

2020-21 Garage Protocols*(updated October 2020)*

The School District of Philadelphia Department of Transportation Services (Transportation Services) is committed to the safe transport of students for the 2020-21 school year. Based on guidance issued by the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Health, and the Philadelphia Department of Public Health (PDPH), our department is revising our protocols and updating departmental procedures to maintain a safe work environment and to protect the health and safety of our bus chauffeurs, bus attendants, and students while they are transported to and from school.

All employees are responsible for reviewing the detailed [Employee Expectations and Guidance document](#) published by the Office of Talent.

This document is intended to provide more detailed information and specific guidance to Transportation Services employees in alignment with the release of the District's Advancing Education Safely plan. Specifically, the guidance in this document speaks directly to the following topics:

- Protocols prior to arrival at the bus garage each day
- Revised sign-in procedures at the bus garage
- Loading and Unloading procedures
- Cleaning Protocol
- COVID-19 Case Protocol

PRIOR TO ARRIVAL

Reducing the risk of exposure to COVID-19 will help prevent the spread of the virus; therefore, all School District of Philadelphia garage employees are expected to regularly monitor their personal health status. It is essential that all members of the District community take personal responsibility in the community effort to reduce the spread of COVID-19. *Stay home and notify your supervisor immediately if you are experiencing symptoms suggestive of a COVID-19 infection or have been in close contact with someone who has tested positive for COVID-19.*

MONITORING YOURSELF FOR SYMPTOMS

It is crucial that we work together to ensure each other's safety. Every day before entering a District building or garage, you are required to assess yourself for symptoms and check your temperature at home before reporting to work each day. If you have any of the symptoms listed below or do not feel well, you are to remain at home and notify your immediate Supervisor.

Symptoms to Check for:

A variety of symptoms have been associated with COVID-19, and their impact on health has ranged from mild to severe. Symptoms may appear 2–14 days after exposure to the virus. While we continue to learn more about the virus, at this time symptoms of COVID-19 you are expected to self-monitor daily listed below.

Stay home from work and consult your health care provider if you are experiencing *any* of the following:

- Fever above 100.4°F
- Frequent dry cough (not due to a pre-existing condition)
- Shortness of breath or difficulty breathing

Stay home from work and consult your health care provider if you are experiencing *two* of the following:

- Sore throat
- Runny nose or new nasal congestion (not related to a pre-existing condition)
- Nausea, vomiting and/or diarrhea
- Headache
- Chills
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell

DAILY COVID-19 BUILDING PRE-ENTRY SCREENING FORM

Before entering the garage, you must attest to the District that you are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days (even if you or they have few or no symptoms) through an easy-to-use digital form.

Here’s how it works:

1. Every workday you will complete the online Building Pre-Entry Screening Form up to three hours before reporting to your location by visiting <https://www.philasd.org/buildingentryform> and answering a short series of questions. The website is compatible with all smartphone, tablet and computer operating systems. Individuals without access to an electronic device or experiencing technical difficulties will be required to complete a paper copy of the Building Pre-Entry Screening Form **immediately upon** arrival to the garage. Paper copies of the form will be available at each garage. **You are strongly encouraged to complete the form electronically.**
 - a. You will be asked to provide the following information: 1) your District garage location; 2) first and last name; 3) email address; 4) your role; and 5) the last 5 digits of your employee ID number located on your paystub, if applicable.
 - b. Once the screening form is completed and submitted, you will receive a date-stamped entry pass via email. The entry pass shows your name, and the results of your responses. A “**green ✓ mark**” designation will permit entry into the garage. A “**red X mark**” designation will result in your not being permitted entry into the garage.
2. You will be required to display the results of your Building Pre-Entry Screening Form either via your smartphone or in printed form to the on-duty Dispatcher at a designated building entrance upon arrival each day.
3. Individuals who answer “yes” to any of the questions on the electronic or paper screening form will not be allowed in any garage or District facility that day and should return to and stay home. After that:
 - a. First, an employee must notify their Supervisor and Dispatcher by phone or email that they are not able to report that day.

