

Item 14

DATE	April 7 <sup>th</sup> , 2021
то	GCTD Board of Directors
FROM	Vanessa Rauschenberger, Director of Planning and Marketing
SUBJECT	Receive Update on COVID-19 Response & Recovery Plan Employee Survey

### SUMMARY

To help inform the development of GCTD's Recovery Plan, staff conducted an employee survey. Hearing from employees is vital for GCTD to create a successful plan, especially frontline employees who are the primary point of contact between GCTD and the community at large. The survey included questions on satisfaction with GCTD's response to the pandemic, safety, employee programs, and what services should be prioritized when improvements are made. This report provides a summary of survey results.

### SURVEY METHODOLOGY

GCTD's goals for this survey were: 1) determine employee's satisfaction levels with our response to COVID-19, and how to improve in the future, 2) gather input on services that should be restored and customer feedback they hear, 3) get input on ideas to improve the workplace. The survey included several "open ended" questions that required employees write in comments. These comments are shown in full and have been sorted into categories to help provide a sense of overall themes among all employees.

The survey was open for three weeks in February – March 2021. Paper surveys were distributed to all employees, and collection boxes were installed in Operations Dispatch and Administration Offices. The survey was also available to be taken online with links posted on flyers and email. GCTD aimed to collect at least 100 surveys (50% of employees) in order to obtain an accurate representation of the attitudes and preferences of employees. In total, GCTD collected 121 surveys which represent over 60% of our 198 employees. Of these, a majority of responses (85) were from front line employees. The respondents ranged in tenure with over half of responses coming from those who have more than five years of seniority.

### RECOMMENDATION

Staff will provide the Board with an Update on our COVID Response and Survey Results findings and areas that can be incorporated into the Recovery Plan.

General Managers Concurrence

Steve P Brown

### **GOLD COAST TRANSIT DISTRICT**

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### COVID-19 RECOVERY PLAN EMPLOYEE SURVEY RESULTS

BASED ON 121 EMPLOYEE RESPONSES - COLLECTED MARCH 2021

### 1. What is your role at GCTD?

Answered: 121 Skipped: 0



Administration / Support staff

### 2. How long have you worked for GCTD?



3. What is your primary way of getting up-to-date GCTD related COVID-19 information?

Answered: 121 Skipped: 0



	OTHER RESPONSES:	
Mailbox @ work	CDC website. Ventura Public County website	We need company emails for bus operators
Wife - a COVID investigator	Ventura County website	
notices in timecard slot	news	
Rumor, 2nd Hand Info		

### 4. Looking to the future, I am most concerned about?

Top Four Concerns:	Me or a family member getting COVID-19						63.03%
Top Four Concerns.	Job Security					42.86%	
63% Getting COVID-19	Physical alternation w/ member of the public				3	9.50%	
43% Job Security	Healthcare / mental health of me and my family members				3!	9.50%	
39% Getting into a Physical	Maintaining a home for my family				36.13	3%	
Altercation with Member of the Public	Childcare issues			17.65%			
39% Healthcare / Mental Health	Caring for an elderly family member			16.81%			
	Other (please specify)		5.04%				
		0%	10%	20% 30	6 40%	50% 60	96 70%

### **OTHER RESPONSES:**

growing in the company	Financial outlook / retirement & peace	respect from GCTD Management
getting haz pay kids social skills / time	My kids education	

5. Since the start of the pandemic, GCTD has taken substantial actions to improve my personal safety, security and working conditions.

Skipped: 1

 72.5% of employees <u>"Agree or Strongly</u>
 100%

 <u>Agree</u>" GCTD has taken substantial actions to improve safety, security and working conditions since the start of the pandemic.
 80%

 60%
 43.

Answered: 120





6. I feel safe while doing my job.

Answered: 120 Skipped: 1

58% of employees <u>"Agree or Strongly</u> <u>Agree</u>" they feel safe while doing their job.





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## 7. In addition to physical barriers, requiring face coverings, and enhanced disinfecting protocols, what else would make you feel safer as an employee?

For front line employees, cleaning and equipment, and enforcement of protocols related to social distancing were the most highly mentioned measures that would make employees feel safer.

