30), we anticipate ridership around 13.2M trips this year. This is roughly 20% fewer trips than FY2019.

RIPTA Specific:

- Express Routes have been hardest hit with an 87% decline over 2019.
- Route 72 (Central Falls to Providence via Smithfield Ave) has fared the best with only a 54% decline. This is largely attributable to the significant increase in service implemented in January. Route 72 had a 48% increase in ridership in February 2020 over February 2019, the only month we have had for complete ridership information between the implementation of the new service and the COVID-19 crisis.
- Routes serving colleges and high schools with bus pass programs have seen disproportionate impacts. Routes 1, 6, 40, 62, 64, and 92 all have declines greater than 80% over the previous year.
- The ten routes with the fewest impacts (72, 71, 87, 76, 29, 78, 27, 19, 20, & R-Line) account for 1/3 of our ridership.

On a more positive note, prior to the COVID-19 crisis, several trends started to emerge in our service due to service changes implemented in January.

- Fixed route ridership in February had the largest year over year gain so far this fiscal year. Even after accounting for the leap year, our system's ridership was up 7% over February 2019.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

- Ridership on most of the DTC routes increased significantly during this first full month of DTC service. Route 72 had ridership increases of 48%. Route 62 had an increase of 14%, and Route 54 had an increase of 10%. These increases occurred with no marketing of the DTC and the construction project is still wrapping up. Routes 3, 4, and 58 all had ridership decreases, but we're monitoring those for adjustments if necessary. In totality, the DTC routes have seen ridership increases of approximately 10% over the same period last year on the same routes.
- Route 55 has an increase of 17.5% over February 2019. This increase is primarily attributed to RIC U-Pass.
- We've increased our outreach related to Flex routes as well, and we have seen increases in West Warwick and Pascoag of 11% and 24% respectively.

While we're in the midst of an unprecedented crisis right now, these trends reiterate that RIPTA is in a strong position to rebound quickly and resolutely once the crisis has passed. We've made substantive changes to improve the transit experience, and prior to COVID-19, some of those investments were starting to show returns.

Finally, let me take a moment to thank you, Mr. Chairman. Having been in that role, I fully understand that you agreed to serve in this position but probably never intended to have it be a full time job. The hours that you have devoted to this position during this crisis is impressive. I thank you for your efforts.

And I could not end this month's report with a thank you to our employees. These have been confusing and chaotic days. Some workers are not doing their "regular" jobs, at times cleaning buses, cleaning facilities, delivering Meals on Wheels, doing office work, delivering care packages, and the like. And all the while, delivering 15,000 essential workers to their jobs every day. The ATU and its President, Tom Cute, have worked cooperatively with us on protecting workers and keeping everyone gainfully employed.

The men and women who drive buses, fix and maintain buses, fuel and clean buses are the lifeblood of the way that we serve the people of Rhode Island. Our hats are off to you.

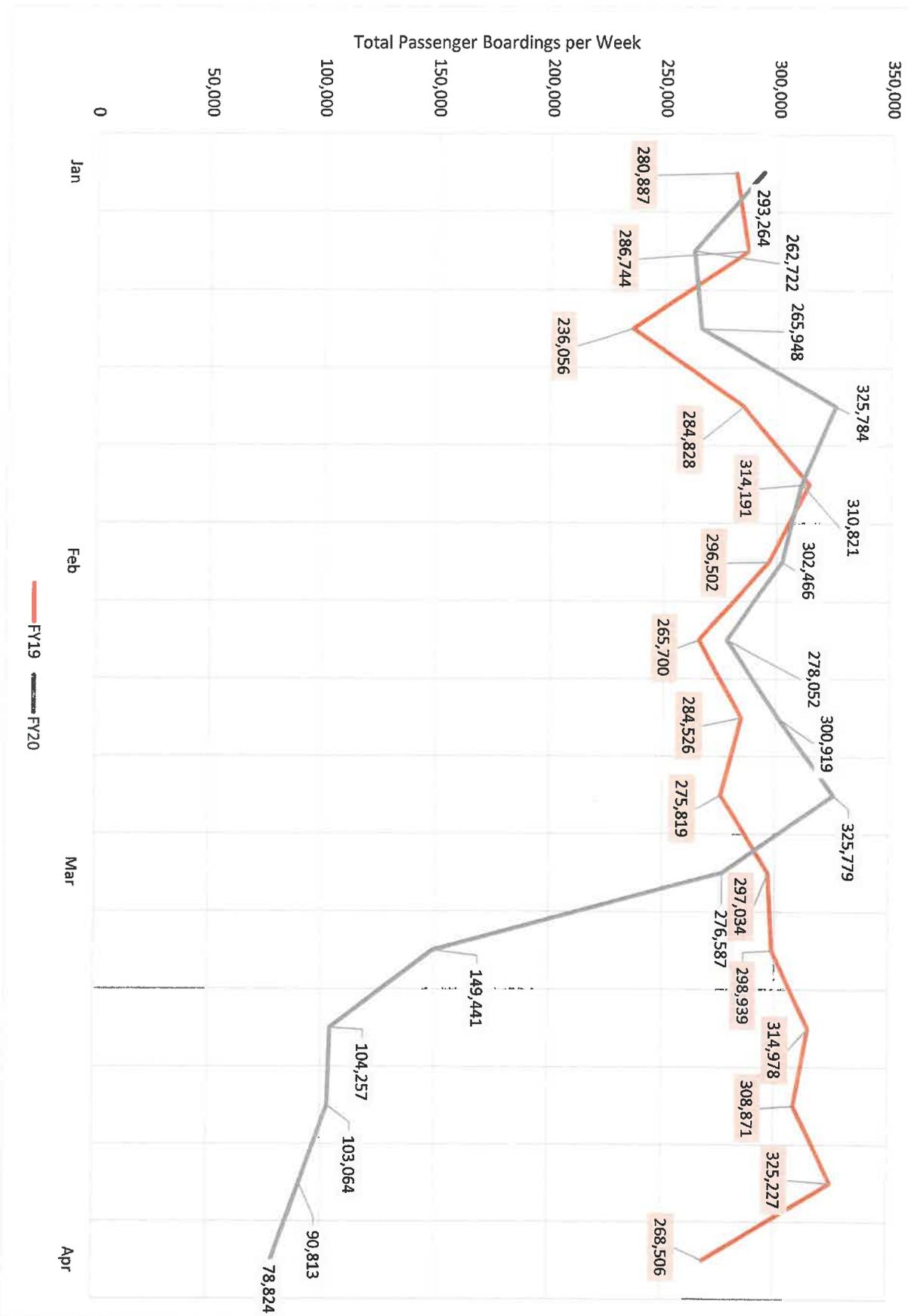
Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Avedisian". The signature is fluid and cursive, with a prominent initial "S".

Scott Avedisian
Chief Executive Officer

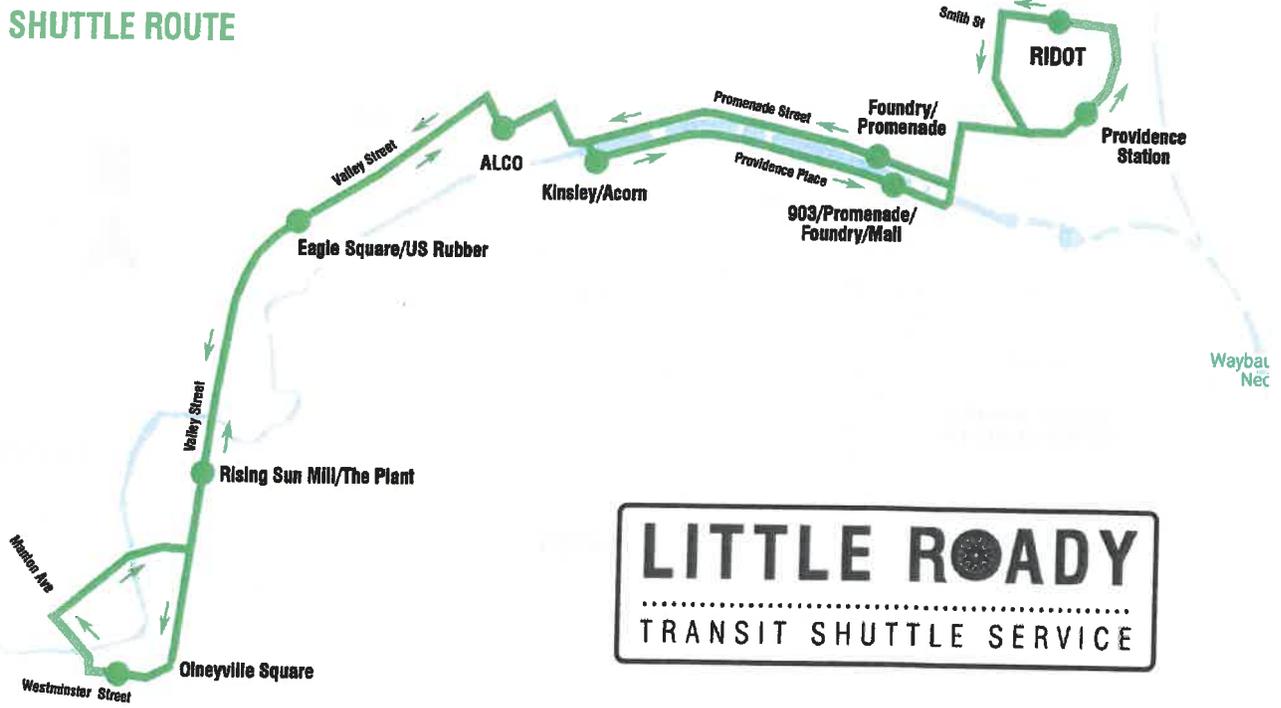
Attachment #1

Impacts of COVID-19 Crisis on RIPTA Weekly Fixed Route Ridership



Attachment #2

SHUTTLE ROUTE



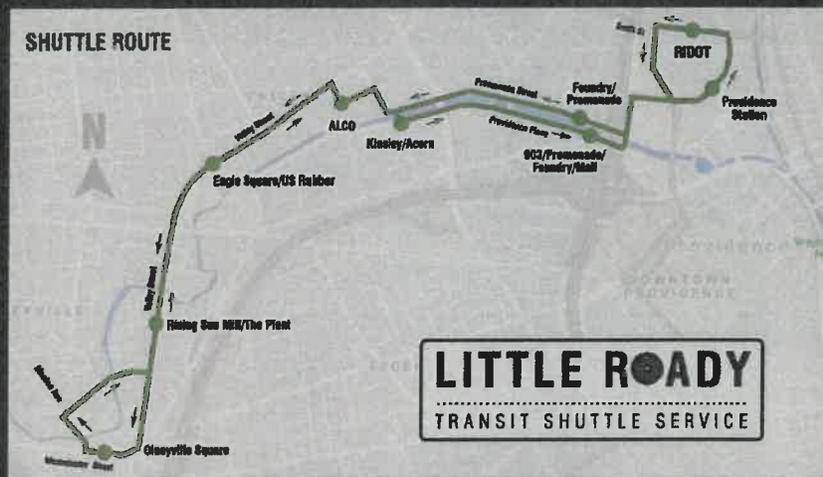
LITTLE ROADY
.....
TRANSIT SHUTTLE SERVICE

