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## Dee Bus Safe Transport Protocol

In preparation for schools reopening for summer programs 2020 and the upcoming school year 2020-21, below you will find protocols and expectations that are to be followed for the safety of all students and passengers that we transport as well as all of our employees.

### **Responsibilities of Vehicle Operators & Monitors:**

- Conduct personal health screenings prior to the start of each school run/trip
  - Assess as to how driver/monitor is feeling, within the last 24 hours – difficulty breathing, unexplained cough, muscle aches (not related to prior injury or diagnosis), New loss of smell/taste - conduct an overall sense of how the individual is feeling – this does not include pre-existing medical conditions
  - Have you been in close contact with anyone that has tested positive to “COVID 19” - Close contact: within six feet for more that 10 minutes while the person was symptomatic – starting 48 hours before symptoms began until the isolation period ends.

**Once the personal screening has been completed (form completed) employee will continue with their scheduled school run/trip -- If an employee has any of the above symptoms, they will then contact dispatch immediately and stay home.**

- Proper personal hygiene – Wash hands frequently – if unable to wash hands with soap and water for 20 seconds then use of

hand sanitizer is acceptable – Please note that hand sanitizer **CANNOT** be left in any of the vehicles – **this is flammable!!**

- Washing hands or use of hand sanitizer should be done frequently especially after
  - Sneezing, coughing, blowing nose
  - After helping secure a passenger
  
- Bodily fluid kits are in each vehicle – if a passenger becomes sick, the driver is to use the items in the bodily fluid kit – this kit does contain gloves if needed.
- Masks/face shields are required when there are any passengers in the vehicle – this also includes a monitor/nurse
  - Face shields must be approved by management prior to use
- Cleaning and disinfecting – drivers will disinfect after morning and afternoon run with approved EPA registered product for use against COVID 19.
  - If multiple runs high touch areas will be wiped down/disinfected between runs if time permits
  - Vehicles will be kept clean and trash emptied daily
  - If a passenger gets sick on the van, the van will be cleaned appropriately and then disinfected again
- Ventilation: If appropriate (no one has allergies or tendency to throw items out the windows) windows will be open to circulate fresh air – If windows cannot be open then the ventilation system in the vehicle will be on to circulate air – AC will be used in vans when needed

**If a driver or monitor is sick, they will notify dispatch and stay home.**

**If a student becomes ill or complains of an illness please notify office as soon as possible – if you are arriving at the student's program notify the program aid/assistant when the student unloads – please use discretion when speaking to the school aid/assistant as to not upset the passenger.**

### **Responsibilities of Managers/Supervisors:**

- Confirm with driver/monitor that Personal Health Screening was completed prior to route
- If employee is sick with any of the underlying symptoms above, employee will stay home
- Work collaboratively with districts regarding if a student becomes ill or an employee of the district or Dee Bus
- Keep lines of communication open between drivers, school districts and other school programs
- Ensure satellite offices have adequate PPE supplies and disinfectant for all employees
- Notify Dee Bus Main Office if any employee tests positive for "COVID 19". Dee Bus will notify school district and then we will work collaboratively regarding the next step

### **Large Bus Transportation:**

- Work collaboratively with school districts regarding what their policy will be regarding social distancing and how they would like to proceed for the upcoming school year. Once a decision has been made through the school district, Dee Bus will then work more closely to implement how the students will social distance on the School Bus

### **Special Education Transportation – Mini Vans, Transit Vans and WC vans:**

- Work collaboratively with school districts and OOD programs to ensure social distancing can be achieved on the Special Ed Vans.
- Pick up and Drop off procedures may need to be adjusted so that social distancing can be followed – this will be per school

district and OOD program – Dee Bus will reach out to programs to ensure proper procedure will be followed. Dee Bus will be available for consultations regarding changes that may need to be made to accommodate special situations of students

- Be mindful of time spent on van – work on routing to ensure the safest and most efficient route possible

### **Responsibility of Parents/Guardians:**

- Parents/Guardians should make it best practice to check children and keep child home if the child is presenting with any COVID 19 symptoms – such as: difficulty breathing, unexplained cough, muscle aches (not related to prior injury or diagnosis), New loss of smell/taste - conduct an overall sense of how the individual is feeling – this does not include pre-existing medical conditions
- If any above symptoms, parents will keep child at home
- Have available mask or face covering for child prior to boarding the School Bus/Special Ed Van.
  - Parents will supply each student with face coverings, if there is no face covering for the student then the student **cannot** board the School Bus or the Special Ed Van
  - If a student is unable to wear a face covering than the parent needs to notify the school district and in turn the school district will notify Dee Bus Service prior to the start of school or as soon as it is determined no face covering will be worn
- Wash with soap and water or hand sanitizer prior to boarding the School Bus or Special Ed Van
- Notify School district regarding any allergies and any reason as to not being able to use hand sanitizer prior to boarding the School Bus or Special Ed Van.
- If your child or a family member test positive for “COVID 19” you will notify the School District as soon as possible

### **Responsibility of School Districts:**

- Supply Dee Bus with an emergency supply of PPE's (this is in case a parent does not have any)
- Notify Dee Bus of any student that does not need to wear a mask or face covering – we will need this prior to the start of school
- If someone shall test positive for “COVID 19”, The School District will notify Dee Bus as soon as possible and we will then collaboratively determine the next step

**Responsibility of School Program:**

- School programs are to evaluate students prior to boarding for any symptoms – such as: difficulty breathing, unexplained cough, muscle aches (not related to prior injury or diagnosis), New loss of smell/taste - conduct an overall sense of how the individual is feeling – this does not include pre-existing medical conditions
- If any above symptoms are present, the program will call the students parent for them to come pick up their child
- Prior to boarding School Bus/Special Ed Van Teachers/Aids/School staff shall assist children regarding hand sanitizing