

Protocol for Campus Shuttles

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 normally contracts for a shuttle service provider to provide free rides for its faculty, staff and students with shuttle stops located throughout campus. The shuttle vehicles are typically leased as part of the operating contract and professional drivers are assigned by the shuttle provider. With the LA County stay-at-home orders and CSU decision to continue virtual instructions through the remainder of the 2020-21 academic year, Bronco Express Shuttle and Metrolink Connect Shuttle services have been suspended until further notice. The following safety protocols are intended to be followed as the campus considers resuming its shuttle operations:

1. Shuttles shall operate at no more than 50% capacity to ensure safe distancing between passengers (with no more than one passenger per row of seating, with driver in front seat and passenger in rear seat and

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

each passenger sitting diagonally from each other).³ Seating arrangements should be designed to space passengers appropriately whenever possible. On shuttles, the easiest way to do this is to mark or block off seats to keep passengers from sitting too close to one another.

2. Where possible, use additional shuttle vehicles to support excess capacity on busy routes and ensure physical distancing of passengers; and operate shuttles with front and rear doors for separate boarding and alighting of passengers, if available.
3. Daily [health screenings](#) shall be completed by all employees and students prior to physical coming to campus.
4. Allow sufficient time for the boarding and disembarking process so that crowds do not form at the doors and passengers can enter or exit the vehicle with at least 6 feet of social distance between each person.
5. Use spacing tools (such as markers, signs or lines of tape on the ground) at passenger pickup/drop-off locations to show passengers where to stand to maintain at least 6 feet of social distance while they wait.
6. The authorized driver is responsible for enforcing all safety protocols and maintaining a record of riders on a daily basis.
7. 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 In addition to a face mask, the driver must wear disposable gloves.
8. 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.
9. Before boarding, all shuttle riders should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.⁵
10. When applicable, install barriers between driver seat and second row seats in enclosed, multi-passenger shuttles. Face shields are recommended on top of masks, if barrier installation cannot be installed. All requests for barriers must complete a shuttle assessment conducted by Environmental Health and Safety before installation. This request can be completed by submitting a [COVID-19 Resource Request Form](#).
11. Conversations while riding in a shuttle shall be limited.⁶
12. Hand sanitizers shall be installed at the front and rear doors.
13. 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.
14. In-cabin air filters shall be replaced every 15,000 – 30,000 miles, depending on year, make and model of shuttle.
15. 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.
16. 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.
17. Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
18. 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](#).

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.

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19. Post 'COVID-19 Symptoms Warnings', 'Physical-Distancing', 'Stop Spread of Germs' and 'Wearing Mask' signs on interior windows inside the shuttle. The placement of the signage should not obstruct the driver's view or operations of the shuttle.
20. Passengers are required to handle their own personal items, bags, purses, etc. at all times.
21. Drivers shall report any safety and health concerns to their operations supervisor, who in turn shall notify the campus Rideshare Coordinator.
22. Drivers shall be prohibited from using the restrooms at the Health & Wellness Center, due to the current health risks.