SHUTTLE INFO

May 15, 2019 - May 2020
7 days a week

Service Every 10 - 15 minutes
6:30am - 6:30pm

ROUTE MAP



Attachment #3



RHODE ISLAND PUBLIC TRANSIT AUTHORITY



COVID
CORONAVIRUS
DISEASE **19**

**RIPTA'S RESPONSE TO
CORONAVIRUS (COVID-19)**

COVID-19 COMMUNICATIONS

Rhode Island Public Transit Authority
April 2020

Introduction

COVID-19 External and Internal Communications

In addition to numerous service challenges, the COVID-19 crisis has required extensive external and internal communications from the Rhode Island Public Transit Authority (RIPTA). Both passengers and employees need to be kept up to date on an evolving and stressful topic.

To meet that need, Marketing and Communications worked collaboratively with all Senior Staff and all Chiefs to continually disseminate timely, useful and accessible information – using text, photos, press releases, and video. We used multiple platforms – from postings on social media to stickers on our fareboxes.

We made sure to include some success stories from this difficult time in order to celebrate the dedication of our employees and to continue to foster a sense of community among our passengers.

A look at some of our recent Facebook posts shows the variety and reach of the information we have been sharing.

During the week of April 12th, three Facebook posts – in addition to regular service postings – reached more than 13,300 people, garnered hundreds of likes and also prompted meaningful comments and questions from some passengers.

Those posts included:

- A look at our paratransit drivers (Ride Division) assisting Meals on Wheels of Rhode Island.
- An update on the new foggers being used to assist in the disinfecting of our vehicles.
- Google Doodle celebrating the dedication of transit employees nationwide.

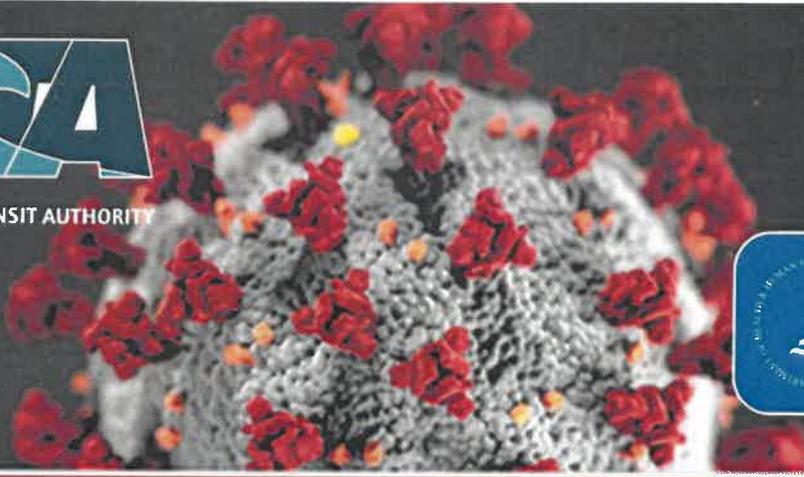
RIPTA's efforts have not gone unnoticed in the industry, with mention included in crisis roundups by the American Public Transit Association (APTA) and Mass Transit publication. Also, local print and television media have regularly been giving updates based on RIPTA's press releases. Below is a link to a Mass Transit piece on our partnership with Meals on Wheels, as well as a link to an earlier WPRI12 story on RIPTA's intensified cleaning of its fleet and facilities.

<https://www.masstransitmag.com/management/press-release/21133991/rhode-island-public-transit-authority-ripta-announces-assistance-to-meals-on-wheels>

<https://www.wpri.com/health/coronavirus/ripta-on-covid-19-were-doing-everything-we-can-to-disinfect-buses/>



RHODE ISLAND PUBLIC TRANSIT AUTHORITY



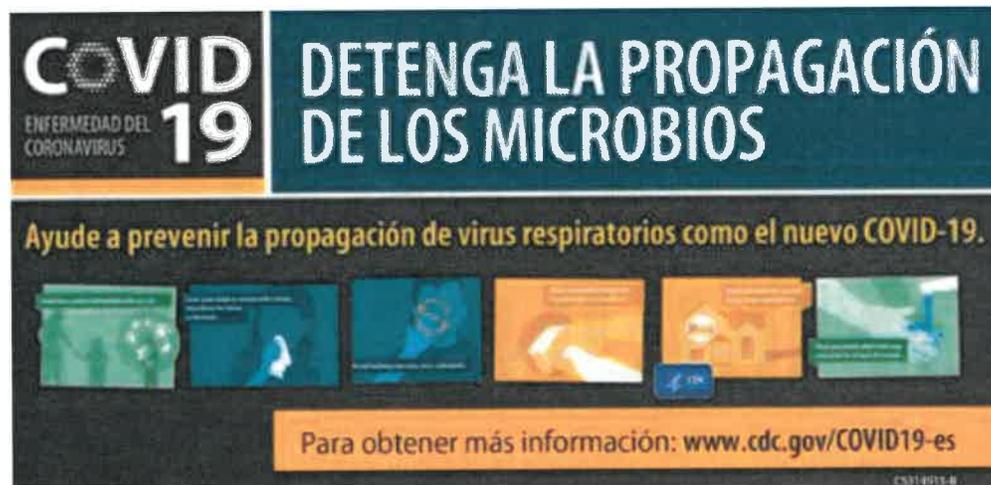
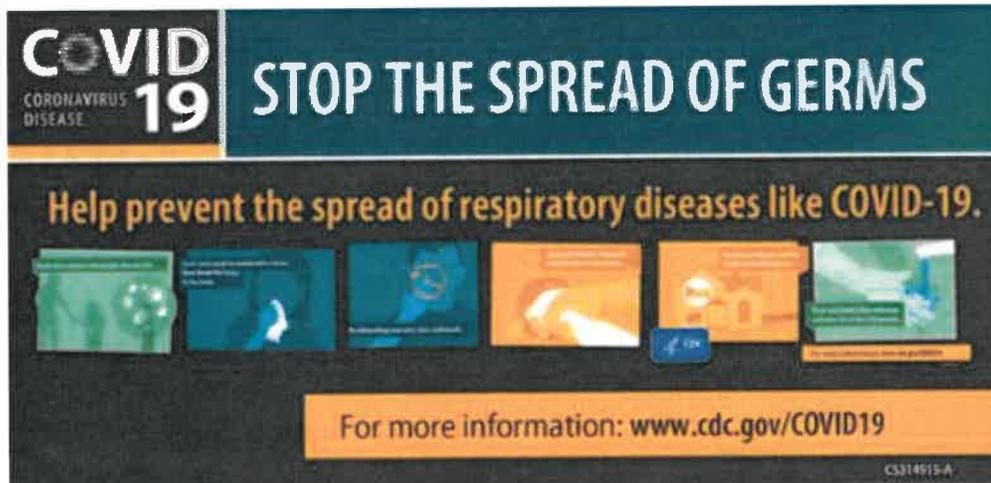
COVID
CORONAVIRUS
DISEASE **19**

***RIPTA'S RESPONSE TO
CORONAVIRUS (COVID-19)***

COVID-19 EXTERNAL COMMUNICATIONS

External Communications Web Banners

CDC Messaging (English, Spanish) Web Banners linked to [CDC.gov/COVID19](https://www.cdc.gov/COVID19)



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

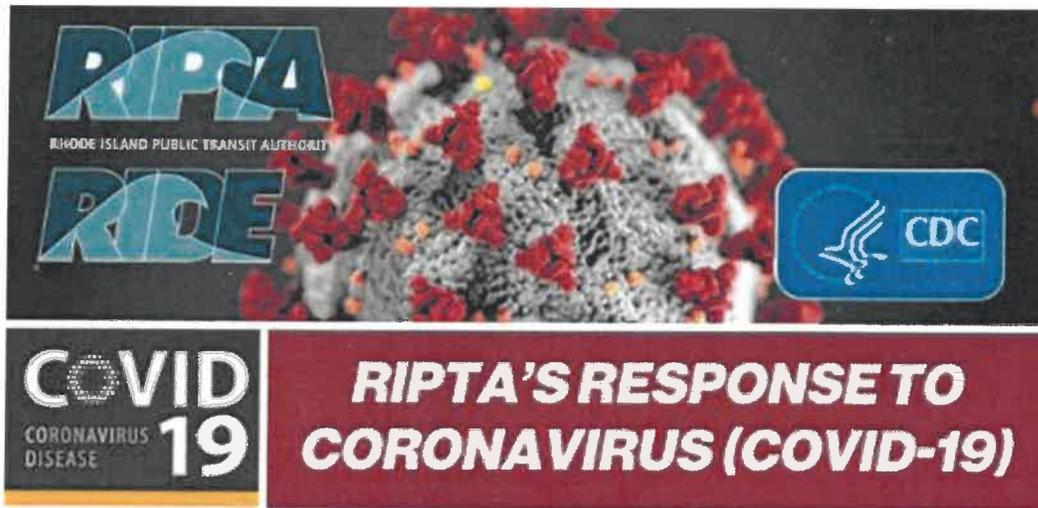
Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19

Posted March 2, 2020

External Communications Web Banners

Web Banner linked to [RIPTA.com/COVID-19](https://www.ripta.com/COVID-19)



Posted March 18, 2020

Static Web Banner linked to [RIPTA.com/COVID-10](https://www.ripta.com/COVID-10)



***HERE'S WHAT RIPTA IS
DOING TO PROTECT YOU.***

Posted March 12, 2020

***RIPTA'S RESPONSE TO
CORONAVIRUS (COVID-19)***

Updated March 18, 2020

External Communications Digital Boards on Fixed-Route Buses

CDC Messaging (English, Spanish, Chinese)

COVID 19
CORONAVIRUS DISEASE

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
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- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

CDC

For more information: www.cdc.gov/COVID19

COVID 19
ENFERMEDAD DEL CORONAVIRUS

DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

- Evite el contacto cercano con las personas enfermas.
- Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botelo a la basura.
- Evite tocarse los ojos, la nariz y la boca.
- Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.
- Quédese en casa si está enfermo, excepto para buscar atención médica.
- Lávase las manos frecuentemente con agua y jabón por al menos 20 segundos.

