

# *Philly Transportation, LLC*



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## COVID PROTOCOL

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In keeping with CDC recommendation and incorporating guidance from the Pennsylvania Department of Education, that outlines Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools, **Philly Transportation LLC** has adopted the following preventative measures to help mitigate the spread of COVID19. **Philly Transportation LLC** continues to support the National Highway Traffic Safety Administration and the American School Bus Council statement noting students are 70 times more likely to get to school safely if they take the school bus instead of any other mode of transportation. We look forward to working with the District to ensure school bus transportation continues to be the safest mode of transportation during these unprecedented times.

1. **Symptom Management:** Drivers must attest that they do not have a fever before arriving at the lot. They will sign a daily document verifying they are healthy and fit for duty, that they have not exposed to anyone with Covid-19, that they have not travelled etc. *Parents will monitor student symptoms prior to arriving at bus stops. A student at the bus stop will be deemed to have been screened by the parent and will be permitted to board the bus.*

### **Guidelines for Temperature Screening of Employees**

The screener should use the hand sanitizer with at least 60% alcohol (on the wall in the guard shed), put on a face mask, eye protection (disposable face shield), and a single pair of disposable gloves.

Then:

- Take the employee's temperature using the non-contact thermometer provided.
- Make a visual inspection of the employee for signs of illness such as coughing or shortness of breath, flushed cheeks or fatigue.

***If the employee's temperature is less than*** 100.4 F (38.0 C) and it appears that they are not experiencing excessive coughing or shortness of breath, they may proceed.

***If the employee's temperature is greater than or equal to*** 100.4 F (38.0 C) or it appears they are experiencing excessive coughing or shortness of breath, they may not proceed (PA Guidelines).

- Elevated temperature:
  - Inform the employee that they have an elevated temperature and that they should return home and inform HR.
  - Inform dispatch over the radio that the employee was sent home.
  - **DO NOT** record this in your paperwork as that will violate many laws and subject the company to various penalties.
  - Under certain conditions you can re-take the temperature in 5 minutes (use your judgement):
    - Employee is wearing a hat.
    - Employee was running/bicycling.
    - Employee's vehicle is very hot.
  - Have the employee proceed to the Holding Area while waiting.
- Coughing or shortness of breath:
  - Inform the employee that they appear to have a bad cough or are short of breath and ask them to proceed to the Holding area.
  - Inform dispatch about the situation over the radio and follow their guidance.
- If you did not have physical contact with an individual, you do not need to change gloves before the next check.
- After each screening or after several screenings, where you did not have physical contact with an individual, remove and discard gloves and use hand sanitizer with at least 60% alcohol (in the guard shed).

**At the end of your shift:**

- Turn the "Temperature Check Stop Sign" so that it faces the shed.
- Dispose of gloves, mask and face shield in the large trash can outside, not in the shed.
- The thermometer should be cleaned and disinfected according to manufacturer's instructions and facility policy.

Drivers and attendants will also sign self-certification each day indicating no presence of Covid symptoms. New pens will be used and Used pens will be disinfected periodically by management.

2. **Face Covering:** Drivers will wear a CDC approved face covering at all times, unless wearing a face covering would create an unsafe condition in which to operate the vehicle. Drivers will maintain six feet of social distancing if face covering is not in place. Aides will wear CDC approved face covering at all times. *Students will wear face covering at all times (unless medically unable).* Masks will be available on bus if students loses or forgets mask.
  
3. **Social Distancing:** Assigned seating will be incorporated to maintain social distancing between driver/student and student/student. This will be implemented on every bus. Students will board and fill seats from back to front. They will unload from front to back. These procedures will limit contact on bus.
  
4. Driver lounge and other common areas in facility will adhere to strict Social distancing measurement as marked with "Caution "tape. All employees shall remain 6 feet apart in facilities at all times. All areas of facility are equipped with CDC approved HEPA air purifiers.
  
5. **Disinfecting:** As agreed upon with the school district, drivers/aides will follow school district recommendations regarding the cleaning of high touch areas at intervals agreed upon in keeping with school districts newly adopted policies. Drivers will spray high touch areas with CDC approved product after each use and bus will be "deep cleaned" one a week at designated facility.
  
6. **Ventilation:** Windows will be opened to allow maximum ventilation, weather permitting. Windows (at least every other) should be at least put down to the first notch in cases of low temperatures and the roof hatch should be open whenever possible.
  
7. All positive reports or reports of Covid symptoms will be recorded and immediately sent home to quarantine for 14-days. Contact tracing will be performed and a decision will be made by the Human Resource department as to whether or not to quarantine for the 14-day period. Human resource will report to the School District, the school or schools involved and Health Department for the affected county.

**Communication:** Signs will be posted on all vehicles that promote everyday protective measures on how to stop the spread of germs. Philly Transportation personnel will receive training prior to resuming duties. Personnel failing to adhere to the operating procedures outlined will be disciplined for failure to follow safety rules. *Students failing to adhere to the required social distancing and face covering will be reported to the School District*