

Background:

(from <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>)

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include cough, shortness of breath, fever, chills, muscle pain, sore throat, or new loss of taste or smell. Our understanding of how the virus spreads is evolving as we learn more about it, so check the CDC website for the latest information. The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks

Recent studies indicate that the virus can be spread by people who are not showing symptoms. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

Policy:

In addition to following the Colby-Sawyer College (CSC) Vehicle Policies and Procedures found at <https://colby-sawyer.edu/assets/offices/safety/Vehicle-Policies-Procedures.pdf>, drivers and passengers of Colby-Sawyer 15-passenger vans must adhere to all COVID-19 Safety Policies and Procedures, when operating or riding in a college van. During the COVID-19 pandemic, the following policies apply:

- CSC 15-Passenger Vans may be operated by authorized drivers who can transport no more than seven passengers at a time;
- CSC 15-passenger van drivers will receive instruction on how to disinfect a van before operation;
- CSC 15-Passenger Vans are permitted to provide local shuttle transportation in New London and contiguous towns to essential services like the grocery store and pharmacies;
- CSC 15-Passenger Van travel for academic and/or medical purposes in New Hampshire is permitted;
- Van occupants are required to comply with all applicable restrictions and policies. At a minimum, this includes wearing a mask or face coverings, sanitizing their hands and practicing physical distancing.

Procedure:

1. Drivers will ensure the van's high-touch areas (door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, etc.) are being wiped down with disinfectant before every use:
 - Drivers will use EPA registered Buckeye's E23 disinfectant spray provided by the college, apply to high use areas with paper towels. Contact Facilities Management at 603-526-3699 if supplies need to be replenished.
 - Drivers will follow the directions provided by the college and available in each vehicle. If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection.
2. When in the vehicle, drivers and passengers will wear a face covering over their mouth and nose at all times.
3. Drivers will avoid using the recirculated air option for the vehicle's ventilation during passenger transport; use the vehicle's vents to bring in fresh outside air and/or lower the vehicle windows.
4. Passengers will physically distance as much as possible within the seating configuration of the van.
5. Drivers and passengers may report violations of any COVID-19 Safety Policy and/or Procedure to Colby-Sawyer Campus Safety 603-526-3300 or cssafety@colby-sawyer.edu.

This policy will be reviewed monthly and is subject to change.

For additional COVID-19 safety information when using transportation see the [CDC guidelines](#).