CDC

Para obtener más información: www.cdc.gov/COVID19-es

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19

External Communications Miscellaneous

Advanced Transit Management System (ATMS)

LED message posted on board all fixed-route vehicles:

RIPTA is increasing the cleaning of buses and bus facilities in response to the coronavirus. We also ask the public to follow simple steps recommended by the CDC to help stay healthy. Visit www.ripta.com for more info.

LED Message Boards

LED message posted at Kennedy Plaza, Newport Transportation and Visitors Center and Green Airport:

RIPTA is increasing cleaning to help stop the spread of germs. Visit ripta.com or call 401-781-9400 to learn more!

Transit App

Pop-up message posted within the app:

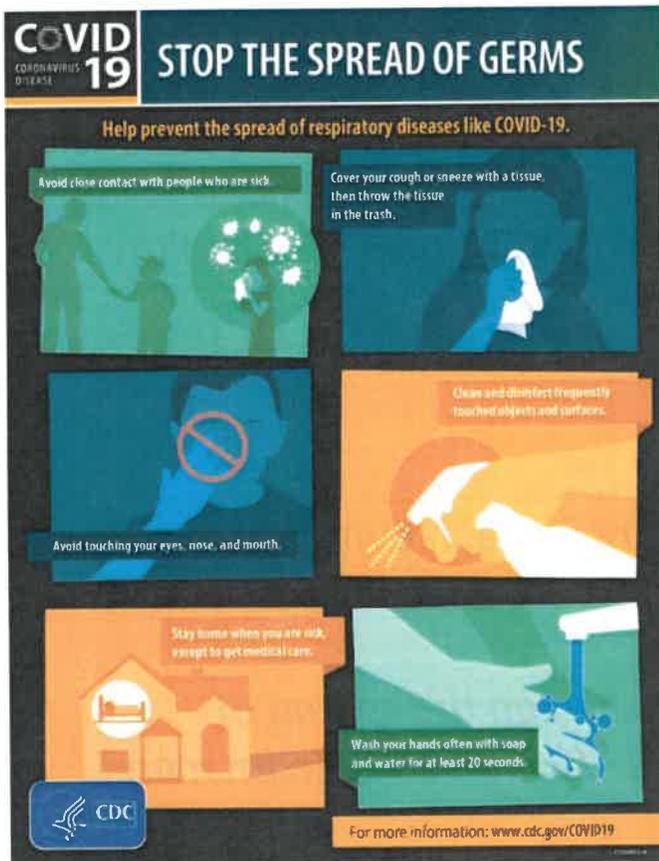


transit

Visit RIPTA.com for more information on coronavirus response.

External Communications Interior Bus Cards on Ride Paratransit Vans

CDC Messaging (English, Spanish, Chinese)



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19

External Communications

RIPTA.com/COVID-19 Webpage

RIPTA's Response to COVID-19

**Passengers are directed to visit this webpage for updated information.
It is updated as needed.**

RIPTA's Response to Coronavirus

(COVID-19) - UPDATED: April 16, 2020

The health and safety of passengers and our workforce is the top priority for the Rhode Island Public Transit Authority (RIPTA) as we work to keep our state moving every day. This information on this page will be updated as the situation evolves.



To prevent the spread of the COVID-19, transit should be used for essential travel only.

Is bus service and Ride paratransit service still running? Yes. RIPTA is asking passengers to wear cloth face masks on board.

Do I have to wear a face mask? Yes. Passengers must wear face coverings in public, per Rhode Island Governor Gina Raimondo's Executive Order 20-24. Face coverings can be made using scarf or extra cloth and should be used in addition to physical distancing and regular hand washing.

Seating Reduction To help ensure that there is enough room for proper social distancing, we have reduced the number of passengers on board.

No more than 15 passengers will be allowed on any fixed-route bus.

What is closed?

Kennedy Plaza Intermodal Transportation Center.

Newport Transportation Center

Pawtucket Transit Center

Photo ID Office at Kennedy Plaza.

Photo ID Office at RIPTA Headquarters, 705 Elmwood Avenue, Providence

Where can I buy fare products?

Outdoor ticket vending machines in Kennedy Plaza.

Online at <https://www.ripta.com/fares-passes>

During this evolving situation, we're temporarily waiving our shipping and handling fees.

We want to ensure our passengers have access to the fare products they need.

RIPTA Headquarters, 705 Elmwood Avenue, Providence

Stop & Shop

Shaw's

Posted March 17, 2020

External Communications

RIPTA.com/COVID-19 Webpage (continued)

RIPTA's Response to COVID-19

My Reduced Fare or No Fare Bus Pass expires soon. How can I renew my bus pass if the Photo ID Office is closed? Can I still ride the bus? We are extending the expiration deadline by at least one month. You can still ride the bus, just show the driver your bus pass. We will let you know once the Photo ID Office reopens.

What do I do if my Reduced or No Fare Bus Pass is lost or has been stolen?

Call our Customer Service Department at 781-9400. We will mail you a temporary card valid through May 31, 2020. Once the Photo ID Office reopens, you will have to come in for a replacement card and pay the \$20 replacement fee.

What are you doing to keep vehicles and facilities clean?

RIPTA has increased the frequency and intensity of all cleaning routines by utilizing EPA-approved, anti-viral cleaning agents in order to maintain the highest levels of sanitation. If you would like general news updates from RIPTA on this issue and service alerts in general, please

visit <https://www.ripta.com/service-alerts> and fill out the blue "stay informed" box.

RIPTA will continue to consult with the Rhode Island Department of Health and the Centers for Disease Control and Prevention (CDC) to ensure appropriate preventative measures are being utilized.

What should I do?

We remind our passengers and employees to please follow health and safety protocols established by the CDC. These include recommendations to:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that includes at least 60-percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into your elbow instead of your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Individuals who are experiencing symptoms and may have traveled to areas of concern or have been in contact with someone who has traveled to these areas should call ahead to their healthcare provider before presenting for treatment.

Should you have questions or concerns about the coronavirus, please consult the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or the Rhode Island Department of Health website at <https://health.ri.gov/diseases/respiratory/?parm=163>.

Posted March 17, 2020

External Communications

Interior Bus Cards on Fixed-Route Buses

CDC Messaging (English, Spanish)



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Avoid touching your eyes, nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19

Installed March 19, 2020

External Communications Interior Bus Cards on Fixed-Route Buses

CDC Messaging (English, Spanish)



What you need to know about coronavirus disease 2019 (COVID-19)



What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes, COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

For more information: www.cdc.gov/COVID19

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.



Lo que necesita saber sobre la enfermedad del coronavirus 2019 (COVID-19)



¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

Si, el COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se sepa que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que esta sea la principal forma en que se propaga el virus.

¿Qué puedo hacer para ayudar a protegerme?

Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cuidadosas:

- Evite el contacto cercano con personas enfermas
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:

- Quedarse en casa si está enfermo.
- Cubriese la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bétalo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?

Si ha llegado de viaje proveniente de un área afectada, podría indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese período (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo contagiar atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Cuáles son las complicaciones graves provocadas por este virus?

Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.

Para obtener más información: www.cdc.gov/COVID19-es

External Communications

Interior Bus Cards (text)

What you need to know about coronavirus disease (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

What are symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, shortness of breath.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes, but this is not thought to be the main way the virus spreads.

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

If you are sick, to keep from spreading respiratory illness to others you should

Stay home when you are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventative actions.

Avoid close contact with people who are sick.

Avoid touching your eyes, nose and mouth with unwashed hands.

Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventative actions, like avoiding close contact with people who are sick and washing your hands often.

External Communications Farebox Sticker

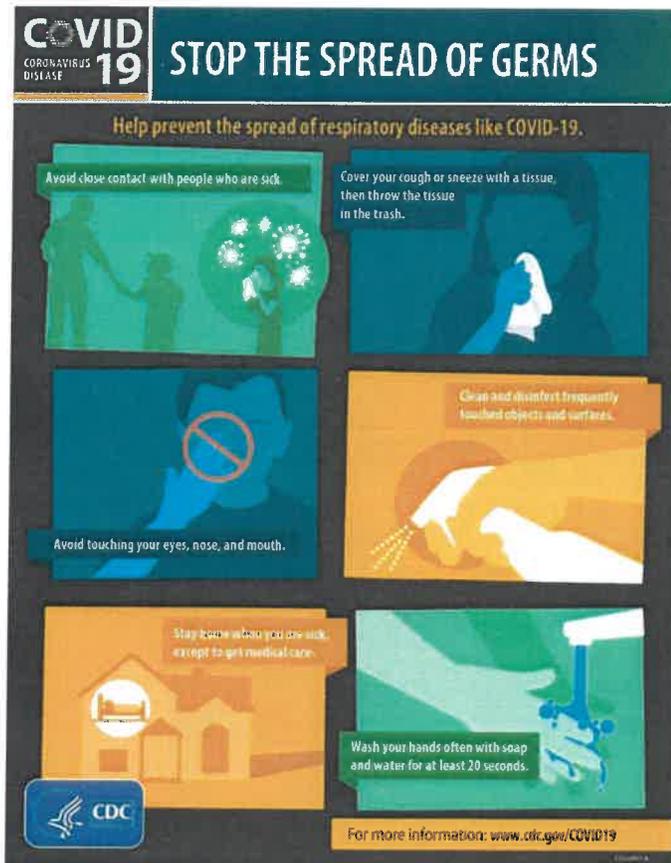
CDC Sticker Attached to All Fareboxes (English, Spanish)



Posted March 19, 2020

External Communications Posters at Major Transit Hubs

CDC Messaging (English, Spanish, Chinese) Posted at Bus Shelters in Kennedy Plaza, Pawtucket Transit Center and Newport Transportation Visitors Center



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19

Posted March 20, 2020

External Communications Posters at Major Transit Hubs

CDC Messaging (English, Spanish, Chinese) Posted at Kennedy Plaza



Posted March 20, 2020

**External Communications
Fixed-Route On Board Signage**

**No Passenger Seating Signs
Posted To Front Seats Near Driver In
An Effort To Encourage Social Distancing**

ATTENTION PASSENGERS

**NO
PASSENGER
SEATING**



ATENCIÓN PASAJEROS



**PASAJEROS
NO PUEDEN
SENTARSE
AQUÍ**

External Communications Digital Boards on Buses

CDC Messaging (English, Spanish)



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

When in public, wear a cloth face covering over your nose and mouth.