- b. The Office of Employee Health Services will receive an automatic notification if an individual is not cleared. An Employee Health Services staff member will follow up by phone to assess and discuss next steps. Depending on the responses and your ability to effectively work from home in your role, the code for your time that day will vary. You may have to take a sick day, use Family First Coronavirus Act (FFCRA) leave if applicable, or use other leaves that may be available to you. Again, the Office of Employee Health Services will be able to advise you of the appropriate time code based on your individual circumstances and answers to the questions on the form.
- c. Screening form results which deny building access (e.g. **red X**) will be maintained centrally by the Office of Employee Health Services and may be provided to supervisors, without disclosing specifics of your screening form responses. Reach out to Employee Health Services (EHS) at employeehealth@philasd.org with any questions.

UPON ARRIVAL AT THE GARAGE

When reporting to the garage all employees are required to display the “**green ✓ mark**” designation with that day’s date to the on-duty Dispatcher to be permitted entry into the garage. When signing in **all employees will maintain a distance of at least six feet in all directions** from any other employee signing in or located in the sign-in area for other reasons. **All employees must have and use their own ink pen. Sharing of pens is not permitted. Additional boxes of pens will be available in the Garage Supervisor’s Office and in the Union office at each garage.**

Employees should not approach the sign-in sheets until the previous employee has vacated that space. A six foot distance between employees must be maintained at all times including areas outside the garage, in the parking lots or while on buses. This practice is in compliance with social distancing protocols.

MANDATORY FACE COVERING

In accordance with CDC, PDPH, and PDE guidelines, all School District of Philadelphia employees must wear an acceptable face mask that covers the mouth and nose at all times while at the garage or other District spaces.

When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people. As a reminder, face masks do not replace the need to maintain social distancing, frequent hand washing, and rigorous cleaning and disinfecting routines.

Hand hygiene should be performed before and after applying and removing a mask. A mask is defined as a covering of the nose *and* mouth that is secured with straps that tie or loop over the ears or around the back of the head. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not acceptable face coverings for use in District facilities.

Drivers and Attendants must wear a mask while transporting students to and from school. Acceptable forms of face masks include:

- disposable surgical mask
- N-95 respirator mask
- cloth mask

- face shield with disposable mask

A bus chauffeur may remove his/her mask when the vehicle is in operation and when not in direct contact with a student.

All school vehicles must be equipped with additional disposable surgical masks for students who may need a replacement.

SAFETY CHECK

The bus chauffeur will perform a daily pre-trip vehicle inspection before the start of the morning and afternoon runs and record any equipment issues and/or other findings on the TM-100 log sheet and submit it to the garage office.

The buses will be equipped with a bottle of an EPA-approved cleaner, disposable towels, and clear bags. The bus chauffeur will check the bus and replenish cleaning supplies as part of the pre- and post trips.

DURING TRANSPORT OF STUDENTS

ADDITIONAL VENTILATION

To increase ventilation on the school bus and weather permitting, windows will be opened to at least the first notch every other window when the bus is transporting students or staff. The roof hatches will also be opened to at least the first setting when the bus is transporting staff or students. Vans should follow the same procedure if equipped with windows or hatches that open, so long as they can safely stay open when occupied by children and when in operation.

All windows, doors and hatches are to be closed at the end of the morning and afternoon runs as part of the post-trip process.

ASSIGNED SEATS

All students will be assigned a seat on the vehicle, one student per bench. **No students will be assigned to the bench behind the bus chauffeur. No students will be assigned a seat next to another passenger unless they are from the same household or are siblings.**

Bus Attendants will be seated two seats from the rear of the bus to monitor any students that need assistance. 1:1 Attendants will sit in the seat across from their assigned student(s).

Seats will be assigned to start with the student at the first stop being assigned in the farthest bench toward the back of the bus or van, and the remaining students will be assigned every row working toward the front of the bus or van. It is advised that students are directed to sit on alternating sides of the bench. For example, a student will sit next to the window and the student on the next bench will sit towards the aisle. During the second and or third run, the seating configuration would be reversed. For these runs, students

from the same household and/or siblings may be assigned to the same bench. Seating charts and ridership logs will be maintained daily.

The student seat assignment will be identified by a decal that contains one color and one number. This will help the student to readily find his/her assigned seat on the bus.

LOADING PROCEDURES AT BUS STOPS

Once arriving at the student’s stop, walk-on students will be loaded from back to front of the bus and proceed directly to their assigned seats. Students in wheelchairs will be loaded from the front toward the back of the bus.

