



*The COMET COVID 19 Ad-Hoc Subcommittee Meeting Minutes are prepared and presented in summary form. Audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Paige Jernigan at [pjernigan@thecometsc.gov](mailto:pjernigan@thecometsc.gov).*

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. The COMET complied with the notification of this meeting on **Wednesday, September 30 at 3:15 P.M.***

Central Midlands Regional Transit Authority  
COVID 19 Ad-Hoc Subcommittee Meeting Minutes  
Friday, October 2, 2020 -12:00 P.M.  
3613 Lucius Road, Columbia, SC 29201 - Conference Room A

**Members Present:**

Colonel (R) Roger Leaks, Jr., Chair\*  
Lill Mood\*

**Guests Present:**

Joe Sanchez, Asst, General Manager/Operations  
Manager, RATP Dev

**Members Absent:**

Derrick Huggins

*\*indicates participation by phone*

**The COMET Staff Present:**

John Andoh, Executive Director/CEO

Pam Bynoe-Reed,

Leroy DesChamps, Director of Administration Operations/COO

Alexis Feliciano, Transit Traffic Checker

Tanisha Gibbons, Customer Experience & Contract Compliance Specialist

Paige Jernigan, Administrative & Customer Service Specialist

**1. CALL TO ORDER**

Col. Leaks called the meeting to order at 12:00 P.M.

A quorum was present at the opening of the meeting.

**2. ADOPTION OF AGENDA**



Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to adopt the agenda.

Approve: Leaks\*, Mood\*

Absent: Huggins

Motion passed

3. MINUTES FROM SEPTEMBER 18, 2020 MEETING

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to approve the minutes as distributed.

Approve: Leaks\*, Mood\*

Absent: Huggins

Motion passed

4. DISCUSSION AND ACTION ITEMS

A. Update of The COMET Operations, Vehicle Cleaning, Food Delivery, Testing, COVID-19 Policy

Mr. Sanchez informed the Committee of the testing that was done by Lovelace Medical. He added that none of the employees tested positive. He did state that one of the staff that has been quarantined is returning to work after testing negative for the virus. Mr. DesChamps updated the Committee on the upcoming testing in the next few months.

Mr. Sanchez stated that the food service is still going well. He added that they are delivering about fifteen (15) meals per day, ninety (90) weekly and for the month of September, made three hundred and five (305) deliveries. He further stated that Transport Care Services are doing a great job.

Mr. Sanchez added that the mask mandate is still working well. He did state that occasionally a passenger may not want to depart at the end of the line.

Col. Leaks asked Mr. Sanchez if at any time has RATP Dev asked a staff that tested positive to continue to work? Mr. Sanchez stated negative and anyone who tested positive have not worked.

Regarding the cleaning, Mr. Sanchez informed that he overstated in the previous meeting that this was occurring every Wednesday. He further explained that there is simply not enough manpower for this to realistically work. He mentioned that the subcontractor has implemented a tracking sheet for cleaning and fogging, to better record the cleaning schedule in hopes of improvements. Going forward, Mr. Sanchez stated that the entire fleet would be cleaned every Wednesday, Thursday and Friday.



He added that a report will be provided on Monday verifying the cleaning and fogging have been completed. He confirmed that contractual issues between Transport Care Services and Capital Building Services is what caused a lapse in cleaning. He established that Capital Business Services would fog and detail and Transport Care Services would detail again at the end of route cleaning.

Mr. Andoh mentioned that the contract with RATP Dev mentions detailing and fogging and it is up to them to determine who does the work. He confirmed per the contract, the fogging is under the detailing section and with our change order #1 they should be detailing the buses weekly. The COMET pays for two (2) detailing's to include fogging and RATP Dev pays for two (2) detailing's to include fogging. He added that one hundred and four (104) buses should be fogged and detailed weekly.

Ms. Gibbons stated that for the month of July, fifty-nine (59) vehicles were detailed and fogged and for the month of August, ninety-eight (98) vehicles were detailed and fogged. Mr. Andoh confirmed that there should be four hundred and sixteen (416) buses that have been detailed and fogged each month. Mr. Sanchez established that this was a tracking issue, not a cleaning issue. Discussion ensued regarding cleaning and fogging.

Ms. Mood thanked Mr. Andoh for the APTA data provided in the packet. She asked what the A/B systems are for employee shifts. Mr. Andoh mentioned that some transit systems have separate shifts that group A works and another that group B works to reduce the number of employees. It was confirmed that this is not occurring at our transit system.

#### **B. Reference Materials Regarding APTA and COVID-19**

Mr. Andoh mentioned the purpose of providing the APTA information is to inform the Committee of the Health and Safety Commitments Program. He added that The COMET has signed on to implement this plan. He continued that the marketing department will begin getting this information out.

#### **C. Review of COVID-19 Operational Policy (3-month review)**

Mr. Ando reminded the Committee that at three (3) months, the Committee would review the policy. He stated he added to the packet for review and asked if anything needs to be changed. Ms. Mood did not see any necessary changes, if we continue practicing the safety measures that we have in the past.

Mr. Andoh mentioned that we have received some requests to go back to social distancing. Ms. Bynoe-Reed gave her perspective of the social distancing. Discussion continued regarding social distancing and using DHEC as a resource. Mr. Andoh confirmed that at the next meeting he will provide information on the need of



social distancing.

**D. Discussion about SCDHEC Partnership**

Ms. Bynoe-Reed referred to the Communications Policy on Page 61 and reviewed the changes. Ms. Mood complimented Ms. Bynoe-Reed on the recent press releases addressing positive tests.

Ms. Bynoe-Reed mentioned that she is working closely with SCDHEC to provide resources to our riders. These resources will be shared on the buses and all platforms of social media.

**5. ADJOURN**

**Motion:**

A motion was made by Ms. Mood and seconded by Col. Leaks to adjourn the meeting.

*The meeting adjourned at 12:56 P.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2020

Prepared by:

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Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

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Allison Terracio, Secretary