

# EOHHS Human Service Transportation Guidance Effective June 14, 2021

## Transportation Plan Checklist for Implementing the Minimum Health and Safety Requirements for Reopening of DDS, Day Habilitation, DMH Clubhouse and Early Intervention Programs

### Overall Checklist

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Plan Requirement Met	Y/N
Transportation Plan	
Driver and Transportation Staff Training and Personnel Policies	
Vehicle Cleaning	
Driver, Monitor and Participant Health Screening	
Procedures for Boarding the Vehicle – at the Participant’s Home	
During the Ride – Masks	
Procedures for Boarding and Unloading the Vehicle – at the Program	

## Overview

**On May 29, 2021, the Commonwealth lifted COVID-19 restrictions while maintaining necessary COVID-19 prevention and mitigation measures in certain settings. This updated guidance replaces and supersedes all prior reopening guidance for Human Service Transportation (HST).**

Health care providers must continue to comply with all applicable federal and [state COVID-19 guidance](#). This includes, but is not limited to, mask requirements set forth in the [Centers for Disease Control and Prevention January 29, 2021 Order](#) and DPH guidance on a) [personal protective equipment \(PPE\)](#), b) [considerations for health care personnel after vaccination](#), and c) [return to work guidance](#) for all workers.

***Transportation Providers (vendors) intending to provide transportation services shall follow the guidance below.***

**Instructions:** Are the following protocols part of your Transportation Safety Plan? Check YES or NO for each. For any required item for which you check NO, please attach documentation of the alternative protocols you will use to achieve the safety standard.

### Transportation Plan

Requirements	YES	NO
All drivers and consumers are required to wear a mask, including those who are fully vaccinated. Fully vaccinated for COVID-19 means it has been 2 weeks after they have received the second dose in a 2-dose series or more than 2 weeks after they have received a single-dose vaccine.		
If a consumer is unable to wear a mask, they must be socially distanced from other passengers (except passengers from the same household) unless they have been fully vaccinated. Fully vaccinated for COVID-19 means it has been 2 weeks after they have received the second dose in a 2-dose series or more than 2 weeks after they have received a single-dose vaccine.		
We have developed a transportation plan to meet the safety requirements spelled out by the state minimum requirements.		
We have a plan for transporting participants to their home in the event they may become sick but rely on HST Transportation.		

### Driver and Transportation Staff Training and Personnel Policies

Requirements	YES	NO
We will provide training to the drivers and transportation staff on our transportation plan prior to reopening.		
We will train drivers on precautions, including how to use masks, hand sanitizer and proper handwashing, prior to having them transport participants.		
Drivers are instructed to stay home if they are sick. Program staff will not schedule drivers when they are sick.		
Any staff who might be called upon to clean the vehicle will be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills, according to the EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID-19).		
Driver will sign a document promising not to put any child in another child's car seat.		
Drivers and monitors will wear masks, whenever they are in the vehicle, or when they are near other people outside of the vehicle.		

Drivers and monitors will wear masks, whenever they are assisting passengers, securing participants' seatbelts, car seats, Wheelchairs, etc. in the vehicle. Use alcohol-based hand sanitizer after assisting or securing a passenger.		
Prior to driving, each driver will confirm that their masks, and any other equipment do not impact their ability to operate the vehicle safely.		
<b>Best Practices (recommended but not required)</b>		
Maintain a roster of qualified, licensed, trained staff to fulfill transportation positions.		
Implement flexible sick leave to encourage employees not to report to work if sick.		

### Vehicle Cleaning

Requirements	YES	NO
<ul style="list-style-type: none"> <li>Cleaning and disinfection will be done consistent with guidance from the <a href="#">CDC</a> regarding vehicles used for non-emergency transportation.</li> </ul>		
<b>Best Practices (recommended but not required)</b>		
Clean and disinfect the vehicle before and after each use during the day.		

### Driver, Monitor and Participant Health Screening

Requirements	YES	NO
We have designated one or more staff who will screen each driver and monitor before they enter our vehicle each day.		
Driver and Monitor screening will include the following questions: <ol style="list-style-type: none"> <li>Today or in the past 24 hours, have you or any household members have you experienced any symptoms of COVID-19.</li> <li>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 (other than routine testing of asymptomatic individuals)?</li> <li>In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?</li> </ol>		
Participants, caregivers/guardians or program staff should screen for COVID-19 symptoms prior to boarding the vehicle.		

### Procedures for Boarding the Vehicle – at the Participant's Home

Requirements	YES	NO
Transportation must coordinate with residential and housing programs to ensure the transportation procedures align with protocols that housing and residential programs may have established to ensure the safety of participants when residents prepare for pickup and drop off.		
Where applicable, Driver will not allow a participant to board the vehicle without a labelled car seat provided by the parent or if the transportation provider is supplying the car seat, participants will be assigned a car seat and will be placed in the assigned car seat on every run.		
<b>Best Practices (recommended but not required)</b>		
Before opening the passenger door, driver will verbally confirm with caregivers that their participant is not sick, does not have a fever of 100.0F or greater, and does not have any symptoms of COVID-19.		

### During the Ride

<b>Requirements</b>	<b>YES</b>	<b>NO</b>
Drivers and monitors must wear masks. We have a protocol in place to work with drivers, monitors, caregivers, parents, and program staff to have riders over age 5 wear masks		
No passengers will sit up front with the driver unless determined necessary for medical reasons indicated on the member's PT-1 or transportation request.		
The middle seats in each row will remain unoccupied.		
Drivers will be instructed to have all windows rolled down if safe to do so (when possible, roll windows down before riders begin boarding). If not safe, they will have the air ventilation system set to high with no air recirculating.		

**Procedures for Boarding and Unloading the Vehicle – at the Program**

<b>Requirements</b>	<b>YES</b>	<b>NO</b>
Program Staff will assist participants with washing or sanitizing hands upon arrival after exiting the vehicle and again prior to departure before boarding.		
Program Staff will do a visual wellness check and symptom screen before allowing participants to board the vehicle to return home.		
Upon pickup, driver or monitor will confirm each participant's name with program staff.		
<b>Best Practices (recommended but not required)</b>		
Before opening the passenger door, driver will verbally confirm with program staff that their participant is not sick, does not have a fever of 100.0F or greater, and does not have any symptoms of COVID-19.		