For more information: www.cdc.gov/COVID19

External Communications

RIPTA April E-newsletter

Distributed to 7,495 emails

RIPTA's Response to Coronavirus (COVID-19)

RIPTA is aware how essential our service is right now as we continue to transport people to key jobs at our hospitals and nursing homes. We also know that people rely on RIPTA to get to grocery stores and pharmacies. We are working to balance the importance of social distancing with the importance of connecting people to key jobs and services.



RIPTA'S RESPONSE TO CORONAVIRUS (COVID-19)

To that end we are taking the following steps:

- Intensified cleaning and sanitation of all vehicles and facilities
- Instructing drivers to monitor their routes to make sure there is enough room for proper social distancing
- If a bus is too full, it will not stop and passengers will have to wait for the next one
- Currently, there is more space on our buses in general with daily ridership down from about 58,000 passenger trips per day to roughly 17,000 passenger trips daily

We continue to ask riders to use common sense and follow all common sense guidelines put forth by state health officials:

- Do not go out in public or use public transportation if you are sick
- Wash your hands frequently
- Only go out when absolutely necessary

We are in constant communication with the Governor's office, the RI Department of Health and other state agencies. We are also in contact with peer transit agencies and constantly reviewing and assessing best industry practices during this time. We thank the public for their patience.

For updates, please visit npta.com/covid-19

Sent April 2, 2020

External Communications Digital Boards on Buses

Wear A Mask (English, Spanish)



**WEAR A
MASK**

**CUBRIRSE
LA CARA**

STATE OF RHODE ISLAND GUIDANCE
Rhode Islanders are required to wear
face coverings when in public.

Face coverings can be made using scarf or extra cloth and should be used in addition to physical distancing and regular hand washing.

GUÍA OFICIAL DEL ESTADO DE RHODE ISLAND
Todos los pasajeros tienen que usar
coberturas faciales cuando estén en público.
Las máscaras faciales se pueden hacer con una bufanda, pañuelos o otra tela y deben seguir practicando el distanciamiento físico y lavando de manos.

WEAR A MASK

STATE OF RHODE ISLAND GUIDANCE

Rhode Islanders are required to wear face coverings when in public.

Face coverings can be made using scarf or extra cloth and should be used in addition to physical distancing and regular hand washing.

**External Communications
Web Banner on RIPTA.com**

**Wear A Mask (English, Spanish)
Web Banner on RIPTA.com with link to
RIPTA.com/COVID-19**



**WEAR A
MASK**

Rhode Islanders are required to
wear face coverings when in public.

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LA CARA**

Todos los pasajeros tienen que
usar coberturas faciales
cuando estén en público.



WEAR A MASK
STATE OF RHODE ISLAND GUIDANCE
Rhode Islanders are required to wear face coverings when in public.

Posted April 15, 2020

External Communications Signage On Board Vehicles

Wear A Mask (English, Spanish)

STATE OF RHODE ISLAND GUIDANCE
Rhode Islanders are required to wear
face coverings when in public.

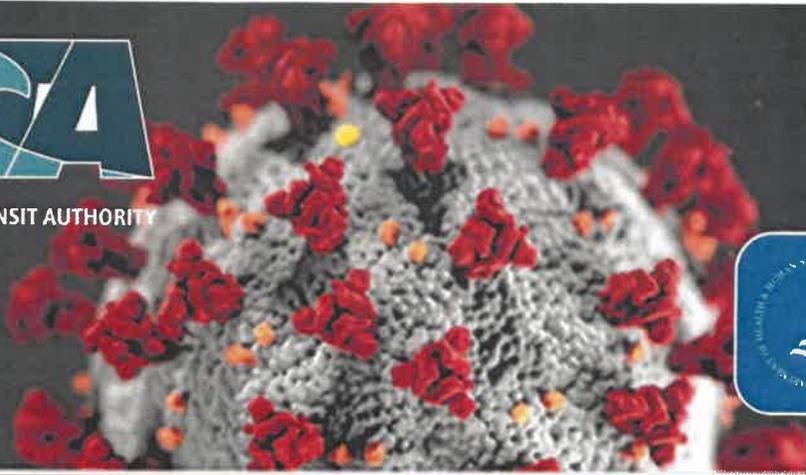
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Las máscaras faciales se pueden hacer con
una bufanda, pañuelos o otra tela y deben
seguir practicando el distanciamiento físico
y lavado de manos.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY



COVID
CORONAVIRUS
DISEASE **19**

**RIPTA'S RESPONSE TO
CORONAVIRUS (COVID-19)**

**COVID-19
EXTERNAL
COMMUNICATIONS**

PRESS RELEASES

External Communications Press Release

Distributed electronically to Media and Passenger/Stakeholder Database



NEWS
RELEASE:

FOR IMMEDIATE RELEASE

CONTACT: Barbara Polichetti
401-784-9500, ext. 1203
(Cell) 401-479-7264

RHODE ISLAND PUBLIC TRANSIT AUTHORITY INCREASES PRECAUTIONARY MEASURES AGAINST CORONAVIRUS AT ALL FACILITIES AND ON BUSES

***All RIPTA Facilities, Buses and Common Areas Will See Intensified Sanitation
with EPA-Approved Disinfectants and the Transit Authority Remains in
Communication with the RI Department of Health***

Providence, Rhode Island, March 12, 2020 -- Safety and security are the top priority for the Rhode Island Public Transit Authority (RIPTA) as we work daily to keep Rhode Island moving. Accordingly, RIPTA is announcing enhanced facility-wide cleaning and sanitizing protocols implemented in response to the novel coronavirus (COVID-19).

As part of our commitment to the citizens of Rhode Island, RIPTA will increase cleanings of buses and at all buses facilities – including restrooms and surfaces frequently touched by passengers -- as precautionary measures in order to prevent the spread of the coronavirus. All public areas will be disinfected on a regular basis using EPA-approved and CDC-endorsed disinfectants. Surfaces cleaned on buses include seats, windows, grab rails, steps, and more.

RIPTA will continue to consult with the Rhode Island Department of Health and the Centers for Disease Control and Prevention (CDC) to ensure appropriate preventative measures are being utilized.

“Keeping our employees and our passengers safe is our top priority,” said **Scott Avedisian, Chief Executive Officer of RIPTA**. “That’s why we are increasing our cleaning measures but also stressing the importance of everyone following common-sense, good hygiene measures such as washing your hands frequently and being careful not to touch your face.”

RIPTA has increased the frequency and intensity of all cleaning routines by utilizing EPA-approved, anti-viral cleaning agents in order to maintain the highest levels of sanitation. All

-More-

External Communications

Press Release (continued)

Distributed Electronically to Media and Passenger/Stakeholder Database

commonly touched surfaces in the public spaces will be sanitized on a regular basis. This includes surfaces throughout the facilities such as doors, handrails, elevator cabs and buttons, ticket vending machines, ticket counters, seating areas, water fountains, etc.

RIPTA will also deploy Public Service Announcements (PSAs) in order to encourage all passengers to make themselves aware of the health and safety protocols established by the CDC. These include recommendations to:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that includes at least 60-percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into your elbow instead of your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Individuals who are experiencing symptoms and may have traveled to areas of concern or have been in contact with someone who has traveled to these areas should call ahead to their healthcare provider before presenting for treatment.

Should you have questions or concerns about the coronavirus, please consult the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or the Rhode Island Department of Health website at <https://health.ri.gov/diseases/respiratory/?parm=163>.

External Communications

Press Release

Distributed electronically to Media and Passenger/Stakeholder Database

RIPTA To Close Ticket Window At Kennedy Plaza And Extend Expiration Deadline For Reduced and No Fare Passes

The Rhode Island Public Transit Authority (RIPTA) announced today that it will close the customer service ticket window in the transit hub building at Kennedy Plaza beginning Tuesday, March 17, 2020 and until further notice. Passengers are advised to use the ticket vending machines outside at the Plaza to purchase their fare products. RIPTA also announced that any passengers who hold No Fare or Reduced Fare bus passes that are slated to expire this month do not need to come in for renewal as the expiration dates will be extended by at least one month.

RIPTA announced these steps as part of the state's concerted effort to combat the spread of the coronavirus.

The passes for the No Fare Bus Pass Program – which is for low-income persons who also are either senior citizens or have a disability – typically expire on the pass holder's birthday. The same is true for persons in the Reduced Fare program, which is available to seniors and persons with disabilities regardless of income. RIPTA's Chief Executive Officer Scott Avedisian said that the deadlines will be extended by a least a month, and RIPTA will revisit the extension before the start of April. Since the expired bus passes will not work at the farebox, those passengers will need to show their passes to the driver when boarding.

Last week, RIPTA announced that as part of its commitment to the citizens of Rhode Island, it is increasing the cleaning and disinfecting of all vehicles and bus facilities. All public areas are being disinfected on a regular basis using EPA-approved and CDC-endorsed disinfectants. Surfaces cleaned on buses include seats, windows, grab rails, steps, and more.

Posted March 16, 2020

External Communications

Press Release

Distributed electronically to Media and Passenger/Stakeholder Database

Effective Immediately, RIPTA Temporarily Closes Kennedy Plaza Intermodal Transportation Center and Both Photo Identification Offices

The Rhode Island Public Transit Authority (RIPTA) announced today that effective immediately, it will temporarily close the Kennedy Plaza Intermodal Transportation Center interior passenger waiting area in Providence. The Authority also announced the temporary closing of its Photo Identification Office in Kennedy Plaza and at its headquarters, 705 Elmwood Avenue in Providence. Passengers at Kennedy Plaza are advised to use the outdoor ticket vending machines there to purchase their fare products.