### Frontline - Bus Operator, Supervisor, Customer Service - Responses

### Cleaning & Equipment (11)

installing hand sanitizers inside the bus sanitation oversight - cannot market rigorous protocols when untrue

mandatory temp checks

Provide disinfecting spray

Stronger barrier

Constant disinfecting, not just when there is a COVID positive at the facility.

I think more cleaning supplies available hand wipes

Have lysol containers to spray and kill germs inside bus

more cleaning of the buses Sprayers that can be worn by the sanitizers that can spray the buses with disinfect instead of them using rags.

Not sharing same documents like drivers' daily schedule

### Social Distancing (8)

Implement specific rules for users. (essential passengers only)

Only essential trips passengers More announcements & literature for buses Essential travel ONLY limiting front door use for carts and luggage

Keep out buses all the passengers who ride the bus and sleep all day w/ no destination

Not loading wheelchair passenger, took place to proximity to passenger

Re-enforce social distancing

Limit the use of the front door

### Management Protocols (8)

Management response

More supervisors when we need them

More field supervisors

having more and faster support out in the field

Ensuring all employees follow the protocols in place. Also ensuring all departments follow the same return-

to-work protocols for ALL employees that are exposed, one set of protocols. proactive management a single person in charge

pay us safety hazard

More supervisor's in the field!

### Security (6)

self defense training If I have to get into a physical altercation, not having to worry if the company will look out for me.

Police presence at OTC and VTC

passenger security More security at otc and center point mall and vtc A supervisor present at all times at the

OTC, VTC, C St

### Fare Payment (5)

Start charging the fare!

Start charging passengers

Start to charge a fare

go back to paying

charging for fares

### Vaccines (5)

To the fullest extent possible lets keep passengers boarding the bus using the back door till everyone gets vaccinated

vaccination

Get the vaccine

getting the vaccine

getting vaccinated

### Masks (4)

not having to continually argue with passengers about having to wear a mask

Make coverings 100% in the lunchroom. At this time it is not so. Providing n-95 mask that don't make us look like a duck. The garage staff have better masks than the drivers

Enforcement of face covering

### Other (3)

Not sure there's much else to be done

I feel that everything is safe

nothing comes to mind

### Maintenance & Facilities Responses

### Cleaning & Equipment (5)

continue to disinfect buses

Hot water @ sinks

better disinfecting and enforcement of max capacity

Perhaps a special spray that workers could use as a disinfecting (excellent) Disinfecting wipes to wipe down our tools at the end of the day, when we work inside the bus.

### Management Protocols (3)

Having more time clocks or not clocking out for breaks, employees don't follow protocol or social distance on this measure. Enforcing of the rules. example: wearing of face mask, sanitizing for all employees hours

people getting tested every so often

### Social Distancing (1)

I would feel safer as an employee if service workers had a bigger break room.

### Administration / Support Staff Responses

### Management Protocols (6)

Two, requiring employees in the Admin to sign in when they choose to visit the facility and/or work out of the facility for better tracking and tracing if there is a potential exposure. If an employee is feeling sick, the agency should require the employee to quarantine and take a test before returning to the facility.

The amount of information dispersed regarding tips and the numbers of employees affected by the

pandemic.	safe on all the protocols that GCTD has implemented.	Long term work-from-home schedule option or hybrid model
information as to who has the covid		
more enforcement/consistency of safety protocols like mask wearing	l do not feel unsafe.	Vaccines (1)
and social distancing among	Social Distancing (2)	Vaccination for all employees
employees while on GCTD property	Continued virtual meetings - not	
Enforce requiring face coverings at	crowded in a conference room.	Cleaning (1)
the facility	More social distancing between employees	wiping down counters & tables
Other (3)		
I think GCTD has gone above what	Remote Work (2)	
other companies have.	Continue option to work remotely	
I don't have public contact and feel	when/if needed.	

### 8. Throughout the COVID-19 Pandemic, I feel well supported by my immediate Supervisor.



RESPONSES BY GROUP	STRONGLY AGREE	AGREE	DISAGREE	DISAGREE	STRONGLY DISAGREE
Bus Operators / Front Line	17	46	10	7	4
Maintenance / Facility	5	6	1	3	0
Administration / Support	15	4	1	0	0

### 9. How satisfied are you with GCTD's handling of COVID-19 pandemic, overall as an organization?



Answered: 119 Skipped: 2

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### 10. In the future, if GCTD were to experience a similar crisis like a pandemic or another serious emergency, what should GCTD do differently in the future?