Please remind parents to apply hand sanitizer to their child’s hands prior to boarding. If hand sanitizer is not available, the bus attendant and/or bus chauffeur may squirt a quarter sized amount from a dispenser supplied by the District on to the child’s hands prior to boarding the vehicle. The child should not handle the dispenser.

TAKING ATTENDANCE

Bus attendants are required to record daily attendance of all students who ride each morning and afternoon utilizing the designated box on the Route Optimization Report (ROR). Attendants are to circle the day of the week a child rides and mark an “X” if the child is absent. If a bus attendant is not assigned to the vehicle, the bus chauffeur must complete the attendance log.

3122314		1	7:12AM
M Tu We Th Fr	Smith, Sandy	1234 Oak Street	
3040210		2	7:26AM
M Tu We Th Fr	Smith, Sandy	5678 Maple Road	
M Tu We Th Fr	Smith, Sandy	2345 Oak Street	
M Tu We Th Fr	Smith, Sandy	6789 Pine Circle	
3040212		3	7:33AM

At the conclusion of each week, RORs will be turned into the garage office. The garage will sort by route number, scan documents and place them in the appropriate week’s folder on the Transportation shared drive (L:\Transportation\0000_General Transportation\Garage ROR Attendance Sheets). Routing & Scheduling will review the attendance information and contact schools with information about students who are not riding.

UNLOADING AND LOADING PROCEDURES AT SCHOOLS

Once arriving at the school for unloading, the bus chauffeur will secure the vehicle in the loading/unloading zone. During the unloading of the students, the students will be unloaded from the front to the back of the bus for walk-on students. The bus attendant will instruct the student closest to the front

door to stand up and maintain social distancing in a line on the bus. The bus attendant will unload the walk-on students off the bus in an orderly fashion. Students in wheelchairs will be unloaded from the back to the front of the bus. The bus chauffeur will unload the wheelchair students and the school staff and or bus attendant will receive the wheelchair student.

During the loading for the PM, the bus attendant and/or school staff will have the students line up in the loading zone (where applicable) to enter the bus. The process will be the walk-on students will be loaded from back toward front of the bus and wheelchair students will be loaded from front toward back of the bus. Please remind the school staff monitoring PM pick up activities to apply hand sanitizer to the children’s hands prior to boarding. If hand sanitizer is not available, the bus attendant and/or bus chauffeur may squirt a quarter sized amount from a dispenser supplied by the District on to the children’s hands prior to boarding the vehicle. Children should not handle the dispenser.

NON-DELIVERABLES

When a parent/guardian is not present at the time of PM drop off, the bus chauffeur will reach out to their garage supervisor for approval to proceed to the drop off center or make a second attempt to deliver the student home. The garage staff will notify the dispatch staff assigned to District headquarters and schools in case of any delays. The dispatch staff will notify the drop off center and will begin immediate notification to the parent/guardian.

There are three (3) drop off centers:

Widener Memorial School	1450 W. Olney Avenue Philadelphia, PA 19141	12:00PM-6:00PM
Northeast High School	1601 Cottman Avenue Philadelphia, PA 19111	12:30PM-6:30PM
West Philadelphia High School	4901 Chestnut Street Philadelphia, PA 19139	12:30PM-6:30PM

POST TRIP PROCEDURES

As part of the post trip inspection, the bus chauffeur will first perform a child safety check for sleeping students and their belongings by looking on and under every seat. The bus chauffeur will start in the front of the bus and walk to the back. Any book bag, jacket or other property will be placed in a plastic bag and removed from the bus and turned into the school on location by the bus attendant on the next service day. Drivers will then perform the post trip disinfecting procedures as stated in the bus cleaning protocols. Once the bus is disinfected, all windows and hatches will be closed and the bus will be considered secured.

CLEANING PROTOCOL BETWEEN/AFTER BUS RUNS

The interior of the school vehicles will be cleaned daily using EPA-approved cleaning agents. Bus chauffeurs will implement the following cleaning protocols in between daily runs:

After unloading students and upon completion of each run, the bus chauffeur will complete the following protocol:

- Start in the rear of the bus and spray and wipe down all high contact areas such as seat cushions, the top and back of all seats, hand railing, bump cushion under the windows and over the door with disinfectant cleaning solution.
- Wipe down seat belts, car seats and harnesses with EPA-approved cleaning agents.

