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**COMMUNITY DAY SERVICES PROGRAM**  
Transporting during COVID-19 Policy

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## **I. Purpose**

To establish and describe policy and procedures for New Star vehicles to be disinfected before and after transporting consumers to community day services during the COVID-19 pandemic and recovery period.

## **II. Policy**

The following procedures must be adhered to in order to ensure transport vehicles for New Star consumers are safe during the COVID-19 pandemic and recovery period.

## **III. Procedures**

### **A. General Guidelines**

- New Star is not currently providing transportation to or from our Community Day Services Programs.
- Drivers will be assigned a van and route consisting of consumers who are on their line in the Community Day Services Program to minimize the risk of exposure. Unless individuals live in the same household, they need to be socially distanced on all agency vehicles. To ensure this is the case, only one consumer may sit in a row and each row needs to be sitting opposite of each other. Vehicles are to be loaded from the farthest point in the back of the vehicle, working the way forward to ensure social distancing is not broken. No one is to ride in the passenger seat and masks must remain in place for the duration of the ride.
- Before entering a New Star vehicle each consumer will undergo the following screening process:
  1. Mask must be on and covering nose.
  2. Temperature will be taken and must be below 100.0F.
  3. Asking the following questions. Have you had any of the following:
    - Cough or sore throat
    - Shortness of breath or difficulty breathing
    - A fever over 100.0 F
    - Chills
    - Muscle Pain
    - Headache
    - Congestion or runny nose
    - Loss of taste or smell
    - Nausea, vomiting, or diarrhea
  4. If the consumer answers yes to any of the above questions or has a temperature higher than 100.0F, they will not be allowed on the vehicle or permitted to attend the CDS program. The

driver will notify the family member/house staff and call the transportation manager before leaving the location.

5. Consumers will be required to sanitize their hands before ending the vehicle.

- New Star's driver will provide verbal prompts to individuals needing assistance with getting in the vehicle and putting their seat belt on. Every effort will be made to limit physical contact during the loading and unloading process.
- Upon arriving at the CDS site, drivers are to park and unload the vehicle in their assigned lot and enter the building through their assigned door, this will be determined by the closest point of entry to the line. Only one vehicle is allowed to unload at a time, once the group has made their way into the building the next vehicle can unload. Once the vehicle is unloaded drivers will follow the disinfection process for the vehicle and complete their end of the run check. The driver and consumers should enter the building together, the driver will help ensure social distancing as they make their way to their lines.
- If consumers are going into the community they will take the vehicle that they are transported to the program in and every effort will be made to not have groups utilizing other vehicles.
- Consumers who are experiencing symptoms of COVID-19 or become ill while at the program will not be transported by New Star and it is the responsibility of the family or residence to make arrangements to pick them up immediately.
- When leaving the program for the day, staff and consumers will be called to exit the building to ensure that hallways and exit do not get overcrowded. Each consumer will receive hand sanitizer and the line will exit the building and load the van together.
- Vehicle capacity is set based on the vehicle size and is posted in each vehicle, at no time are more than 5 individuals who do not live together to be transported in the same vehicle. If individuals live together, up to 7 may be transported at one time.
- Consumers are not to be transported in staff vehicles for any business relating to Community Day Services until further notice.