Answered: 72 Skipped: 49

Communication (20)	Manage
More information given to employees	Be more
I can't get a hold of HR or Payroll.	regards t issues an
Have better process for notifying	Develop
employees of info, via text or cell	involved.
(including bus Operators)	all emplo
information right away	Stronger
Speak to bus operators in a meeting first	Care mo Staff.
Take more input from front line workers	Let mech out in roo
warn us	HR be me
Do this survey sooner	training /
	manage
_updates more often continue to communicate with	situation
employees	Have a p
sense of urgency / communication	again, le
via in person / team mtgs / text alerts	They show impleme
Engage employees & start to better	
inform employees	Don't tak
We're dependent on each Dept,	Take pre
better communication Have better and faster	treat eve
communication on who, where, how	Train adr
our employees were exposed.	better so
All hands on deck, communicating	regulatio
down the line from Mgmt / upper $rac{1}{8}$	uniform r
mid level to subordinates	treat em
Inform us constantly about what is	GCTD as
going on.	everyone
More communication, memos, etc.	
Will be more informed about	Other (14
anything better	really not
More coordination with everyone and communication in general!	than you
before any information goes out on	keep it th changes
how employees can be paid, must	Nonelco
ensure payroll is involved with the Q&A's	Nothing,
	unsure at
Management Protocols (18)	
The organization should be proactive	you did g
in providing safety standards in the	learn fror
bus for drivers and passengers in	Depends it is.
obvious areas.	
Try to be more consistent with policy enforcement	I think we
Enforce the same protocols for ALL	Everythin
employees (employees and	be prepo

Managers).
Be more mindful considerate in regards to your employees health issues and financial problems
Develop a plan with all departments involved. Get input to see impact on all employees.
Stronger rules
Care more for the Operator and Staff.
Let mechanical unit help drive buses out in road on routes
HR be more organized
training / meetings on how management can handle the situation
Have a plan just in case it happens again, learn from COVID-19
They should have protocols to implement immediately
Don't take it as lightly
Take precautions right away
treat everyone equal Train administration, support staff better so that new laws, policy and regulations are implemented in a uniform manner.
treat employees equal GCTD as an organization should treat

e equal. 4)

ot sure you can plan better u did he same, roll with the S

ould think of

doing a great job!

it the moment

good

m the past

Is on what kind of emergency

e reacted pretty well

ng

ared

be more prepared	
Be better prepared	
be more prepared	

### Compensation (10)

pay hazard duty pay

pay us safe hazard give hazard pay without us having to ask. would increase morale. make it visible on paystub. Pay a driver their salary if company is mandating them not to work pay us extra for being essential workers hazard Pay or liability for those exposed at work Allow additional sick time

Provide hazard pay to those risking their health and household's health. It starts with respect, charging the fare, hazard pay, put more Supervisors in the field. pay us workers vs being forcing us to use comp/sick or vac time.

### Service Levels (5)

Stay on Sunday Service for the entire duration in a similar crisis, don't renege on something said

shut down bus operations fulfill drivers needs / time off work / schedules

Stop transit for recommended time If Admin employees get to go home, then both Ops and Maintenance should too. Or offer some other way to compensate

### Safety & Equipment (5)

more staff to clean and protect

Obtain PPE faster take stronger precautions before waiting on health agencies

more sanitation of buses Be more strict on essential use of transportation

### 11. Given that physical barriers are now installed on all buses in the driver compartment, when should GCTD reinstate fare collection?



ASAP next month when we have no limit on passengers because then we will have transfer limit for passengers left behind Raise fare to \$1 disabled or \$2 dollar to reduce time at the farebox

Now

When majority of people get vaccinated

## 12. What is the most important priority GCTD should focus on to encourage the public to return to using transit?



### **OTHER RESPONSES:**

bus operator courtesy

better routes beaches & faster service

team work / patience / procedural change

Fare collection

Show people buses are being cleaned

getting rid of passenger limits Show more respect for your employees, the customers will see the difference.

