

**SAVE THE DATE** - Altran will be providing "**essential**" only transportation services starting Monday, May 18th. Altran will have reduced operating hours: Monday – Friday, 6:00am until 6:00pm. On-call services (work rides only at this time) will restart as soon as we have enough riders to do so. Please call Jennifer at 387-4845, ext. 2 or Paige at 387-4845, ext. 3 to make arrangements. No RTRAN (transportation to/from Marquette), Saturday or Sunday hours. Essential means: work, non-emergency medical, care of a family member, grocery, and meals & package delivery for local businesses to/from Marquette in conjunction with our Ride to Wellness Program Mondays, Wednesdays & Fridays.

All riders will be **required** to wear a mask or some type of covering over their face, until Governor Whitmer relaxes or changes the PPE requirements. **No mask, no ride!**

Altran will be running with a skeleton crew. What does this mean for the passenger(s)? Work and non-emergency medical appointments will have priority over all other essential transportation needs. All other transportation needs will be scheduled as we can fit you in with what is available. You may be able to request a time but we are asking that you work with us and be patient if we need to make adjustments to your pick-up time.

What is Altran doing to protect passengers and employees?

- No use of mini-vans
- Limited number of people per vehicle based on vehicle capacity and the 6' social distancing guidelines
- Installed sneeze shields
- Purchased electrostatic sprayer and Vital Oxide disinfectant to be used on the fleet and within the facility daily
- Drivers will be required to disinfect high touch surfaces after every off-boarding of an empty vehicle
- Ventilation system on the vehicle is to be running at all times with a rear window cracked
- Providing hand sanitizing wipes to passengers for their use
- Employee's will be required to wear a mask, gloves are not a required PPE, they are optional
- All employees will be required to have their temperature taken upon arrival prior to clocking in/COVID-19 Sick Policy
- Passengers requesting non-emergency transportation due to cold/flu like illness are to notify Dispatch upon making arrangements, so that Altran can ensure that no other passengers are transported at the same time
- In the event that Altran transports a possible ill person for non-emergency medical reasons the driver will be required to return to base to have the complete vehicle sprayed with the Vital Oxide disinfectant
- Facility procedures have been put in place to keep all other employees at base safe per the CDC & OSHA guidelines-handwashing, PPE, etc.
- Training for all staff members on COVID-19 regulations

Please feel free to call Altran with any questions or concerns 906-387-4845, ext. 2 or 3