



## COVID 19 Transportation Services Policy

Date effective: 7/1/20

Revision: 4/28/20

Applies To: all

Policy Number:

### Additional Safety Requirements for each Communitas Van

1. All vans will be equipped with one box of gloves and 15 cloth face coverings.
2. All vans will have a log to be completed at the end of each route to communicate any health-related information to the health care coordinator at each site.
3. All vans will have CDC approved cleaning products and a receptacle for used gloves/cleaning materials.
4. The RN at each program will train all drivers of the proper use of wearing PPE and handling of disinfectants prior to re-opening.

### Additional Service Procedures and Requirements for Communitas Drivers

1. Drivers will thoroughly clean and disinfect the van after every use. Paying special attention to door handles, handrails, backs/tops of seats and areas on seats that hands would rest getting in the van. Cleaning products used will be coronavirus approved disinfectants.
2. Drivers will wear approved face coverings throughout the entirety of their shift. Gloves will also be worn if a driver is providing hands-on assistance to an individual (disposed of immediately after use).
3. Each rider will be required to wear a face mask prior to boarding and throughout the trip. One will be provided if needed. If an individual refuses to wear a mask they may not enter the van.
4. When it is possible, riders will be assigned a seat to encourage active social distancing of maximized amount of space between all persons.
5. Drivers will ask if the individual has a temperature or is feeling ill (specifically with any respiratory symptoms: cough, sneezing, runny nose). This information will be documented on the log provided and shared with the health care coordinator as soon as possible.
6. Drivers can refuse to board any rider if the individual appears to be ill. This will need to be approved by Transportation Director, Michael Senese.

7. Vans will be unloaded one at a time. This may require that participants enter the building before 9 a.m. to encourage social distancing.
8. Drivers and passengers will remain in the van until the assigned staff person is present and all pertinent communication has been completed.
9. Drivers will assist staff at each program upon arrival in escorting the individuals from the van to their perspective classrooms. If an individual appears ill, that person will be escorted to a designated space until the nurse can assess.