On Monday, RIPTA announced the closing of its Ticket Window inside the Kennedy Plaza building. Also on Monday, The Blackstone Valley Tourism Council announced the temporary closing of the Blackstone Valley Visitor Center at 175 Main Street in Pawtucket – a location that provides an interior public waiting area for RIPTA passengers.

Scott Avedisian, RIPTA's Chief Executive Officer, said that the temporary closings are part of the state's ongoing efforts to combat the spread of the coronavirus. Avedisian said that he will monitor the closings and determine when the locations will reopen. Avedisian stressed that any passengers who hold no fare or reduced fare passes slated to expire this month do not need to worry or come in for renewal because the expiration deadlines are being extended by at least one month.

The passes for the No Fare Bus Pass Program – which is for low-income persons who also are either senior citizens or have a disability – typically expire on the passholder's birthday. The same is true for persons in the Reduced Fare program, which is available to seniors and persons with disabilities regardless of income. Avedisian said he will revisit the extension of the expiration deadlines before the start of April and will keep the public informed. Since the expired bus passes will not work at the farebox, those passengers will need to show their passes to the driver when boarding.

Posted March 17, 2020

External Communications

Press Release

Distributed electronically to Media and Passenger/Stakeholder Database

RIPTA Announces Temporary Closing of Indoor Passenger Area at Newport Transportation and Visitors Center

The Rhode Island Public Transit Authority (RIPTA) announced today that effective immediately, the indoor public waiting area at the Newport Transportation and Visitors Center at 23 America's Cup Avenue will be closed temporarily. The area will close after 6 pm today, and will remain closed until officials decide it is appropriate to reopen it in light of ongoing statewide efforts to combat the coronavirus by limiting large groups of people in public places.

Earlier today, RIPTA announced that it was temporarily closing the Kennedy Plaza Intermodal Transportation Center interior passenger waiting area in Providence. The Authority also announced the temporary closing of its Photo Identification Office in Kennedy Plaza and at its headquarters, 705 Elmwood Avenue in Providence. Passengers at Kennedy Plaza are advised to use the outdoor ticket vending machines there to purchase their fare products.

On Monday, RIPTA announced the closing of its Ticket Window inside the Kennedy Plaza building. Also on Monday, The Blackstone Valley Tourism Council announced the temporary closing of the Blackstone Valley Visitor Center at 175 Main Street in Pawtucket – a location that provides an interior public waiting area for RIPTA passengers.

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The passes for the No Fare Bus Pass Program – which is for low-income persons who also are either senior citizens or have a disability – typically expire on the passholder's birthday. The same is true for persons in the Reduced Fare program, which is available to seniors and persons with disabilities regardless of income. Avedisian said he will revisit the extension of the expiration deadlines before the start of April and will keep the public informed. Since the expired bus passes will not work at the farebox, those passengers will need to show their passes to the driver when boarding.

Posted March 18, 2020

External Communications

Press Release

Distributed electronically to Media and Passenger/Stakeholder Database

RIPTA Adds Extra Vehicles to Reduce Onboard Capacity and Encourage Social Distancing

The Rhode Island Public Transit Authority (RIPTA) announced today that it is using smaller vehicles from its paratransit division to augment service on busy routes to help ensure that passengers have room for proper social distancing during the current COVID-19 health crisis. The vans are normally used in RIPTA's paratransit division, called Ride, and will be deployed on an as-need basis with a limit of four passengers per van. The smaller Ride vehicles are typically used to transport persons with disabilities. They are available for use now because ridership is down substantially in both the paratransit and fixed-route divisions of RIPTA.

"We know that there is plenty of room for proper distancing on almost all of our buses due to diminished ridership, but we also know that we have extra vehicles available right now," said Scott Avedisian, RIPTA's Chief Executive Officer. "This is a prudent use of these vehicles as we continue to provide essential service throughout our state."

Avedisian said that the supplemental vehicles will be assigned to the R-Line and other busy routes based on availability. The R-Line is a frequent service route that runs from the Cranston-Providence line into Pawtucket and is RIPTA's busiest route. The supplemental vehicles are smaller and are branded as Ride vehicles. RIPTA is able to track and monitor the ridership on individual buses through the use of Automatic Passenger Counters (APC) on its vehicles.

Avedisian noted that even with a sharp decline in ridership due to the current health crisis, RIPTA is still providing approximately 100,000 passenger trips a week. "We are aware that we are a lifeline service and that we are getting people to jobs at our hospitals and nursing homes," he said. "We also know that our service is the only way that some people can get their groceries and medications. We are grateful for our dedicated workforce at this critical time."

RIPTA is in regular communication with Governor Gina Raimondo's Office and the Rhode Island Department of Health. The public is urged to follow all directives from the state regarding efforts to combat the spread of COVID-19. People should only be using RIPTA when absolutely necessary and no one who is ill or has been exposed to the virus should be out in public. RIPTA is continuing with the increased cleaning and sanitizing measures it announced recently for all of its vehicles and facilities. All public areas are disinfected on a regular basis using EPA-approved and CDC-endorsed disinfectants. Surfaces cleaned on buses include seats, windows, grab rails, steps, and more.

For more information on what RIPTA is doing right now in regards to COVID-19 please visit <https://www.ripta.com/covid-19>. For general health and safety information for the public please visit <https://health.ri.gov/covid/>.

Posted April 3, 2020

External Communications

Press Release

Distributed electronically to Media and Passenger/Stakeholder Database

RIPTA Limits Onboard Capacity to Fifteen Passengers and Announces Assistance to Meals on Wheels

Gina Raimondo and the Rhode Island Public Transit Authority (RIPTA) today announced that it is limiting the capacity on its buses to help ensure that there is enough room for proper social distancing during the current COVID-19 health crisis. Starting tomorrow, Saturday, April 11, 2020, no more than 15 passengers will be allowed on any fixed-route bus. It was also announced that starting next week, RIPTA drivers will step in to fill gaps on delivery routes for Meals on Wheel of Rhode Island.

At her daily press briefing today, Governor Raimondo noted the importance of allowing sufficient space for social distancing on buses and also said that the public is requested to wear cloth coverings when using public transit, and when out in public in general. "The bus drivers are out there every day helping people get where they need to be," Governor Raimondo said. "That said, we need to take every precaution to keep our drivers and riders safe." Regarding RIPTA providing assistance with Meals on Wheels deliveries, the Governor thanked RIPTA and its drivers for stepping up.

Scott Avedisian, RIPTA's Chief Executive Officer, said he appreciated the fact that Meghan Grady, Executive Director of Meals on Wheels of Rhode Island, let him know that they are experiencing increased demand on some of their scheduled delivery routes. Starting next week, vehicles and drivers from RIPTA's paratransit division will be deployed to fill gaps in routes in the Pawtucket area. Drivers will be following the safety protocols that Meals on Wheels has already put in place.

"Meals on Wheels of RI is thrilled RIPTA is helping us meet an increased need for volunteers," Grady said. "We are extremely grateful for and humbled by the generosity of these RIPTA drivers who are joining us to enact our mission everyday by providing our clients a nutritious meal, safety check and opportunity for brief socialization."

The drivers will use smaller paratransit vehicles from RIPTA's paratransit division (Ride Program), which normally provides transportation for persons with disabilities. RIPTA has vehicles and drivers available due to sharply declining ridership in both its fixed-route and paratransit divisions.

"We take the responsibility of providing essential service very seriously," Avedisian said. "We are also aware of the need to be very flexible right now and to find opportunities to help people whenever we can. We are happy to be able to help Meals on Wheels of Rhode Island fulfill their vital role in our state."

Posted April 10, 2020

Attachment #4

RIPTA announces assistance to Meals on Wheels

RIPTA is providing drivers and vehicles from its paratransit service to fill in gaps in the routes in the Pawtucket area.

Rhode Island Public Transit Authority

Apr 15th, 2020

RIPTA

The Rhode Island Public Transit Authority (RIPTA) announced drivers are stepping in to fill gaps on delivery routes for Meals on Wheels of Rhode Island.

Rhode Island Gov. Gina Raimondo thanked RIPTA and its drivers during her daily press briefing for stepping up to help the organization.

Scott Avedisian, RIPTA's CEO, said he appreciated the fact that Meghan Grady, executive director of Meals on Wheels of Rhode Island, let him know that they are experiencing increased demand on some of their scheduled delivery routes. April 13 was RIPTA's first day lending a hand to Meals on Wheels, with its vehicles and drivers from RIPTA's paratransit division deployed to fill gaps in routes in the Pawtucket area. Drivers are following the safety protocols that Meals on Wheels has already put in place.

"Meals on Wheels of Rhode Island is thrilled RIPTA is helping us meet an increased need for volunteers," Grady said. "We are extremely grateful for and humbled by the generosity of these RIPTA drivers who are joining us to enact our mission everyday by



providing our clients a nutritious meal, safety check and opportunity for brief socialization.”

The drivers are using smaller paratransit vehicles from RIPTA’s paratransit division (Ride Program), which normally provides transportation for persons with disabilities. RIPTA has vehicles and drivers available due to sharply declining ridership in both its fixed-route and paratransit divisions.

“We take the responsibility of providing essential service very seriously,” Avedisian said. “We are also aware of the need to be very flexible right now and to find opportunities to help people whenever we can. We are happy to be able to help Meals on Wheels of Rhode Island fulfill their vital role in our state.”

