

Protocol for Campus Carpools/Ridehailing/Taxis

State and County public health protocols require IHEs to consider options for limiting non-essential travel and limiting shared-rides in on-campus transport vehicles.

California Department of Public Health (CDPH)¹

On August 7, 2020 (and updated on October 1, 2020), the California Department of Public Health and Cal-OSHA issued interim COVID-19 Industry Guidance: Institutions of Higher Education that directs IHEs to “Limit, to the greatest extent permitted by law, external community members from entering the ... [campus grounds] and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.” IHEs are required to consider options for limiting non-essential travel in accordance with state and local regulations and guidance. Students, faculty and staff who use mass transit are encouraged to use other transportation options (i.e., walking, biking, driving, or riding by car alone or with household members only) if feasible.

Title 5 of the California Code of Regulations requires signage at all principal entrances to campus, as well as notice on the campus webpage that describes any restrictions to campus access.

In addition, CDPH released industry guidance on July 29, 2020 for public and private passenger carriers (e.g., shuttle providers, taxis, and rideshare operators), transit agencies California state-supported intercity passenger rail operators (Capitol Corridor, San Joaquins and Pacific Surfliner), and passenger vessel operations.

Los Angeles County Department of Public Health (LACDPH)²

On August 9, 2020, LACDPH issued guidance to IHE’s for developing measures to ensure physical distancing, including on-campus transport vehicles.

- Use of on-campus transport vehicles (e.g., buses, shuttle vans, etc.) is limited such that all riders are able to maintain a physical distance of at least 6 feet from one another if feasible. Consider removing or spacing seats to support physical distancing or use of colored tape to mark seats that riders are allowed to use. Where possible, additional transport vehicles are available to support excess capacity on busy routes. If it is not feasible to maintain physical distance, then impermeable barriers have been installed to limit contact between riders.
- Where feasible, impermeable barriers have been installed to protect the driver from passengers that are boarding and exiting the vehicle.
- A passenger entry and exit plan has been developed to minimize physical contact and crowding with other passengers during entry and exit of the transport vehicle.
- All riders are required to wear cloth face coverings.
- Vehicle windows are opened, when practicable, to increase outdoor air flow.

Campus Protocol

The campus offers a Rideshare Program designed to reduce the number of single occupant vehicle (SOV) trips to the campus. The Rideshare Program has two goals: First, the program has been established to mitigate parking demand and traffic congestion on the main campus. Second, the program is aimed at students, faculty and staff and designed to help the campus comply with the Federal Clean Air Act and South Coast Air Quality Management District (AQMD) Rule 2202. The Rule requires employers with 250 or more employees to provide commute options during the peak commute hours of 6-10 AM, which reduces mobile source emissions. In addition to the CPP Rideshare Program, individuals have access to ridehailing and taxi services at their own request. The following safety protocols are intended to be followed as the campus resumes operations of its carpool/rideshare program:

¹ See page 20, Section 11: <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

² See page 8 for guidance on on-campus transport vehicles: :

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation.pdf

1. During the pandemic, the campus and individuals should avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route, such as members of the same household. No “drop-in” passengers are allowed.
2. However, if shared rides are unavoidable, carpool rides in personal vehicles shall be limited to a maximum of two (2) persons per vehicle (with driver in front seat and passenger in rear seat).³
3. Lyft has launched a [Health Safety Program](#) that includes personal health certification and required face masks for drivers and riders. [Uber](#) is also requiring its drivers and passengers to wear a face covering, and must agree to sit in the back seat and open the windows for ventilation.
4. The authorized driver of personal vehicles is responsible for enforcing all safety protocols and maintaining a record of riders on a daily basis.
5. Daily [health screenings](#) shall be completed by all employees and students prior to physical coming to campus.
6. Drivers and passengers shall wear face-coverings or masks while waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle, unless person is exempt due to other health issues.⁴
7. Drivers are responsible for requiring all passengers to wear face-coverings or masks at all times, unless person is exempt. Don’t ride or drive sick.
8. Before boarding, all carpools/ridehailing/taxi riders should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.⁵
9. Conversations while riding in a carpools/ridehailing/taxi shall be limited.⁶
10. Keep windows down and air vents open to maximize fresh air and enhance air circulation. If using ventilation/air-condition system, use outside air instead of recirculated air.
11. In-cabin air filters in personal vehicles used for carpools shall be replaced every 15,000 – 30,000 miles, depending on year, make and model of vehicle.
12. Drivers are responsible for cleaning and disinfecting in-service vanpools before and after each trip, with an emphasis on high-touch areas.⁷ Publish cleaning protocols and vehicle cleaning schedules.
13. Wipe down frequently touched surfaces in the vehicle, including seats, center console, door-handles and panels, steering-wheels, seat-belts, etc. before and after each ride.
14. Disinfectant wipes, hand sanitizers, and disposable bags shall be provided in every cart and replenished, as needed. Supplies can be requested by submitting a [COVID-19 Resource Request Form](#).
15. Post ‘COVID-19 Symptoms Warnings’, ‘Physical-Distancing’, ‘Stop Spread of Germs’ and ‘Wearing Mask’ signs on interior windows inside the vehicle. The placement of the signage should not obstruct the driver’s view or operations of the vehicle.
16. Passengers are required to handle their own personal items, bags, purses, etc. at all times.
17. Manage curb space for additional campus pick-up and drop-off locations using signage, if needed.
18. Coordinate with service providers to utilize geofencing technology to alert riders when their vehicle has arrived.
19. Drivers of personal carpools shall report any safety and health concerns to their HEERA manager.

³ COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with each other and through respiratory droplets produced when an infected person coughs, sneezes or talks (CDC 2020b). CDPH and Cal-OSHA are recommending physical distancing requirements of at least 6 feet between drivers/operators and passengers and between passengers for public and private passenger carriers.

⁴ The CDC is advising the use of simple cloth face coverings to slow the spread of COVID-19 and help people who may have the virus and do not know it from transmitting it to others (CDC 2020a).

⁵ According to the CDC, handwashing is one of the best ways to protect yourself and your family from getting sick. See <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

⁶ Droplets expelled through talking, singing, and other verbal activities are known to contribute to virus dispersion (CNN 2020; NEJM 2020). Necessary verbal activities, such as requesting a stop, are not precluded.

⁷ Using EPA-List N disinfectant materials or CDC/EPA recommendations. Drivers should be instructed on the hazards of the product(s) and any necessary protective measures.