

Protocol for Campus University Vehicles

University 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 University 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 University-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 maintains University vehicles to provide transportation in the most effective, efficient, and safest way possible for University employees in the performance of their duties. The vehicles are to be used when cost savings can be realized. Public transportation is to be used in lieu of University vehicles when savings are thus effected. University vehicles shall be used only in the conduct of University business. This means "only when driven in the performance of, or necessary to, or in the course of, the duties of University employment." No University officer or employee shall use, or permit the use of, any University vehicle other than in the conduct of University business. Only University employees may drive University vehicles. The campus may not loan or lease a University vehicle to any non-University entity including CSU auxiliary organizations. Specific protocols related to the use of University vehicles are covered below:

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. Single-rider rides in University vehicles are preferred mode of transporting people and equipment. Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route. Unless there is an operational requirement where an additional passenger is needed, the maximum University vehicle occupancy should be limited to no more than two persons at a time (driver in front seat and passenger in rear seat).³ Passengers shall avoid sitting next to the driver and other passengers, when possible. The duration of the ride should be limited, and all passengers are required to wear a cloth face covering or mask. No casual uses of University vehicles are allowed on campus.
2. Only certified drivers are authorized to operate University vehicles and drive on university business, which is authorized through the [Risk Management Department](#).
3. Daily [health screenings](#) shall be completed by all employees and students prior to physically coming to campus.
4. Use of University vehicles on or off campus shall be used for operational or business needs. See [CSU's Use of University and Private Vehicles Policy Guidelines](#).
5. Drivers and passengers shall wear face-coverings or masks at all times, unless person is exempt due to other health issues.⁴
6. Drivers are responsible for requiring all passengers to wear face coverings or masks at all times, unless person is exempt.
7. Before boarding, all passengers should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.⁵
8. Conversations while riding in a vehicle shall be limited.⁶
9. When applicable, install barriers between driver seat and second row seats in enclosed, multi-passenger University vehicles. Face shields are recommended on top of masks, if barrier installation cannot be installed. All requests for barriers must complete a University vehicle assessment conducted by Environmental Health and Safety before installation. This request can be completed by submitting a [COVID-19 Resource Request Form](#).
10. Keep windows down and air vents open to clean air to maximize fresh air and enhance air circulation.
11. Disinfectant wipes, hand sanitizers, and disposable bags shall be provided in every vehicle and replenished, as needed. Supplies can be requested by submitting a [COVID-19 Resource Request Form](#).
12. Drivers are responsible for cleaning and disinfecting in-service University vehicles before and after each trip, with an emphasis on high-touch areas.⁷ Publish cleaning protocols and vehicle cleaning schedules.
13. Spot clean high-touch areas, including keys, seats, handles, steering-wheels, plug-in charging cables, etc. before and after each use or passenger load, with additional attention after carrying passengers who are exempt from face covering requirements.
14. Post physical distancing and face-covering signage in a visible area inside University vehicles. The placement of the signage should not obstruct the driver's view or operations of the cart.
15. Drivers shall report any safety and health concerns to their HEERA Manger.

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.