

**University of San Francisco Guidance on Transportation
USF-owned Vehicles or Contracted Transportation**

(Resources: Cal-OSHA COVID-19 Prevention Plan, San Francisco Department of Public Health, & CDC)
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Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission.

Assignment of transportation

To the extent feasible, USF reduces exposure to COVID-19 hazards by assigning passengers sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during university activities. We will prioritize shared transportation assignments in the following order:

- Passengers residing in the same housing unit will be transported in the same vehicle.
- Passengers working in the same crew or worksite will be transported in the same vehicle.
- Passengers who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.
- At risk and unvaccinated passengers should be informed of the risk. USF must also try to limit the number of those individuals in one vehicle whenever feasible.

Face coverings and respirators

- Cal-OSHA states that USF is required to enforce local health department recommendations. Per the [San Francisco Department of Public Health](#), face coverings are recommended but not required during "public" transportation, i.e. traveling with people outside of your household.
- Upon request, USF shall provide respirators for voluntary use in compliance with subsection to all employees in the vehicle per [OSHA's California Code of Regulations](#).

Screening

USF will develop, implement, and maintain effective procedures for screening and will exclude drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Ventilation Recommendations:

USF ensures that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to passengers.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees. The outside temperature is less than 60 degrees Fahrenheit.

- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

USF will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.