

2020/21 District Transportation Center (DTC) Safety Plan

Worksite Specific Plan

Who is the person(s) responsible for the plan?

Director of Transportation

Carina Lazcano

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What risk assessment will be done prior to the beginning of staff beginning work?

Current Procedures

Personal Protective Equipment and Daily Health Check Questionnaire

- Prior to walking onto District property, employees will be required to wear a face mask on all FJUHSO premises. If employees do not have a mask, one will be provided.
- **Currently all employees** participate in a “Daily Health Check” and are required to fill out and sign a “Daily Health Check Questionnaire”. This questionnaire asks the following two questions:
 - a. Have you been exposed to any individual who has tested positive for COVID-19 in the last 14 days?
 - b. Are you feeling any symptoms of COVID-19 or do you have a fever ?
- If the employee answers NO to the “Daily Health Check Questionnaire”, their temperature is checked.
 - a. If an employee's temperature is below 100.0 , the employee is cleared to start their workday. If they answer yes they are sent home immediately.
 - b. An employee with a temperature of 100.0 or greater will be sent home immediately.

Implementation of New Passive Screening Software:

All transportation employees will undergo passive and active screening assessments when reporting for duty at the District Transportation Center

Passive Screening (Health Questionnaire through the use of Qualtrics - Symptom tracker)

- All employees will participate in a Daily Health Check and will be required to fill out and complete a daily health check questionnaire (Qualtrics - Symptom Tracker)
- If the employee answers NO. proceed with checking of temperature

Active Screening (Thermal cameras and/or Infrared thermometers)

- Employees will have to go through entry points at the Department to have their temperatures measured. If utilizing an infrared thermometer, the temperature threshold must be below 100.4 or 100 degrees if utilizing a touchless device like thermal cameras. Employees who are sick will be sent home immediately.
- If any employee's temperature passes temperature thresholds, the employee is cleared to start their workday.

What happens if a staff member becomes sick while at the department, on the bus, and at the school site?

The District Transportation Center will follow the [FJUHSD Flowchart for COVID- 19 and \(FJUHSD Isolation Protocol\)](#)

- a. Who investigates the situation?
Carina Lazcano, Director of Transportation or Jesus Juarez, Transportation Lead.
- b. Who alerts the Director of Transportation and the Assistant Superintendent of Human Resources?
Upon learning of a staff member who is sick , Jesus Juarez , Transportation Lead will notify the Director of Transportation, where in turn the Director will communicate to the Human Resources Department.
- c. How do we isolate the staff member or student until they can go home?
The location in which the employee becomes ill will dictate what type of measures will be taken. The Director of Transportation will Immediately notify the Human Resources Department.

Transportation Office

- Isolate the sick employee immediately and depending on how sick the employee is feeling, assist them with their needs while following all safety protocols.
- The ill person will be taken to an “isolation area” away from the common area in the DTC.
- Temperature and symptoms will be evaluated.
 - Evaluator must wear a mask, gloves, goggles, or glasses.
- Staff members will be released to return home.
 - If too sick to drive, then 911 will be called.
- The impacted transportation area(s) will be evacuated and left unoccupied for 24 hours while sanitation procedures are implemented.
- Custodial staff will be notified of the potential case in order to properly sanitize the area.
- It will be recommended that staff in prolonged, close contact with the impacted individual isolate until results of the test are returned.
- The staff member will need to present a negative test result and/or have been in isolation in order to return to the District Transportation Center

School site

- Driver will notify dispatch. Student will remain at the school site, parents will be notified by school personnel.

Bus Route

- If the Bus Driver or a student feels ill on the bus it would be safer for the driver to go to the nearest school site and wait for assistance. The safest isolation place at that point would be inside the bus.
- Notify parents of the location of the bus and have parents pick-up students at that location. If parents do not have transportation, drop the student at their home and release into the custody of a parent.

- If the driver is too ill to continue on route, the driver will find a safe place to secure the bus and call dispatch for assistance.

d. How will employees and students be trained on protocols?

Employees:

All DTC employees received Covid19 instruction when returning to work. The Director will review district reopening strategies and a site specific safety plan with all DTC employees. .

Students: School sites should be reiterating the same instruction to school staff and students. For Transportation it will be important to send a memo out to parents discussing what procedures will be followed when arriving at the students home for pick-up or drop off.

