University of San Francisco Guidance on Transportation
USF-owned Vehicles or Contracted Transportation
(Resources: SFDPH, 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.