

## Travel Checklist – COVID-19 Precautions

**Instructions** – College activity planners, if your planned activity includes travel using a Pierce College sponsored multi-passenger vehicle (Bus, Van), please implement the safety precautions outlined in the checklist below and include this form as an addendum to your safety plan.

**Note:** Special populations (Upward Bound, etc...): Follow guidance set by their respective schools.

**Note: vaccination/testing** – Proof of vaccination or a negative COVID-19 test is required if the number of passengers exceed 50% of a bus's rated capacity or more than 8 passengers on a 12 passenger van.

**Testing Resources** – Visit the Tacoma Pierce County Health Department web page for testing resources: <https://www.tpchd.org/healthy-people/diseases/covid-19/testing-information>

### **Before Travel**

- Health screening** – Passengers submit the college's [Health Check Form](#) prior to departure. By filling out this short health screening, passengers certify that they are not experiencing symptoms of COVID-19. Those experiencing symptoms must report their status to their supervisor and stay home.
- Compliance** – Know and plan for the current Travel Restrictions and COVID related requirements for your destination.
- Safety brief** – Prior to departure remind passengers of the safety protocols required by this checklist. This may be done by an assigned monitor.
- Cleaning** – Ensure all high touch surfaces within the vehicle have been cleaned and disinfected prior to and after occupation by passengers: CDC guidance - [Cleaning and Disinfection for Non-emergency Transport Vehicles](#)
- Loading/unloading** – Use seat assignments that load the bus from the rear forward, and unload from the front backward to help reduce student contact and to help with contact tracing.

### **During Travel**

- Masks** – All passengers, regardless of vaccination status, are required to wear masks at all times.
  - For [A person with a disability](#) who cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) Contact ADS for guidance.
- Distancing** – Passengers should be seated in manner which allows for maximum physical distance while maximizing capacity. Persons from the same household may sit together and in closer proximity.
- Hygiene** – Ensure cleaning wipes, disposable masks and sanitizer are available during travel
  - Hand sanitizer dispensers should be placed only at the entrance of buses within view of the bus driver or monitor to ensure appropriate use.

- Ventilation** – Keep windows open at all times during operation (weather permitting). Adjust the settings on vehicle HVAC system for temperature and to allow for fresh air (no recirculated air)
- Bus monitors** – Assign a monitor (e.g., volunteer, student leader, or staff member) for every bus to ensure strict adherence to these health and safety guidelines.

## **After Travel**

- Reporting** – Ensure to inform drivers and passengers to report any safety and health concerns (COVID symptoms, Diagnosis, etc....) to the contacts listed below so that immediate action can be taken in response.
  - Jeff Schneider, Dist. Dir. of Campus Safety, [jschneider@pierce.ctc.edu](mailto:jschneider@pierce.ctc.edu), office: 253-964-6221
  - Jose Nieves, Dist. Health and Safety Specialist, [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu), office: 253-964-6632

## **Recommendations**

- The CDC recommends **unvaccinated travelers get a COVID-19 test 3-5 days after travel** and reduce nonessential activities for seven days after travel, even if your test is negative.