

SUNSHINE VILLAGE

Transportation Control Plan

Established May 3, 2021

Revised July 20, 2021

REVISIONS: As Sunshine Village moves forward as part of its REBUILDING PLAN and in accordance with lessening restrictions, these REVISIONS will override other parts of the original policy.

REVISIONS July 20, 2021: Sunshine Village will begin increasing the number of CBDS clients it provides transportation for in the following ways:

- To maximize routes while minimizing time spent on vehicles, all CBDS clients will be transported to the site that is closest to their home.
- To insure maximum capacity on vans, all seats, including the passenger seat, will be utilized.
 - There will be no requirements for Social Distancing.
- Cleaning protocols will be followed once each day, at the end of each day.

All other policies, including all drivers and passengers wearing masks at all times while on the van, remain in place.

Original Transportation Plan

Sunshine Village's COVID-19 Control Plan outlines processes in place to ensure the safety of all its employees, clients and friends by adhering to the guidelines established by the Commonwealth of Massachusetts, the Center for Disease Control and Executive Office of Health and Human Services relative to COVID-19 including but not limited to screening and monitoring, entry procedure, personal protective equipment, cleaning, disinfecting and sanitizing.

This plan can be changed at any time and revisions will be posted accordingly.

According to EOHHS, group transportation should only be provided when there is no other option to transport clients to and from the program.

During the phased re-opening, Sunshine Village will only provide transportation to clients attending full-time and clients living with their families will be prioritized. Clients must be capable of wearing masks properly and able to follow directions.

At no time, will more than 4 passengers and a driver be in a vehicle.

Transportation Plan:

- The driver must wear a mask/face covering at all times including on the vehicle and off the vehicle. Prior to driving, the driver will confirm their mask or face covering does not impact their ability to safely operate the vehicle.
- Prior to entering the vehicle to start a route, driver must self-screen as prescribed in the *screening procedure and review the series of questions* in specified in COVID-19 Control Plan and as follows:
 - 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)?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough?
 - Sore throat?
 - Difficulty breathing?
 - Abdominal pain?
 - Unexplained Rash?
 - Fatigue?
 - Headache?
 - New loss of smell/taste?
 - New muscle aches?
 - Nausea or vomiting?
 - Diarrhea?
 - 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?
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
- ***If driver is exhibiting any symptom or not feeling well, the driver must notify their supervisor and not drive.***
 - Before boarding the vehicle, all passengers –including the driver- will disinfect hands with antibacterial hand sanitizer.
 - Before boarding the vehicle in the morning and afternoon, all passengers will be screened for symptoms.
 - Antibacterial hand sanitizer will be used after assisting or securing a passenger.
 - All routes will be planned and time spent on vehicle will be minimized.
 - No more than 4 passengers on a vehicle.
 - Passengers will be approximately 3 or more feet away from each other.

- No passenger can sit next to the driver in passenger seat.
- All passengers must wear a mask/face covering at all times on vehicle.
- All passengers will have an assigned seat.
- Passengers will only sit in their assigned seat.
- Passengers can sit in the same row at least 3 feet away from one another.
- There will be an empty row between passengers.
- Seats not to be used will keep the seatbelt fastened at all times.
- Windows will be opened approximately 2 inches to allow air to circulate.
- If not safe to open windows, the air ventilation system will be set to high with no air recirculating.

Procedures for Boarding the Vehicle – at the Client’s Home

All clients will be screened as prescribed in the screening procedure and review the series of questions listed in the COVID-19 Control Plan and listed above before entering the vehicle. The Program Symptom Log will be completed by the driver.

A representative from client’s home must answer the health and wellness questions in conjunction with client, unless, client is home alone.

In the event a client discloses/exhibits a symptom, the client will not be allowed to board the vehicle. If client is home alone, driver will contact family/care provider to inform the client did not board. Driver will contact Operations Manager and DDS will be notified via e-mail since DDS representatives work remotely.

Before boarding the vehicle, the driver will insure all passengers disinfect hands with antibacterial hand sanitizer.

Procedures for Unloading the Vehicle – at Sunshine Village

When vehicle arrives to Sunshine Village, the driver will pull the vehicle into the designated area and wait until approached by designated staff person.

All passengers will remain on the vehicle until directed to exit the vehicle 1 client at a time.

The driver from client’s vehicle will share the completed Program Symptom Log with designated staff person.

In the event a client discloses/exhibits a symptom, the client will be accompanied to isolation area by designated staff and arrangements will be made to have the client picked up and established protocols regarding return outlined in COVID19 Control Plan will be followed. All clients will disinfect hands with antibacterial hand sanitizer upon disembarking the vehicle prior to entering the program.

Procedures for Boarding the Vehicle – at Sunshine Village

At the end of the day, driver will wait with their vehicle in the designated area and wait until their passengers are accompanied to the vehicle by designated staff person.

The designated staff person will share the completed Program Symptom Log with driver from client's vehicle.

Only screened and authorized passengers enter the vehicle 1 client at a time and sit in their designated seat.

In the event a client discloses/exhibits a symptom, the client will be accompanied to isolation area by designated staff and arrangements will be made to have the client picked up and established protocols regarding return outlined in COVID19 Control Plan will be followed. All clients will disinfect hands with antibacterial hand sanitizer prior to boarding the vehicle.

Vehicle Cleaning

All drivers and/or other designated staff understand the importance of cleaning, sanitizing and disinfecting.

All drivers and designated staff are trained to use disinfectants in a safe and effective manner.

Drivers and/or designated staff will thoroughly sanitize the vehicle after each use with approved disinfectant spray and/or disinfectant wipes with at least 70% alcohol and will abide by the following guidelines included in COVID-19 Control Plan.

- Wear gloves while cleaning, sanitizing and disinfecting.
- Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting.
- Sponges or cleaning towels shall not be used for sanitizing or disinfecting.
- Leave solution on the surface for at least 1 minute.
- Surfaces and equipment must air dry after sanitizing or disinfecting.
- Directions for the various cleaning, disinfecting and sanitizing solutions must be followed.
- All disinfectants and PPE must be maintained in a container out of reach and stored in the cargo area of the vehicle.
 - Do not spray chemicals around passengers.
 - Disinfect high-touch surfaces including door handles, window/lock buttons, handholds, rails, steering wheels, shift knobs, dashboard controls and air conditioning/heating vents.
 - Disinfect all seats, armrests and headrests.
 - Remove and discard trash.
 - Clean spills
 - Dusting and wet-mopping vehicle floors if necessary

The driver is responsible for maintaining the supply of all cleaning, sanitizing and disinfectant products and notifying the Operations Coordinator of needed supplies.