- Parent and student are required to wear mask when student is loading bus(If student does not have mask, driver will provide one)
- Parent / Adult will be required to practice social distancing when feasible
- Driver will ask parent two (2) Questions:
 - Has your child been feeling sick ?
 - Does your child have a temperature?
- Temperature check of student (Driver will use hand held thermometer)
 - Student will not be allowed on the bus if temperature is over 100.0
- Students will be offered hand sanitizer before entering the bus.
 - Driver will instruct student to rub both hands together until dry
- Students will have assigned seating / Visual Cues will be affixed to seats to identify where students are allowed to sit.
 - **Prohibited seating will be taped off**
- Specific procedures to load and unload students (**load students rear of bus to front of bus / offload students front of bus to rear of bus**) Procedure will aide in maintaining social distancing amongst students
- Buses will limit passengers whenever feasible
- Buses will keep windows cracked approximately 5 inches to allow an exchange of cabin air. This also applies to buses with air conditioning.

e. If there is a direct exposure to COVID-19 what will a partial or total closure look like? This will depend on where the exposure occurs. Contact tracing will play an important role when determining the need for a partial or total closure. The FJUHSD and the District Transportation Department will follow all currently prescribed procedures noted in the school opening guidelines provided by the CDPH, as well OCHCA directions regarding the need to implement partial or full school closure. Upon recommendation from local and/or state health care agencies to close, schools will put into place the Distance Learning Plan previously approved by the FJUHSD School Board.

f. How will parents and staff be communicated with if there are positive cases of people they have come into contact with? It is important for all communication to be consistent. If there is an exposure at the District Transportation Center, the Director of Transportation will notify Human Resources and follow their direction.

- g. How will staff return to work if they have been exposed to or test positive for COVID-19?

The Director of Transportation will contact the FJUHSD Human Resources Department with this information. All notifications to students, staff, and families will be sent out from the Human Resources department.

What process is there to check for compliance with this plan? How will it be documented that corrective action has been taken?

The Director of Transportation will perform frequent spot checks at students' homes , loading zones at school sites , the transportation yard and the DTC facility to make sure all staff are in compliance. Any concerns will be documented and corrective actions will be taken to be in compliance with the safety plan and health guidelines.

How will training take place so staff and students know what they are to do ?

The Director of Transportation will schedule in-services for drivers. Students will have to be front loaded by school staff regarding the wearing of masks and social distancing on the bus. Prior to transporting students a letter will be sent home to parents explaining the transportation guidelines dealing with COVID-19.

How will the Transportation department be marked to show 6 feet of social distancing?

The DTC will have visual cues and signage.

How will staff eat their lunch while maintaining 6 feet of social distancing?

DTC lunch area will also have signage and visual cues that mark social distancing. Area is not large enough to accommodate all staff at once. Office staff will eat at their desks to allow more space for drivers. Once we map out the lunch area for 6 ft. social distancing, a sign will be posted for maximum capacity.

What is the plan for transportation staff if there is a school closure?

Bus drivers will deep clean the interior of buses and wash the exterior of buses. Drivers will be scheduled for inservices and Behind The Wheel training in small groups.

How will outside vendors/visitors be limited at the Transportation department?

Outside vendors check in at the front of the DTC office and follow the same screening employees go through before entering the workplace. They will be asked to sign in on a Visitors Log.

How will staff meetings, trainings be held in order to maintain 6 feet of social distancing?

Director will schedule staff meetings and training classes in groups of no larger than 8 employees.

How will employees enter and exit the Transportation department?

Signage will be posted on the ground signifying 6 ft. social distancing and identifying direction of travel within the DTC building. Drivers will enter through the main entrance and exit through the ready room door. We will be putting up stanchions to keep drivers out of the shop area.

Individual Control Measures and Screening

1. What is the process for symptom screenings and/or temperature checks for all staff and students?

Transportation Staff Screening

All transportation employees will undergo passive and active screening assessments when reporting for duty at the District Transportation Center

Passive Screening (Health Questionnaire through the use of Qualtrics - Symptom tracker)

- All employees will participate in a Daily Health Check and will be required to fill out and complete a daily health check questionnaire (Qualtrics - Symptom Tracker)
- If the employee answers NO. proceed with checking of temperature

Active Screening (Thermal cameras and/or Infrared thermometers)

- Employees will have to go through entry points on campus to have their temperatures measured. If utilizing an infrared thermometer, the temperature threshold must be below 100.4 or 100 degrees if utilizing a touchless device like thermal cameras. Employees who are sick will be sent home immediately.
- If an employee's temperature passes temperature thresholds, the employee is cleared to start their workday.

Student Screening

AM : Prior to loading the bus at their home or bus stop.

PM : Prior to loading the bus at the school

- Parent and student are required to wear mask when student is loading bus(If student does not have mask , driver will provide one)
 - Parent / Adult will be required to practice social distancing when feasible
 - Driver will ask parent two (2) Questions:
 - Has your child been feeling sick ?
 - Does your child have a temperature ?
 - Temperature check of student (Driver will use hand held thermometer)
 - Student will not be allowed on the bus if temperature is over 100.0
 - Students will be provided hand sanitizer before entering the bus.
 - Driver will instruct student to rub both hands together until dry
 - Specific procedures to load and unload students. Procedure will aide in maintaining social distancing amongst students
 - ***(Students will load the bus starting at the rear of the bus to the front of the bus / Students will unload , starting at the front of the bus to the rear of the bus)***
2. Who must wear a face mask at all times? (Everyone) All DTC staff , students, aides, teachers and administrators. (Special Ed students will have to be looked at case by case)
 3. Who must sanitize their hands upon entering the bus? (Everyone) All DTC staff , students, aides, teachers and administrators. (Special Ed students will have to be looked at case by case)

4. If staff and/or students are sick or have been exposed to COVID-19 how will they be monitored so as to not to return to work/school until they are quarantined for 14 days?
[Human Resources guidelines will be followed.](#)
5. Describe what type of Personal Protective Equipment PPE is mandatory, or suggested for staff?