Shouldn't encourage... until vaccines

## 13. As GCTD plans to restore service, which top TWO routes or service improvements should be prioritized first?



## 14. What are the most common <u>SUGGESTIONS</u> you hear from passengers or community members in the past year?

Answered: 62 Skipped: 59

### Increase Service (30) Frequency of buses need to be added add more frequency, later service, faster service Routes that go through the Ox Blvd or from Wagon Wheel almost - 3 miles

to nearest stop
To have to move time for the buses (layover time) at transit centers
the connections
bus connections
add more buses to certain routes

more service / more buses more frequent buses & service going to Harbor more buses on route 6 and 1

to bring back some of the routes that were discontinued

Need more buses for services Some routes a have long wait, don't run often enough Add more buses to the routes when you can and cut down on the wait
time
Later service to Ojai
not enough buses running
bus frequency
to put more buses so they can get there faster
more buses on routes
service and more buses on route
more buses Why don't routes interline with one another
cut some time on some routes
More routes more buses
more service More services on weekends, later services and early services.
Increase service
Back to regular routes
on busier routes, more service
increase bus service in busy routes
later bus running times

### More Passenger Safety (11)

Need security guards at VTC Clean rest rooms for all. Safe clean bus stops. More security at OTC, VTC, and CPM People don't feel safe on buses and otc More control of unruly passengers Safety at transit centers OTC / VTC To stay home, no party be safe the use of homeless using the bus not being essential Can we clean up OTC, no smoking signs safety on the bus Their safety on the bus. Masks (3)

provide mask for passengers MASKS

Wear a mask at all times, stay away from people you don't know

### Fares (3)

to keep fare a low price most just want the bus to always be free!! You should charge the fare Cleaning (3)

clean buses more sanitizers they appreciated the sanitizers

### Other (3)

I have not heard anything. That VCTC buses look cooler, with the blue paint and blacked out windows. Free wifi on the buses, more enforcement of policies on the bus, on time performance, better communication of closed stops and detours

### Bus Stops (3)

Put back bus stop on J and Bard Bus benches and well lit bus stop areas

Lighted bus stops

### Driver Attitude (3)

Most drivers are great....bus some drivers can be rude sometimes. A lot of drivers need customer service training

Morning drivers need better attitude.

**Customer Information (1)** Give out more information about the services that we provide.

### 15. What are the most common <u>COMPLAINTS</u> you hear from passengers or community members in the past year?

Answered: 72 Skipped: 49

### Homelessness Related Issues (16)

Homeless people on board homeless riding buses The negative impact of COVID exacerbating the homeless issue. Solving this requires a long term multi disciplinary effort. uncomfortable conditions because of homelessness and drug use Too many homeless people riding the buses with no destination Homeless on buses The regular passengers complain about the homeless all the drug use at the transit centers Too many homeless.

.

unruly passengers

Their safety when riding our buses. Because there is no fare collection our homeless population will use the bus for shelter and take the seat of someone who has an actual destination. Passengers are afraid of the violent and uncivilized passenger Too much transients on buses / causing issues Many passengers have big bags, sleeping on the bus, stinky passengers The group of people that comes on the bus.

### Service Issues (13)

some routes take too long for the next bus to come more stops long waiting time Drivers not waiting for transfers not enough service more service, more stops Not enough time (layover time) at the transit centers bus schedule lateness They miss the buses to transfer to buses no connecting need more buses on the routes Buses aren't on time

not enough service	being left due to the capacity	door for baggage		
Not enough buses for the routes Masks Compliance (12)	Amount of passengers on the bus being left behind due to capacity on the bus	not letting them use front door, and the size of their package/bags or luggage		
Passengers refusing to wear a mask, holding up the bus.	Reduced passenger capacity limited service due to boarding	Morning drivers have bad attitude and divers don't say anything while his driving and kids jumping from seat to seat.		
Other passengers not wearing masks.	capacity / they are passed by at the			
don't like wearing a mask	bus stop	Seniors and people with disabilities are denied service at the front door.		
having to wear a mask	that the buses are always full / late			
not using the mask	some buses take too long, waiting time.	Other (7)		
mostly complaints / frustrations in regards to masks, capacity, excess	capacity People getting left behind because the bus is at maximum capacity <b>Driver Attitude (11)</b> drivers are not allowing elderly to walk in the front door	I haven't heard anything from anyone.		
baggage mask wearing, worker dependent on the bus to get to work		As for passengers you can't appease them free rides & free masks then are still unhappy		
Passengers don't want to wear masks, the bus seats are too hard and don't have cushions		social distancing, customer service needs addressed		
MASKS	Drivers attitude, rude, not helping	most complaints are on other passengers not following rules		
wearing a mask	service from bus operators	not enough sanitizers		
People cough or sneeze and don't	bus drivers being too mean	no hazard pay		
cover mouth	(sp) (Courtesy)	Why the 20 don't run anymore?		
People wearing no mask	bus drivers are not very helpful			
Overcrowding (11)	Lack of customer service /			
overcrowding route 6	communication skills from drivers			
bypass	Drivers not letting them use the front			