Attachment #5



INTEROFFICE MEMO

Steven A. Colantuono
Chief Legal Counsel
401-784-9500, ext. 1139
scolantuono@ripta.com

April 22, 2020

To: Scott Avedisian, CEO

Re: Executive Orders - COVID-19 - RIPTA

Scott:

Below is a summary of governmental decisions related to RIPTA's operations and COVID-19 response:

1. March 9: By Executive Order 20-02, Governor declares State of Emergency due to dangers to health and life posed by COVID-19;
2. March 9: By Executive Order 20-02 RIEMA directed to stand up. RIPTA shall cooperate fully with RIEMA;
3. March 16: By Executive Order 20-04 Governor prohibits gatherings of more than 25 people. This limit extends to RIPTA buses;
4. March 16: By Executive Order 20-05 Governor relieves Public bodies from Open Meetings Act prohibitions related to the use of telephonic or electronic communication to conduct meetings; have to ensure public access; also extends timeline for response to Access to Public Records requests;
5. March 22: By Executive Order 20-09 Governor orders all business personnel that can work from home to do so. RIPTA continues telework options for employees who can work from home;
6. March 27: Senator Reed press release \$104.6 million to help keep RIPTA running;
7. March 28: By Executive Order 20-14 Governor orders all non-critical businesses to cease in-person operations - RIPTA remains full service; Order extends telework and extends "stay at home" with exceptions;
8. April 2: CARES Act takes effect – Personnel: extended FMLA and extended sick leave based upon COVID criteria; CARES Act Funding – expenses incurred back to January 20, 2020;

Executive Orders - COVID-19 - RIPTA

9. April 8: By Executive Order 20-18 Governor extends declaration of disaster emergency until May 8th;
10. April 10: In concert with Governor's office RIPTA limits buses to 15 passengers, issue PPE to all RIPTA employees;
11. April 14: By Executive Order 20-24 Governor orders cloth face masks be worn at customer facing businesses and requires customers to wear cloth face coverings. RIPTA posts requirements (employees and riders) but will not refuse to transport someone who is not wearing cloth face covering; and
12. April 15: By Executive Order 20-25 Governor renews and provides further guidance related to Public Meetings (Open Meetings Act) and Access to Public Records; references guidance by DOA regarding telephonic/electronic conduct of meetings.

Respectfully submitted,

Steven Colantuono
Chief Legal Counsel

Cc: C-19 File

Attachment #6



Guidance for Departments on Matters Related to COVID 19

This document provides guidelines and procedures for employees related to COVID-19 in the workplace, including mandatory and self-quarantine, positive diagnosis, leave and other workplace flexibilities, Human Resources contacts and the RI Department of Health hot line number that can be utilized during any potential exposure to or outbreak of COVID-19.

As the COVID-19 situation evolves, this guidance may change and will be updated as necessary based on directives issued by the RIPTA CEO, the Governor, Rhode Island Department of Health (RIDOH) and other government authorities.

Department Designated Point of Contact

Each Department Head must notify the Human Resources Department of the designated point of contact within their Department, who will be the point person for ensuring that all COVID-19 related information is disseminated properly. As we work to finalize business continuity plans, it is crucial that we have a primary contact within each department so our efforts can stay coordinated. The designated point of contact information should be emailed to Kathy Nadeau, Chief of Human Resources at knadeau@ripta.com

COVID-19 Absence Reporting & Medical Information

Department Heads and Managers must continue to monitor all of their employees and report any known or suspected incidents related to COVID-19 to the Human Resources Department. HR will reach out to employees in order to address concerns, determine if employee is able to report to work or should stay home, discuss proper quarantine timeframes, if necessary, as well as to discuss the use of and eligibility for Emergency Paid Sick Leave or other accrued leave time (sick, vacation, personal, etc.).

All COVID-19 related medical information, leave questions and concerns pertaining to an individual employee should be directed to the Human Resources Department.

*Please note: RIDOH determines who must be in mandatory quarantine. While medical professionals can advise individuals to self-quarantine, RIPTA has the discretion, as an Employer, to require employees to remain out of work for precautionary measures in order to protect other staff and the public.

General HR-related COVID-19 Questions

Due to the high volume of COVID-19 related inquiries, we ask that all employee-specific questions be sent to HR's designated email box: humanresources@ripta.com. Please be sure to type 'COVID-19' in the subject line of the email.

This email box will be continuously monitored and questions will be triaged to address concerns based on priority.

Employee Procedures:

- 1. Please direct Employees to stay at home and/or leave the workplace immediately and contact Human Resources, if they have notified you or you are aware of any of**

the following situations:

- Employee or a member of Employee's household has tested positive for COVID-19;
- Employee has disclosed that they are aware that they have come into direct contact with a confirmed case of COVID-19, or who has been notified by RIDOH of a potential exposure. Someone is considered a contact if they have had direct, face-to-face contact with a person with COVID-19;
- Employee advises of symptoms of COVID-19 (i.e. fever, cough, shortness of breath or difficulty breathing),
- Employee has returned from any location outside of Rhode Island by flight within the past 14 days;
- Employee has travelled outside of Rhode Island, for non-essential purposes or overnight, by any means of transit and has been exposed to other individuals that do not reside with Employee.
- Employee has travelled on a cruise ship within the past 14 days.

Employees must immediately notify the Human Resources Department if they have experienced any of the above listed situations.

In the event an employee travels after March 23, 2020 (Governor's Executive Order 20-10) and is required to self-quarantine for 14 days, said Employee will not be eligible to receive Emergency Paid Sick Leave, however, Employee may discharge sick leave or other leave that they have available or otherwise telework as approved.

Additionally, the Governor issued a "stay at home" Executive Order #20-13 on March 28, 2020. In accordance with that order, any person travelling out of state by any means is violating the executive order and will not be eligible for emergency paid leave to quarantine.

2. Direct contact to a confirmed case of COVID-19 which is work-related

Employees out of work due to a mandatory quarantine period as a result of traveling on **work-related** business or due to a potential work-related exposure are eligible for Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA). RIDOH is the authority on determining whether there is potential work-related exposure.

3. Contacts of asymptomatic people exposed to COVID-19

The CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people who had potential exposures to confirmed COVID-19 cases, i.e., "contacts of contacts". If an employee has contact with an asymptomatic person who is self-quarantining, that employee is not considered exposed to COVID-19 and, therefore, not required to self-quarantine. If the employee wants to work they may do so, or they may voluntarily self-quarantine and the employee may discharge sick leave or other leave that he/she has available or can telework as approved.

If the asymptomatic person with potential exposure to COVID-19 becomes symptomatic, the employee (contact of contact) will be required to leave the workplace, stay home and contact their healthcare provider for guidance. The employee must immediately notify their direct supervisor or Department Head. The employee may be eligible for Emergency Paid Sick Leave or may discharge sick leave or other leave that they have available or otherwise telework as approved.

4. Employee who is symptomatic

Departments should send employees home if they exhibit symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing), even if it is against the employees wishes. The CDC recommends that employees who appear to have acute respiratory illness symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Advise the employee to stay home and contact their health provider by phone for guidance.

RIPTA has made it clear in all COVID-19 related documentation and through various communications that employees who have symptoms of COVID-19 must not report to work while they are sick. If an employee refuses to leave the workplace, contact the Human Resources Department for assistance and any necessary action to be taken.

Keep in mind that employees may be concerned if they are exhibiting any symptoms of an illness, such as a runny nose, sneezing, or watery eyes. These are not the symptoms associated with COVID-19. Please help reinforce this if you see or hear anything that causes unnecessary behavior or panic. If employees do feel ill they should notify their supervisor and healthcare provider.

Please continue to remind employees if they feel ill to stay home and report in to their supervisor (for cases of general cold and flu).

5. Presents a note from healthcare professional to stay home and self-monitor for symptoms of COVID-19

All COVID-19 related medical information, leave questions and concerns pertaining to an individual employee should be directed to the Human Resources Department.

If, based on the information received, there is a question regarding the validity of the need for self-quarantine, Human Resources will consult directly with the employee and their medical provider or RIDOH who will be the final authority in issuing a decision by letter or email. Please keep in mind that provider offices and medical facilities may be extremely busy and unless absolutely necessary it is best to err on the side of caution when the healthcare provider has issued such guidance.

Procedure When/If A RIPTA Employee Has a Positive Diagnosis of COVID-19:

1. Employee

Notification to the employee would be provided by their medical provider or RIDOH who would initiate contact tracing protocols to include determining any direct contact that the employee had with others in the workplace. The employee will be required to proceed with mandatory isolation and monitoring. RIDOH or the Employees medical provider would then reach out to Human Resources and the Department, where exposure occurred, in order to assess extent of possible exposure to others.

2. Notification to Employees of Possible Exposure

Upon learning of a confirmed case of COVID-19 affecting an employee or other individual who has been in recent close contact in the workplace, Human Resources, following RIDOH's direction, will work with the impacted Department to properly inform employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the Health Insurance Portability and Accountability Act (HIPAA) and Americans with Disabilities Act (ADA). Employees who are determined to have possible exposure will be required to stay home from work and be provided with the necessary information to quarantine and self-monitor for any symptoms.

3. Cleaning & Disinfection

Once all employees with possible exposure have left the impacted area(s) used by the ill employee, the area(s) will be closed off for heightened cleaning and disinfection in accordance with CDC protocols and guidelines. This would include a deep cleaning disinfecting all touchpoints throughout the impacted area followed with a fogging of the impacted area whereby the fogged area would remain off limits for 48hrs after which the cleaning staff would wipe down all surfaces including glass.

In the event that a RIPTA vehicle is impacted by the exposure, it will be immediately removed from service and the appropriate vehicle cleaning procedures will be taken. Vehicle WILL NOT be put back into service until it has been thoroughly sanitized and disinfected in accordance with CDC protocols and guidelines.

Additional Considerations:

1. Employee presents with a note from healthcare professional to stay home due to risk associated with an underlying medical condition

According to the CDC, older adults and persons who have serious chronic medical conditions, like heart disease, diabetes and lung disease, are at higher risk of getting very sick from COVID-19 and, therefore, it is important for them to take action to reduce their risk of exposure. If an employee notifies you that he/she has or presents a note from a healthcare professional to remain out of work due to such risk, please inform them to contact the Human Resources Department. HR will reach out to the employee to discuss leave options.

2. Confidentiality of Employee Information

RIPTA respects the right to privacy of any employee who is directly exposed to or infected with COVID-19. *Information about the risk to employees related to COVID-19 will be disclosed only to the extent necessary to minimize the health consequences to co-workers, individuals and others while complying with state and federal privacy and confidentiality laws.*

EEOC guidance states that employers may ask if employees are experiencing symptoms of COVID-19. Supervisors may ask employees who call out the reason for the absence. *Then, if the employee states it is because they are sick, they may be asked if they have COVID-19 symptoms.* Information received regarding employee illness related to COVID-19 must be maintained confidentially and forwarded to the Human Resources Department

The department designee may be notified regarding a COVID-19 related absence. Questions regarding the confidentiality of such information should be directed to Human Resources

3. Essential Employees

All RIPTA employees are considered “Essential Employees” and each Department will make determinations regarding which staff are deemed necessary and required to report to work in order to ensure that the critical transit service provided by the Authority continues.



