

Transportation Plan Checklist for Implementing the Minimum Health and Safety Requirements for Reopening of DDS, Day Habilitation, DMH Clubhouse and Early Intervention Programs

Overall Checklist

Plan Requirement Met	Y/N
Transportation Plan	
Driver and Transportation Staff Training and Personnel Policies	
Vehicle Cleaning	
Driver, Monitor and Participant Health Screening	
Procedures for Boarding the Vehicle – at the Participant’s Home	
During the Ride – Social Distancing – Face Coverings	
Procedures for Boarding and Unloading the Vehicle – at the Program	

IMPORTANT: Group transportation should only be provided during the phased reopening when there is no other option to transport participants to and from the program. Transportation Providers (vendors) intending to provide transportation services shall follow the guidance below.

Instructions: Are the following protocols part of your Transportation Safety Plan? Check YES or NO for each. For any required item for which you check NO, please attach documentation of the alternative protocols you will use to achieve the safety standard.

Transportation Plan

Requirements	YES	NO
Where possible, vehicles will be equipped with clear, impermeable barriers between operators and the rest of the cabin. Options may include Plexiglas or flexible plastic sheeting and must be used only according to manufacturer and vehicle safety guidelines.		
Routes will be planned and seats assigned to maintain social distancing (6 feet) on board the vehicle. No passengers will sit up front with the driver. At most, we will place only one rider per seat in every other row. Mark restricted seats using signage, decals, colored striping, etc.		
Routes will be planned to minimize the time participants spend in group transportation		
We have developed a transportation plan to meet the safety requirements spelled out by the state minimum requirements.		
We have a plan for transporting participants to their home in the event they may have become sick but rely on HST Transportation.		

Driver and Transportation Staff Training and Personnel Policies

Requirements	YES	NO
We will provide training to the drivers and transportation staff on our transportation plan prior to reopening.		
We will train drivers on precautions, including how to use masks and gloves and proper hand-washing, prior to having them transport participants.		
Drivers are instructed to stay home if they are sick. Program staff will not schedule drivers when they are sick.		
Any staff who might be called upon to clean the vehicle will be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills, according to the EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19).		
Driver will sign a document promising not to put any child in another child's car seat.		
Drivers and monitors will wear masks or face coverings whenever they are in the vehicle, or when they are near other people outside of the vehicle.		
Drivers and monitors will wear masks and gloves whenever they are securing participants' seatbelts, car seats, Wheelchairs, etc. in the vehicle.		
Prior to driving, each driver will confirm that their masks and any other equipment – such as gloves – do not impact their ability to operate the vehicle safely.		
Best Practices (recommended but not required)		
Maintain a roster of qualified, licensed, trained staff to fulfill transportation positions.		
Implement flexible sick leave to encourage employees not to report to work if sick.		
Follow manufacturer and vehicle safety guidelines to install clear, impermeable barriers between the driver and the rest of the cabin.		

Vehicle Cleaning

Requirements	YES	NO
<p>Driver or other designated staff will thoroughly clean the vehicle after each use. This cleaning will include all of the following steps:</p> <ul style="list-style-type: none"> • Sweeping or vacuuming thoroughly • Using EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19) to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions • Dusting and wet-mopping vehicle floors • Removing trash • Wiping heat and air conditioner vents • Spot cleaning walls and seats • Dusting horizontal surfaces • Cleaning spills • If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 		
<p>Driver or other designated staff will disinfect each vehicle at least once a day. This disinfection will include all of the following steps:</p> <ul style="list-style-type: none"> • Cleaning prior to disinfection to remove all surface matter • Using EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19) to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions • If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use against Novel Coronavirus SARS-CoV-2. • Staff should be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills. 		
We will keep drivers and monitors adequately supplied with soap, paper towels, tissues, hand sanitizers, cleaning supplies, and garbage bags		
We have a schedule for cleaning. All drivers and transportation staff have access to this schedule.		
Our cleaning procedures include routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the driver.		
Best Practices (recommended but not required)		
Clean and disinfect the vehicle before and after each use during the day.		

Driver, Monitor and Participant Health Screening

Requirements	YES	NO
We have designated one or more staff who will screen each driver and monitor before they enter our vehicle each day.		
Driver and Monitor screening will include the following questions:		

<p>1. Today or in the past 24 hours, have you or any household members had any of the following symptoms (not associated with a pre-existing condition)?</p> <ul style="list-style-type: none"> • Fever (temperature of 100.0°F or above), felt feverish, or had chills? • Cough? • Sore throat? • Difficulty breathing? • Abdominal pain? • Unexplained Rash? • Fatigue? • Headache? • New loss of smell/taste? • New muscle aches? • Nausea or vomiting? • Diarrhea? <p>2. Have you received a positive test result for COVID-19? When was the date of the test? Are you waiting to receive results of a COVID-19 test?</p> <p>3. In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?</p>		
Driver and/or Monitor will also screen the participants as outlined above prior to allowing them to board the vehicle.		
Participants, caregivers/guardians or program staff should screen for COVID-19 symptoms prior to boarding the vehicle.		

Procedures for Boarding the Vehicle – at the Participant’s Home

Requirements	YES	NO
Transportation must coordinate with residential and housing programs to ensure the transportation procedures align with protocols that housing and residential programs may have established to ensure the safety and physical distancing of participants when residents prepare for pickup and drop off.		
Where applicable, Driver will not allow a participant to board the vehicle without a labelled car seat provided by the parent or if the transportation provider is supplying the car seat, participants will be assigned a car seat and will be placed in the assigned car seat on every run.		
Driver will follow the seat assignment chart to ensure social distancing guidelines are followed.		
Best Practices (recommended but not required)		
Before opening the passenger door, driver will verbally confirm with caregivers that their participant is not sick, does not have a high temperature, and does not have any symptoms of COVID-19.		

During the Ride

Requirements	YES	NO
Drivers and monitors must wear masks or face coverings. We have a protocol in place to work with drivers, monitors, caregivers, parents,		

and program staff to have riders over age 3 wear masks		
Social distancing and group size requirements must be maintained while in transit. Because close seating on vehicles makes person-to-person transmission of respiratory viruses more likely, programs providing transportation to facilities must maximize space between riders (e.g., one rider per seat in every other row) and follow requirements for wearing masks or face coverings. Mark restricted seats using signage, decals, colored striping, etc.		
Drivers will be instructed to have all windows rolled down if safe to do so (when possible, roll windows down before riders begin boarding). If not safe, they will have the air ventilation system set to high with no conditioned air recirculating.		
Routing will be developed to minimize the time participants are in group transportation.		

Procedures for Boarding and Unloading the Vehicle – at the Program

Requirements	YES	NO
When dropping participants off at the program and picking them up at the program, we have a system in place to maintain social distancing. For example, vehicles will off load and load one vehicle at a time, OR our location allows for enough distance between vehicles.		
Program Staff will assist participants with washing or sanitizing hands upon arrival after exiting the vehicle and again prior to departure before boarding.		
Program Staff will do a visual wellness check and symptom screen before allowing participants to board the vehicle to return home.		
Upon pickup, driver or monitor will confirm each participant's name with program staff.		
Best Practices (recommended but not required)		
Before opening the passenger door, driver will verbally confirm with program staff that their participant is not sick, does not have a high temperature, and does not have any symptoms of COVID-19.		