



UNIVERSITY OF
SAN FRANCISCO

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

(Resources: SFPDPH, CDC & Cal-OSHA)

August 2021

Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission.

All University-sponsored transportation should implement and maintain effective procedures for screening and excluding drivers and passengers with COVID-19 symptoms prior to boarding shared transportation.

Please follow the following social distancing and disinfection protocols as listed below.

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation. Prioritize shared transportation assignments in the following order:

Assignment of Transportation

- Drivers/passengers residing in the same housing unit are transported in the same vehicle.
- Drivers/passengers in the same crew or workplace are transported in the same vehicle.
- Drivers/passengers who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Social Distancing

- [Post signs and reminders](#) at entry door and in strategic places providing instruction on social distancing, changes in processes, hand hygiene, use of cloth face coverings or masks, and cough and sneeze etiquette.
- Drivers should practice all safety actions and protocols as indicated for passengers (e.g., hand hygiene, cloth face coverings).
- Place hand sanitizers with at least 60% alcohol in multiple locations throughout the vehicle for drivers and passengers. Drivers and passengers should sanitize their hands before entering and exiting the vehicle.

- Drivers and passengers must wear face coverings over their nose and mouth, unless there is a documented medical or behavioral contraindication. Drivers should carry a supply of face coverings in case a passenger forgets theirs.
 - Drivers may remove face covering when they are alone in a vehicle.
 - If the driver and all passengers are from the same household, face coverings are not required.
 - Those with a medical condition should contact Student Disability Services (students) or Human Resources (employees) to request an accommodation.
- Ensure maximum space between passengers and the driver.
- Limit the number of people in the vehicle at one time if possible.
- Maximize ventilation - keep vehicle windows open when weather, safety and air quality permits.
- Where possible, establish physical barriers between drivers and passengers
 - Use strip curtains, plastic barriers, or similar materials to create impermeable dividers or partitions
- Consider using separate doors for entering and exiting the vehicle (if possible, based on the vehicle layout) to facilitate single direction foot traffic

Cleaning & Disinfection

- Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of high-contact surfaces (door handles, seat belt buckles, armrests, etc.)
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, should be cleaned between different drivers
- Vehicles should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.