### 16. As GCTD plans for the future, which employee programs would you like to see first?



Top Requested Employee Programs

- 1<sup>st</sup> Heath Programs such as Wellness Room, Gym
- 2<sup>nd</sup> Employee BBQ's, Lunch Events
- 3<sup>rd</sup> Professional Development / Training

### 17. Have you already received the COVID-19 vaccine?



18. If you answered NO or Undecided to getting the vaccine, would an incentive make you more likely to get the COVID-19 vaccine?



### 19. Which incentive would encourage you to get vaccinated?



Nothing, I will be vaccinated as soon as it is available to me.
I would not get the vaccine.
Not charging sick days if we get any reactions to it
l just don't do needles
none

### **OTHER RESPONSES:**

I don't need an incentive to make my own health decisions Provide before day off to eliminate time missed at work

no longer having to wear a mask

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raise
```

nothing

bring the shots to us None. Stay in your lane. Stay out of my personal medical convictions; medical privacy and personal convictions are protected.

### 20. Looking to the future, is there anything else you would like to share on how GCTD can recover from COVID-19?

Answered: 50 Skipped: 71

### General (11)

Present the Recovery Plan to the Operations Supervisors and Operators to ensure they're informed about how the agency is looking to move forward. The presentation could be presented during a future safety meeting.

GCTD is taking advantage of a number of Federal and state grants. Recovery is not an issue.

Provide more training for everyone Fairness to all employee and accountability to those not coming into the office

need to education and adapt expect the unexpected - plan in advance - prepare instead of react Just keep on working as a team, and

keeping safe at all times. You need to care for your

employees!!!!!!

Yes for upper management not to harass the drivers & I don't mean Supervisors

Senior management should quit hiding in office and come interact with front line workers

show more concern for employee welfare

slowly ease into return

### Communication (9)

Focus initially on making passengers fell safe onboard again. Then shift focus to improving services to make riding more appealing. More public outreach informing the public on how safe it is to ride keep more communication with all

personnel

Pray for the bus!

together as a team

nothing comes to mind

more info sooner

We need to communicate better, all of us, GCTD More communication between drivers and management!

### Safety (8)

continue to practice safety Just keep on making it safe for us as you have been

### stay safe

wash & clean

mask up in office / lunch room areas 100%!

just keep covering out mouths with masks

keeping us all safe

Continue to encourage employees to stay healthy, not to gather in large groups, and not to come to work if sick, have had an exposure, or awaiting test results.

### Fares (7)

We should have never stopped collecting fare. Because it's free, PD wouldn't remove the troubled passengers.

This just increased more homeless people riding all day with no destinations and people who actually need our service can't ride because the numbers are limited.

### Start fare collections again. start charging because a lot of people riding the bus with no destination, and spreading the virus

Start charging

### Incentivize the passengers by giving out free pass to ride for free or offer more discounts just please start charging fare so we have less issues Reinstate fare collection, but NOT Cash

### Other (7)

Everything is running great

Other

Just keep going.

patience. time.

open up again

can we all get along :) (front and back)

we are doing all we can

### Compensation (3)

hazard pay for all frontline essential employees giving us hazard pay for every hour worked since pandemic

sent a text to everyone at the same time saying. "Congratulations you are now, starting today will start receiving hazard pay."

### Services (2)

A fewer later routes servicing college in the evening when COVID better controlled

interline the routes for passengers

### Vaccines (2)

Maybe incentive to riders who do get vaccinated, some type of paid ride pass(es) vaccines for all would be a start, to be safer