Bus chauffeurs will implement the following cleaning protocols at the end of each day:

- Remove all items from the floor/seats of the bus (book bags, lunch bags, trash, and dirt).
- Starting in the rear of the bus, spray and thoroughly wipe down all of the following surfaces with EPA-approved cleaning agents:
 - high-touch areas such as the seat cushions, top and back of all seats, hand railing, bump cushion under the windows and over the doors
 - seat belts, harnesses and car seats heating and air conditioner vents all window and door glass
 - driver's cockpit (dashboard, steering wheel, brake release, etc).
- Close all windows after cleaning.
- Wash your hands using soap and warm water for at least 20 seconds to avoid spreading germs, after cleaning the school vehicles.
- Remember to wash your masks after daily use in the washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Carefully wipe the inside, followed by the outside of the face shield with a disinfectant wipe. Avoid touching your face while cleaning.

The Garage Supervisor or Dispatcher will disinfect all keys with an aerosol spray once received after each run.

In addition to the above daily cleaning protocols, in compliance with industry recommendations of a heavy duty disinfectant procedure, all school vehicles will be sprayed with BNC-15, One-Step disinfectant cleaner once per week. The garage management team will ensure that all vehicles are cleaned daily and documented on a weekly cleaning log.

COVID-19 REPORTING

The District, in consultation with PDPH, has established protocols to respond to confirmed positive cases of COVID-19 and to determine those who are close contacts and require quarantining in order to maintain the health and safety of the school community and protect the privacy of health information.

When the Department of Transportation is notified of a student or staff member's confirmed COVID-19 diagnosis, the vehicle will be immediately removed from service for 48 hours. The vehicle will be sprayed using an EPA-approved cleaning agent and will sit for 24 hours. After 24 hours, the vehicle will

undergo a second treatment with the cleaning agent and all high touch areas will be wiped down before the vehicle is returned to service.

Students testing positive for COVID-19

If a student tests positive for COVID-19, the student will remain home until all of the following are true

- at least 10 days since the onset of symptoms, AND
- fever free for at least 24 hours without the use of fever reducing medication, AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

The parent/guardian will be contacted by the Department of Public Health of the county in which the student resides to activate contact tracing.

Drivers who are determined to be a close contact by the Department of Public Health will be required to quarantine at home for 14 days.

Garage Employee Who Tests Positive for COVID-19

Bus Drivers and Bus Attendants are required to notify the Garage Supervisor immediately if they:

- are experiencing symptoms of COVID-19, OR
- have a positive COVID-19 test, OR
- have been exposed to an individual with a confirmed COVID-19 diagnosis, OR
- have been notified by the applicable Department of Public Health or Garage Supervisor to quarantine.

An employee who tests positive for COVID-19 must notify the Office of Employee Health Services of the test results by emailing coronavirusreport@philasd.org on the day of receipt.

When tested and determined to be **COVID-19 positive**, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms, AND
- fever free for at least 24 hours without the use of fever reducing medication, AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to work.

When tested and determined to be **COVID-19 negative**, the employee will return to work, unless the employee has other medical issues that require staying at home.

When symptomatic but **COVID-19 testing was not completed**, the employee will remain home until:

- at least 10 days since the onset of symptoms AND
- fever free for at least 24 hours without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

OR

- A clinician has evaluated the employee and documented an alternative diagnosis and that the employee may return to work sooner than ten days.

If you must stay home, there may be federal leave available to you but if you choose not to use that time or it runs out, you will be required to use your accrued time.

SAMPLE SEATING CHART

This is a sample of a seating chart: The attendant can put the student named on the sheet to show where students were sitting.

SDP School Bus Seating Chart

Route _____ Operator _____ Date _____
 Bus _____ Attendant _____ / /
 Run _____ School(s) _____

Operator's Side (Left Side)				Entrance Door Side (Right Side)			
2	X	X	X	1	X	X	
4		X	X	3		X	X
6	X	X		5	X	X	
8		X	X	7		X	X
10	X	X		9	X	X	
12		X	X	11		X	X
14	X	X		13	X	X	
16		X	X	15		X	X
18	X	X		17	X	X	
20		X	X	19		X	X
22	X	X		21	X	X	
24		X	X	23		X	X

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