

**COVID-19 Transportation Services Checklist
for Implementing Basic Health and Safety Requirements for
Adult Day Health Care and Adult Day Programs**

This checklist is designed to assist programs assess transportation safety during the Public Health Emergency, whether directly provided or for evaluating the approach that contracted transportation providers are employing to assure safety. The checklist and referenced guide can aid providers in coordinating with public transit on behalf of participants."

For centers using contracted providers, it is suggested that a copy of the transportation provider's COVID-19 protocol is obtained for review.

For further guidance, refer to [American Public Transportation Association](#) document [The COVID-19 Pandemic Public Transportation Responds: Safeguarding Riders and Employees.](#)

Plan Requirements Have Been Met	Y/N
I. Transportation Safety Plan: The Plan has been developed and includes the elements (A-F) below:	
A. Training: All transportation staff have received training on the Transportation Safety Plan, including B-F below, as well as other related programmatic or personnel policies	
B. Vehicle Cleaning Protocols	
C. Driver and Participant Health Screening	
D. Procedures for Safely Boarding the Vehicle – at the Participant's Home	
E. During the Ride – Social Distancing and Face Coverings	
F. Procedures for Safely Unloading the Vehicle – at the Program	

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IMPORTANT: Group transportation should only be provided to and from the program during the phased re-entry to center services when there is no other option for transporting participants individually. Whether provided through a contracted vendor or directly by the program, centers intending to provide transportation services are advised to consider the recommendations below.

Instructions: Check YES or NO to indicate whether the following protocols are included in your Transportation Safety Plan.

Transportation Safety Plan

Best Practices	YES	NO
Vehicles are equipped with clear, impermeable barriers between operators and the rest of the cabin. Options may include Plexiglas or flexible plastic sheeting and must be used only according to manufacturer and vehicle safety guidelines.		
Routes are planned and seats assigned to maintain social distancing (6 feet) on board the vehicle; no passengers will sit up front with the driver and only one rider will be placed per seat in every other row. (As necessary, mark restricted seats using signage, decals, colored striping, etc.)		
Routes are planned as much as possible to minimize the time participants spend inside the vehicle in a group.		
A procedure is in place for transporting each participant back to their home in the event that they need to be separately transported due to illness or other needs.		
These minimum safety requirements have all been included in the center's Transportation Safety Plan.		

Training on Covid-19 Safety-Related Policies for Transportation Staff

Minimum Requirements (See Cal OSHA requirements)	YES	NO
We will provide training to the drivers and other transportation staff on our Transportation Safety Plan prior to reopening.		
We will train drivers on precautions, including how to use masks and gloves and proper hand-washing, prior to having them transport participants.		
Drivers will be instructed to stay home if they are sick. Program staff scheduling drivers will be instructed not to schedule drivers when sick.		
Staff who may be assigned to or need to clean vehicles will be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills according to the EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19).		
Drivers will be instructed on the proper way to wear masks or face coverings whenever they are in the vehicle, or when they are near other people outside of the vehicle.		
Drivers will be instructed on how to wear masks and gloves while properly securing participants' seatbelts, wheelchairs, etc. in the vehicle.		
Drivers will be instructed to confirm prior to driving that their masks and any other protective equipment – such as gloves – do not impair their ability to operate the vehicle.		
Recommended		
Maintain a roster of qualified, licensed, trained transportation substitutes.		
Implement flexible sick leave to encourage employees not to report to work if sick.		
Follow manufacturer and vehicle safety guidelines to install clear, impermeable barriers between the driver and the rest of the cabin.		

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Vehicle Cleaning

Best Practices	YES	NO
<p>Driver or other designated staff will thoroughly clean the vehicle after each use. This cleaning will include all of the following steps:</p> <ul style="list-style-type: none"> • Sweeping or vacuuming thoroughly • Using EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19) to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions • Dusting and wet-mopping vehicle floors • Removing trash • Wiping heat and air conditioner vents • Spot cleaning walls and seats • Dusting horizontal surfaces • Cleaning spills • If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 		
<p>Driver or other designated staff will disinfect each vehicle at least once a day. This disinfection will include all of the following steps:</p> <ul style="list-style-type: none"> • Cleaning prior to disinfection to remove all surface matter • Using EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19) to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions • If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use against Novel Coronavirus SARS-CoV-2. • Staff should be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills. 		
Drivers will be kept supplied with soap, paper towels, tissues, hand sanitizers, cleaning supplies, garbage bags and red bags, and request supplies as needed.		
A clean schedule will be maintained to which all transportation staff have access.		
Cleaning procedures will include routine cleaning and disinfection of frequently touched surfaces, including commonly touched surfaces in the driver cockpit.		

Driver Health Screening

Requirements	YES	NO
We have designated one or more staff who will screen each driver before they enter our vehicle each day.		
<p>Driver screening will include the following questions:</p> <p>1. Today or in the past 24 hours, have you or any household members had any of the following symptoms (not associated with a pre-existing condition)?</p> <ul style="list-style-type: none"> • Fever (temperature of 100.0°F or above), felt feverish, or had chills? • Cough? • Sore throat? • Difficulty breathing? • Abdominal pain? • Unexplained rash? • Fatigue? 		

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<ul style="list-style-type: none"> • Headache? • New loss of smell/taste? • New muscle aches? • Nausea or vomiting? • Diarrhea? <p>2. Have you received a positive test result for COVID-19? When was the date of the test? Are you waiting to receive results of a COVID-19 test?</p> <p>3. In the past 14 days, have you had close contact with a person known to be infected with the COVID-19?</p>		
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Procedures for Boarding the Vehicle – at the Participant’s Home

Requirements	YES	NO
Participants, caregivers/guardians or program staff will screen for COVID-19 symptoms prior to boarding the vehicle.		
Driver will observe the participants as they enter the vehicle for any signs or symptoms of illness or distress		
Transportation must coordinate with residential and housing programs to ensure the transportation procedures align with protocols that housing and residential programs have established to ensure the safety and physical distancing of participants when residents prepare for pickup and drop off.		
Driver will follow social distancing guidelines.		
Before opening the passenger door, driver will verbally confirm with caregivers that their participant is not sick, does not have a high temperature, and does not have any symptoms of COVID-19.		
Driver will assist participants with boarding including application of hand sanitizer.		

During the Ride

Requirements	YES	NO
Drivers must wear masks or face coverings. We have a protocol to work with drivers, caregivers, parents, and program staff to have riders wear masks or face coverings.		
Social distancing and group size requirements must be maintained while in transit. Because close seating on vehicles makes person-to-person transmission of respiratory viruses more likely, programs providing transportation to facilities must maximize space between riders (e.g., one rider per seat in every other row) and follow requirements for wearing masks or face coverings.		
Drivers will be instructed to have all windows rolled down if safe to do so (when possible, roll windows down before riders begin boarding). If contraindicated or not safe, set the air ventilation system to high with no recirculating air.		

Procedures for Boarding and Unloading the Vehicle – at the Program

Requirements	YES	NO
When dropping participants off at the program and picking them up at the program, we have a system in place to maintain social distancing. For example, vehicles will off load and load one vehicle at a time, OR our location allows for enough distance between vehicles.		
Program Staff will assist participants with washing or sanitizing hands upon arrival at the center after exiting the vehicle and again prior to departure before boarding.		
Program Staff will do a visual wellness check and symptom screen before allowing participants to board the vehicle to return home.		