Memo

To: RIPTA Employees
From: Scott Avedisian
Date: April 2, 2020
Subject: COVID-19 Sick Leave Policy

Dear Employee:

Attached is the current sick leave policy that has been implemented in response to the Coronavirus health crisis. This policy is in compliance with the *Families First Coronavirus Response Act* that provides job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020 until December 31, 2020.

I know that many employees have been asking about the service we are providing the public at this time, and I want to let you know that we are running full service for two primary reasons:

- Running regular service provides a sense of normalcy and also the opportunity for social distancing on our buses. Ridership has declined and most of our routes are carrying a reduced passenger load, making it easier for passengers to distance themselves from others.
- By running full service, we can help keep everyone employed. If we do not have sufficient manpower, we could be forced to reduce service and therefore impact our capacity to keep everyone working.
- We are reminding all employees to follow the guidelines as set forth by the Rhode Island Department of Health and **please stay home if you are sick in any way**. Follow all state rules and regulations regarding quarantining and self-isolating when appropriate (<https://health.ri.gov/diseases/ncov2019/>).
- The safety of our operators and our staff is of primary importance to us. Please know that we are taking all recommended steps to ensure that our employees are working in safe conditions.
- Starting this week, we are adding vehicles when possible to the R-Line and other busy routes to help make it easier to allow for social distancing on our vehicles. The more operators that continue to show up for work, the easier it will be for us to be flexible in providing services that allow for social distancing.

Thank you for your dedication and hard work. We will get through this together.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

The Rhode Island Public Transit Authority
Administrative Policies and Procedures

Table with 2 columns: Policy Title (EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT and EMERGENCY PAID SICK LEAVE ACT POLICY) and Effective Period (04/01/2020 thru 12/31/2020) with a signature and Approval (CHIEF EXECUTIVE OFFICER).

The Rhode Island Public Transit Authority (RIPTA) is committed to assisting employees affected by the COVID-19 outbreak and provides the following policy in compliance with the Families First Coronavirus Response Act...

SECTION I: EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

Employee Eligibility

All employees who have been employed for at least 30 days.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, who is-

- (A) under 18 years of age; or
(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
a group home childcare provider
a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
other licensed provider of childcare services for compensation
a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 2, 2020 through December 31, 2020 for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-

thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

If an employee needs to request expanded family and medical leave to care for his or her child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19, under the Emergency Family and Medical Leave Expansion Act, the Employee must complete RIPTA's required request form and provide the appropriate documentation in support of such leave, including:

- A notice of closure or unavailability from your child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, or;
- A notice published in a newspaper, or an email from an employee or official of the child's school, place of care, or child care provider.

RIPTA is required to retain this documentation in support of expanded family and medical leave, including while Employee may be taking unpaid leave that runs concurrently with paid sick leave if taken for the same reason.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA if required by your employer.

SECTION II: EMERGENCY PAID SICK LEAVE ACT

Eligibility

All full and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.

5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees requesting paid sick leave under the Emergency Paid Sick Leave Act must complete and sign RIPTA's required request form and submit appropriate documentation as detailed below.

Employee must provide appropriate documentation in support of the qualifying reason for the leave, including:

- A copy or source of any quarantine or isolation order or;
 - For example, the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee or;
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or;
- The name of the health care provider who has advised employee to self-quarantine.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be disciplined and/or discriminated against for work time missed due to this leave.

Please contact the HR department with any questions.



Request Form for Emergency Paid Sick Leave and/or Emergency FMLA

To request Emergency Paid Sick Leave and/or Emergency FMLA as provided under the *Families First Coronavirus Response Act*, please complete the following request form and submit to the Human Resources Department along with the required documentation as soon as possible.

Employee Name (print clearly): _____

Position: _____

Requested Leave Start Date: _____

*leave start date cannot be prior to April 1, 2020 or after December 31, 2020

Employee Request for Emergency Paid Sick Leave

Please note: The maximum amount of emergency paid sick leave an eligible employee is allowed to utilize is eighty (80) hours prior to December 31, 2020.

The reason for this emergency paid sick leave request is (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) I am caring for an individual who is subject to either number 1 or 2 above.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
- 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Also, you are required to attach the required documentation described below and/or if documentation is not applicable, a brief statement regarding the reason for leave:

- A copy or source of any quarantine or isolation order or;
 - For example, the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee or;
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or;
- The name of the health care provider who has advised employee to self-quarantine.

Employee Request for Emergency FMLA (for child care purposes only)

I am also requesting additional leave to care for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19, under the Emergency Family and Medical Leave Expansion Act, please provide the appropriate documentation in support of such leave, including:

- A notice of closure or unavailability from your child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, or;
- A notice published in a newspaper, or an email from an employee or official of the child's school, place of care, or child care provider.

Employee Signature: _____

Date: _____



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: RIPTA Board of Directors
PREPARED BY: Christopher Durand

DATE: 3/10/2020
DEPARTMENT: Finance

TITLE: RFP 20-03 RENEWABLE ENERGY PROVIDER

RIPTA Board of Directors is requested to authorize the CEO to negotiate and execute a remote net metering credit agreement with Kearsarge Energy. This agreement will allow RIPTA to take advantage of a remote net metering project that Kearsarge Energy is developing on a brownfield in East Providence. This project will help RIPTA reduce electricity costs related to current demand approximately \$250,000 per year.

BACKGROUND:

Remote Net Metering is an incentive program that allows eligible entities to receive bill credits from renewable energy projects that are located anywhere in the state. With the assistance of the Office of Energy Resources, RIPTA issued a request for proposals for a renewable energy developer. As part of the RFP, RIPTA expressed a preference for projects sited on previously disturbed land requiring minimal disruption to trees, such as brownfields or gravel pits.

The RFP was issued on September 3, 2019. Proposals were received on October 18, 2019. The companies that submitted proposals are listed on the attached scoresheet. After an initial review, the top five rated proposers were invited for interviews and to submit best and final offers. The attached evaluation scoresheet summarizes the results.

After extensive review Kearsarge Energy has been selected as their proposal represented the most favorable across economic, technical, and siting aspects.

JUSTIFICATION:

Clean renewable energy sources not only reduce greenhouse gas emissions, but also help reduce energy costs. Rhode Island laws allow certain entities to take advantage of remote net metering arrangements, which provide opportunities for schools, non-profits, quasi-state agencies, and others to avail themselves of the financial benefits of solar despite not having an ability to realize the tax incentives for doing so. Over 30 eligible entities have already taken advantage of remote net metering and have entered into similar contracts, including quasi-public agencies such as RI Airport Corporation, RI Convention Center, and the Narragansett Bay Commission.

By entering into this agreement, over 90% of RIPTA's current electricity will be sourced from solar, including panels installed on the Elmwood campus, which have generated over 1,670 MWh since their installation in 2013.

FUNDING:

RIPTA will see net cost savings of approximately \$250,000 per year once the project comes online in November without having to outlay any up-front expenditures or other resources.

ALTERNATIVES:

If unable to proceed with the selected developer, then RIPTA will not be able to take advantage of cost reducing credits and will be unable to support Governor Raimondo's goal of 100% renewable electricity by 2030.

RECOMMENDATION:

Authorize the RIPTA CEO to negotiate and execute a contract with Kearsarge Energy, the leading developer of RFP 20-03, for a remote net metering credit agreement.

APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/Executive Director. In addition, projects between \$10,000 and \$100,000 must have CEO approval. Projects greater than \$100,000 must have Board of Directors Approval



Department	Initial	Date	Department	Initial	Date
Customer Service			Marketing		
Environmental/Safety			Planning		
Budget and Finance	CD	3-11-2020	Procurement	PLM	3/11/20
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt.	(S)	11. MAR 2020	Strategic Advancement		
Maintenance/Facility			Chief Executive Officer	S	3/11/2020



Criteria	Max Score	Blue Wave	Centrica	EDP	Green	Kearsarge	NuGen	Nexamp	Oak Leaf	Reivity
Company History and Qualifications										
Experience and qualifications	15.00	12.00	9.00	13.00	15.00	14.00	12.00	15.00	10.00	15.00
Experience with public-private partnerships of similar sco	10.00	8.00	6.00	8.00	10.00	9.00	8.00	9.00	7.00	10.00
Renewable Energy Systems Qualifications										
Project timeline, technical and regulatory review and finan	10.00	5.00	10.00	8.00	7.00	10.00	10.00	8.00	-	9.00
Project siting - "Disturbed properties"	15.00	11.00	12.00	9.00	9.00	15.00	15.00	9.00	-	11.00
Total Technical Score	50.00	36.00	37.00	38.00	41.00	48.00	45.00	41.00	17.00	45.00
Economic Score										
	50.00				44.43	43.49	34.38	50.00		38.94
Total Score	100.00	36.00	37.00	38.00	85.43	92.49	79.38	91.00	17.00	83.94



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: RIPTA Board of Directors
PREPARED BY: Michael M^cGrane

DATE: March 17, 2020
DEPARTMENT: Procurement

TITLE: IFB 20-17 PRINTING SERVICES

RIPTA Board of Directors is requested to award a Contract to Cogen's Inc. of Woonsocket, RI to provide printing services to the Authority. The estimated annual cost of this contract based upon historical usage is approximately \$350,000. This is a one year contract with up to four annual renewal options to be exercised at the sole discretion of the Authority.

BACKGROUND:

The bid was issued on February 10, 2020. It was publicly advertised via the electronic media. The bid response date was March 11, 2020. One company, Cogen's Inc. of Woonsocket, RI submitted a bid. RIPTA Procurement staff conducted a single bid analysis. The prices offered by Cogen's was deemed fair and reasonable.

JUSTIFICATION:

The contract includes Bus Schedules and other similar items. It is essential to insure the schedules are printed and delivered in a timely manner to meet RIPTA needs.

FUNDING:

This contract is funded by a RIPTA Operating Funds and FTA Grants where applicable.

ALTERNATIVES:

The alternative would be to rebid. It is unlikely that the results would be different. RIPTA does not have the staff or equipment to perform this work in house.

RECOMMENDATION:

Award a Contract to Cogen's Inc. of Woonsocket, RI to provide printing services to the Authority. The estimated annual cost of this contract based upon historical usage is approximately \$350,000. This is a one year contract with up to four annual renewal options to be exercised at the sole discretion of the Authority.

APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/Executive Director. In addition, projects between \$10,000 and \$100,000 must have CEO approval. Projects greater than \$100,000 must have Board of Directors Approval

Department	Initial	Date	Department	Initial	Date
Customer Service			Marketing	(BD)	3-11-20
Environmental/Safety			Planning		
Budget and Finance	AM	3/19/2020	Procurement	MM	3-19-2020
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt.			Strategic Advancement		
Maintenance/Facility			Chief Executive Officer	8	3/20/2020

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE RHODE ISLAND
PUBLIC TRANSIT AUTHORITY (CARES ACT FUNDING)**

WHEREAS, the Rhode Island Public Transit Authority (“RIPTA” or the “Authority”) is a body corporate and politic created by R.I.G.L. §39-18, et seq. for the purpose of providing statewide public transit services;

WHEREAS, RIPTA operates fixed-route bus services, flexible service, and para-transit services throughout the state;

WHEREAS, since initial reports of the novel coronavirus in December; more than 1 million people have tested positive for COVID-19;

WHEREAS, transit providers have seen a drastic decrease in ridership and revenue as a result of social distancing, while incurring unplanned costs for health and safety;

WHEREAS, on March 27, 2020 the CARES Act (Coronavirus aid, relief, and economic security act) (CARES Act) was signed into law providing \$2 trillion in support for a variety of industries affected by COVID-19, including the transit industry;

WHEREAS, during this time RIPTA continues to maintain full service providing transportation for persons taking essential trips to work and grocery stores;

WHEREAS, enhanced cleaning measures have been implemented and additional vehicles have been deployed to reduce the amount of riders on a vehicle;

WHEREAS, RIPTA is receiving \$91,233,702 in federal transit funds provided through the CARES Act signed into law on March 27, 2020;

WHEREAS, the legislation also allows for all transit agencies (even those operating in a UZA greater than 200,000 individuals) to seek reimbursement for the cost of operation;

WHEREAS, in order to make up for the shortfall RIPTA needs to take advantage of the ability to seek federal reimbursement for operating and/or capital expenditures.

NOW THEREFORE, in light of the foregoing, it is hereby RESOLVED by the Board of Directors of the Rhode Island Transit Authority to authorize RIPTA to submit grant applications to the Federal Transit Administration to access the transit industry funds allowed through the CARES Act, providing:

All submissions for grant applications to the FTA for CARES Act funds shall be submitted to the Board for prior approval.

RIPTA staff shall prepare and submit to the Board for prior approval a long-term plan for the most efficient and effective use of CARES Act funds. In preparing the plan RIPTA staff shall coordinate with the State's OMB, EMA, and DOT so as to ensure the best use of CARES Act funds for public transit purposes and avoid duplication of requests for, or use of, federal resources.

RIPTA staff shall prepare and submit to the Board for approval a separate budget for use of the CARES Act funds consistent with the long-term plan.

Notwithstanding the forgoing need for a long-term plan and budget, it is recognized that the immediate initial application(s) to the FTA, may be warranted to focus on the need to maintain current operations and services given their crucial importance to the people of the State. If such need arises, RIPTA staff shall prepare and submit to the Board for approval before filing any initial application(s) to the FTA.

On Behalf of the Rhode Island Public Transit Authority, the Chairman of the Board of Directors, has executed this Resolution as of the _____ day of April 2020.

Normand G. Benoit, Esq.
Chair, Rhode Island Public Transit Authority

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE RHODE ISLAND
PUBLIC TRANSIT AUTHORITY (FINANCING)**

WHEREAS, the Rhode Island Public Transit Authority ("RIPTA" or the "Authority") is a body corporate and politic created by R.I.G.L. §39-18, et seq. for the purpose of providing statewide public transit services;

WHEREAS; due to a substantial financial impact to RIPTA brought on by the coronavirus has led to projected cash shortages as passenger and state revenues fall;

WHEREAS; while RIPTA will be receiving \$91,233,702 in emergency transit funding through the CARES Act which will provide financial relief to RIPTA and will ensure continued operations, there may be a need for additional resources to address the timing of these funds;

WHEREAS; there is great uncertainty in what a reopening of the economy will mean for RIPTA and its ridership and revenue levels;

WHEREAS; RIPTA management has decided it is best to seek a line of credit or other form of cash flow borrowing, including revenue anticipation notes as described in Section 1 below (the Financing"), to provide a source of cash flow during this uncertain time;

WHEREAS; RIPTA will use this Financing to fund operational and capital expenditures;

WHEREAS, RIPTA has received from the Chief Executive Officer or Director of Finance and Budget of RIPTA the certificate required by Section 39-18-7 of the Act which shows that the principal and interest of the Financing, together with the payments of the principal and interest on all other outstanding bonds or notes of RIPTA, will not exceed during any fiscal year of RIPTA, fifty percent (50%) of the revenues (including, without limitation, grants and other aid) of RIPTA during the fiscal year 2020 or 2021 (the "Certificate")

WHEREAS; RIPTA has sought pricing from three local banks to provide a line of credit;

WHEREAS; Webster Bank will provide favorable terms;

WHEREAS, it will be necessary to authorize RIPTA officials to execute certain transactions with Webster on the Authority's behalf;

NOW THEREFORE, it is hereby RESOLVED by the Board of Directors of the Rhode Island Public Transit Authority as follows:

SECTION 1. Pursuant to the Act, the Board hereby authorizes the Chief Executive Officer and Chairman of the Board of the Corporation from time to time to issue up to \$15,000,000 of interest bearing notes either in the form of a revolving line of credit or in the form of revenue notes in anticipation of the receipt of revenues of RIPTA for the purpose of providing funds for the payment of the current liabilities and expenses of RIPTA. The notes shall be signed by the manual or facsimile signature of the Authorized Officers.

SECTION 2. The manner of sale, amount, denominations, maturities, conversion or registration privileges, dated dates, due dates, interest rates, medium of payment and other terms, conditions and details of the Financing authorized hereunder shall be stated herein or, if not so stated, fixed by the Authorized Officers. The Financing may be executed on a tax-exempt or taxable basis as required by federal tax law.

SECTION 3. The principal and interest on the Financing, together with the payments of the principal and interest on all other outstanding bonds or notes of RIPTA, shall not exceed during any fiscal year of RIPTA, fifty percent (50%) of the revenues (including, without limitation, grants and other aid) of RIPTA during the fiscal year 2020 or 2021 and therefore the execution of the Financing will not require the approval of the Governor pursuant to the Act pursuant to Section 39-18-7 of the Act .

SECTION 4. RIPTA shall furnish a copy of the certificate to the governor prior to the execution of the Financing described in the certificate;

SECTION 6. The Financing shall be a special obligation of RIPTA payable solely from the revenues or other receipts, funds or moneys of RIPTA pledged therefor under the Resolution.

SECTION 7. Neither the State nor any municipality thereof (other than RIPTA as hereinabove set forth and only to the extent therein set forth) shall be obligated to pay the principal of, premium, if any, or interest on the Financing. Neither the faith and credit nor the taxing power of the State or any municipality thereof shall be pledged to the payment of the principal of, premium, if any, or interest on the Financing.

SECTION 8. This resolution shall take effect upon passage.

On Behalf of the Rhode Island Public Transit Authority, the Chairman of the Board of Directors, has executed this Resolution as of the _____ day of April 2020.

Normand G. Benoit, Esq.
Chair, Rhode Island Public Transit Authority



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: Board of Directors **DATE: April 27, 2020**
PREPARED BY: James O'Brien **DEPARTMENT: Legal/Risk Management**

TITLE:

COMMERCIAL PROPERTY INSURANCE POLICY

BACKGROUND:

Requesting authority to purchase a Commercial Property Insurance Policy from Hanover Insurance Company at an annual premium of \$208,496. The policy will be effective from 5/1/2020 TO 5/1/2021.

This policy provides property coverage for all RIPTA buildings, contents, rolling stock, computer equipment, dispatch equipment, and mobile equipment for windstorm, fire, water damage, including flood damage, lightning, theft, vandalism, earthquake, and includes a terrorism endorsement.

The policy provides a blanket policy limit of \$103,317,674 for RIPTA property locations 2, 4, 6 and 11, as listed in the attachment to this Agenda item, and a separate blanket limit of \$22,674,319 for locations 1, 3, 5, 7, 8-10, 12, and 13-20, as listed in the attachment to this Agenda item. The deductible for the above coverage is \$10,000. Coverage for mobile equipment for \$9,183,348 is subject to \$1,000 deductible. RIPTA rolling stock has a separate blanket limit of \$59,395,275, subject to a deductible of \$25,000.

There are also separate sub-limits for earthquake and flood coverage. Property damage from an earthquake has a sub-limit of \$25,000,000, and earthquake damage to rolling stock has a sub-limit of \$5,000,000, both of which are subject to a \$100,000 deductible. Property damage resulting from a flood, except at Kennedy Plaza, has a sub-limit of \$10,000,000. Kennedy Plaza has a separate sublimit of \$5,000,000. All properties are subject to a \$250,000 deductible. Six building locations listed on the attached sheet are subject to a 2% or minimum of \$100,000 windstorm deductible.

A separate blanket broad form endorsement was added to insure all RIPTA bus shelters with a \$200,000 limit per shelter subject to a \$5,000 deductible per shelter. The endorsement does not cover for flood or earthquake.

This policy also provides coverage for the cameras and ATMS equipment located on each bus subject to a \$5,000 deductible. The only applicable exclusions are damages resulting from flood and earthquake.

JUSTIFICATION:

Our Broker, Starkweather & Shepley, had solicited quotes from several carriers. All declined due to the nature of the risk, pricing, flood and windstorm exposure.

FUNDING:

Funding is provided by RIPTA's operating funds.

ALTERNATIVES:

RECOMMENDATION:

We are currently requesting \$208,496.00 for the policy with Hanover Insurance Company.

APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/Executive Director. In addition, projects between \$10,000 and \$100,000 must have CEO approval. Projects greater than \$100,000 must have Board of Directors Approval

Department	Initial	Date	Department	Initial	Date
Customer Service			Marketing		
Environmental/Safety			Planning		
Budget/Finance			Procurement		
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt		27 April 2020	Strategic Advancement		
Maintenance/Facility			Chief Exec. Officer		4/27/2020