



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

(Resources: SFDPH and CDC)

September 3, 2020

Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission. Please follow the following social distancing and disinfection protocols as listed below.

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 other staff (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 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.
 - 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

Disinfection

- Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day
- Vehicles should be [cleaned and disinfected daily](#).
- Vehicles should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.