Type of PPE	Mandatory	Suggested	Notes
Face Shields	X		Required during the following activities. When loading or unloading students, to assist students to put on their seatbelt and when securing a student transported in a wheelchair. Not to be worn when driving (stored in the overhead compartment or <i>glove box</i>)
Face Masks	X		Preferably Cloth
Gloves	X		Necessary: Drivers assist students and touch surfaces throughout the bus.
Uniforms	2 a day		Drivers will report for the am/pm route in a clean uniform (Change them twice a day)
Overalls		X	Mechanics: to be washed daily

6. Describe what type of Personal Protective Equipment PPE is mandatory, or suggested for students?
[Students are required to wear face masks. Some students may not be capable of wearing a mask due to their disability.](#)
7. How will staff wash or sanitize their hands regularly?
[Staff will be given hand sanitizer to carry in their bus. They will have access to soap and water in the DTC building. There are hand sanitizer dispensers located in the DTC office building and the bus yard. The mechanic shop has a pump style hand sanitizer dispenser.](#)
8. How will students sanitize their hands when entering the bus?
[The driver will dispense a pump of hand sanitizer in each student's hand and ask them to rub their hands together until dry. This should disinfect their hands prior to entering the bus. Some students may not be capable of following this direction due to their disability.](#)
9. What signs will be posted in the Department related to COVID-19 procedures?
[CDC signage: Stop the spread of germs, Symptoms of Covid 19, Please wear a mask, Help protect yourself and others from Covid 19 and Key times to wash your hands.](#)

Thorough Cleaning & Disinfecting Protocols

Cleaning of Buses

Frequency	Drivers will disinfect their assigned bus at the completion of each run. Frequency will vary depending on a driver's route.
Time Allotted	Transit Bus 15 min / Vans 10 min
Name of Products	Peroxide Multi Surface Cleaner and Disinfectant
Who Will Perform the Cleaning?	District Bus Drivers

Bus Yard Area (e.g. fueling handles, washing stations, Porta-Potty)

Frequency	3 times a day : Bus Yard: All CNG fueling dispensers and inside fuel pumps. Public fueling station and bus wash area. 9:30 am / 12:30 pm / 3:30 pm
Time Allotted	20 min
Name of Products	Peroxide Multi Surface Cleaner and Disinfectant
Who Will Perform the Cleaning?	District Vehicle Mechanics (3)

Lunch Room Area (e.g. vending machines, lockers, time clocks, appliances, tables & chairs)

Frequency	4 times a day 8:00 am / 10:00 am / 12:00 pm / 2:00 pm End of Day - Custodian will clean for following morning
Time Allotted	15 min
Name of Products	Peroxide Multi Surface Cleaner and Disinfectant
Who Will Perform the Cleaning?	8 Hr Bus Drivers / Staff

Cleaning of Department Bathrooms During the Day

Frequency	4 times a day 8:00 am / 10:00 am / 12:00 pm / 2:00pm End of Day - Custodian will clean for following morning
Time Allotted	20 min
Name of Products	Peroxide Multi Surface Cleaner and Disinfectant
Who Will Perform the Cleaning?	8 Hr Bus Driver / DTC Staff

Mechanic Area

Frequency	Once a day - End of Shift
Time Allotted	15 min

Name of Products	Peroxide Multi Surface Cleaner and Disinfectant
Who Will Perform the Cleaning?	District Vehicle Mechanics (3)

Office Areas

Frequency	Twice a day
Time Allotted	5-10 min
Name of Products	Peroxide Multi surface cleaner and disinfectant
Who Will Perform the Cleaning?	Each staff member will clean their workspace.

Who is responsible to make sure cleaning supplies are available to staff at all times?
 Transportation Lead will maintain inventory and notify the Director when supplies need to be ordered.

Training for Staff and Students

1. How will training take place for staff and communication be made to parents related to the following:
 - a. Enhanced sanitation practices
 Staff training will be done by the Director of Transportation. A memo will be put together to send to parents regarding enhanced sanitation processes.
 - b. Physical distancing guidelines and their importance [CDC guidelines](#)
 - c. Proper use of, removal of and washing of face coverings [CDC information bulletin](#)
 - d. Screening for sick staff and students
Screening at the DTC: Screening will be done by DTC staff
Screening of students: Screening at am pick-up will be done by drivers prior to loading student / students on the bus / Screening at PM pick-up at school will be done by driver prior to loading student / students on the bus.
 Student screenings during the school day will be done by school staff.
 - e. COVID-19 information will be dispersed regarding specific symptom identification, not coming to work or school if exhibiting signs of sickness, practices for preventing spread, when to seek medical attention, understanding who the vulnerable population are to COVID-19 .How will information on leaves and workers compensation be disseminated? [Through Human Resources](#)