### END OF RESULTS

**Thank you to all staff who participated in this survey.** The results from this survey will be used to help develop actions and strategies included in GCTD's COVID-19 Recovery Plan. The report and responses will be shared with all employees and the public.

### SAMPLE SURVEY



### COVID-19 Recovery Plan - Employee Survey

Your opinion is needed to help us plan for the future and our recovery from COVID-19. This survey is anonymous, and all responses are for informational use only.

1.	<ul> <li>What is your role at GCTD?</li> <li>Front line staff (Bus Operator, Supervisor, Customer Service, etc.)</li> <li>Maintenance &amp; Facilities staff (Mechanics, Service Workers, Facilities etc.)</li> <li>Administration / Support staff</li> </ul>												
2.		ow long have you 0-4 years	wor		CTD? -9 years				10-14 չ	/ears	1	2	15yrs+
3.		hat is your primar Posted memos on l Emailed notices Safety Meetings Employee staff mee	bulle	tin boards	ting up-t	o-da	ate GCTD		Online A supe A cowo	- GCTD soci rvisor rker			vebsite
4.		Me or a family mem Physical altercation Job security Childcare issues	ber	getting CC	VID-19	ned	about? <mark>(</mark> cl	l l l l l	Maintai Healtho Caring	ining a home	health of y family m	i me nem	e and my family
5.	sa	nce the start of th fety, security and Strongly Agree	wo				aken subs ndecided	tan	tial acti □	ons to imp Disagree	rove my	pe D	e <b>rsonal</b> Strongly Disagree
6.		e <b>el safe while doir</b> Strongly Agree		n <b>y job.</b> Agree			Undecideo	ł		Disagree			Strongly Disagree
7.		addition to physionat else would ma							and en	hanced dis	infectin	g p	rotocols,
8.	W	ith social distanci orkers? Strongly Agree		neasures Agree	s in place		have been Undecideo		e to cor D	mmunicate Disagree	well wit	th r	-
9.		roughout the CO Strongly Agree		19 pande Agree	emic, I fe		vell-suppo Undecideo			immediate Disagree	e superv	iso D	r.
10	sit	roughout the CO uation overall as Very satisfied	an c		ion?		atisfied are	-	u with	_			ne Very dissatisfied

continued on back

11. In the future, if GCTD were to experience a similar crisis like the COVID-19 pandemic or anoth serious emergency, what should GCTD as an organization do differently in the future?	ier

12. Given that physical barriers are now installed on all b should GCTD reinstate fare collection?	uses in the driver compartment, when
As soon as possible - Spring 2021	When there are fewer cases of COVID-19
Summer 2021	When vaccines available to everyone
When VCTC and other transit providers start	Other
13. What is the most important priority GCTD should focusing transit?	us on to encourage the public to return to
Clean buses	Increase service levels on bus routes
Safety on board	Bus stop improvements
Better information on service options	Other
14. As GCTD plans to restore service, which top TWO rouprioritized first? Write in below.	
<ul> <li>15. As GCTD plans for the future, which top TWO employ</li> <li>Health Programs (Wellness Room Gym)</li> <li>Employee BBQs / Lunch Events</li> <li>Bus Rodeo (Competition)</li> </ul>	ee programs would you like to see first?     Professional Development Classes     Corporate Games Events     Other
<ul> <li>16. What are the most common <u>suggestions</u> you hear from the past year?</li> <li>17. What are the most common <u>complaints</u> you hear from the past year?</li> </ul>	
18. Have you already received the COVID-19 vaccine?	
If you answered No, do you plan to get the COVID-19 <ul> <li>Yes</li> <li>Undecided</li> </ul>	vaccine when it becomes available to you?
If you answered Undecided or NO above, would an in	centive make you more likely to get it?
-	Not applicable (I plan to get the vaccine as soon as it is available.)
19. Which incentive do you think would encourage you to	get vaccinated?
	Raffle prizes
<ul> <li>Paid time off or comp time to get vaccine</li> </ul>	<ul> <li>Making it mandatory</li> </ul>
<ul> <li>Providing it for us at work</li> </ul>	<ul> <li>Other</li> </ul>
20. Looking to the future, is there anything else you wou from COVID-19?	d like to share on how GCTD can recover

THANK YOU!



# Complete survey by March 5th ... for a Chance to win a prize!

To enter raffle, Show Dispatcher (or Jim or Vanessa) your completed survey OR show a "screenshot" of online survey completion page.

