



COVID-19: Large Van Use Policy

NAME: **COVID-19: Large Van Use Policy**
ISSUING DEPARTMENT: **Environmental Health and Safety**
ISSUED DATE: **July 2020**
REVIEWED DATE: **July 2020**
APPROVING AUTHORITY: **Cabinet**
DATE REVISED: **July 24, 2020**

DEFINITIONS

- **Vans** – The multi-passenger vans that are owned and operated by Mansfield University. Currently Mansfield University has a fleet of vans that have the available seating for 11, 12 or 15 passenger, including the driver.
- **Rented Van** – This policy refers to the use of any large vans that are rented from an outside entity such as Enterprise rental cars.
- **Van Driver** – A staff, faculty or student worker who has completed the 15 passenger van driver training course.

PURPOSE

Due to the continued pandemic related to the COVID-19 virus Mansfield University must adapt to reduce exposure of students, staff and faculty to the potential disease spread.

CDC and PA Dept. of Health guidance shall be followed at all times during the COVID emergency.

The following concepts will be considered at all times:

- Fewer People
- Shorter Trips
- Increasing distance between people
- Hand Hygiene

All passengers and drivers should be aware of the symptoms of the COVID-19 infection.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>.

If a passenger or driver is having signs of COVID-19 infection or have tested positive within 14 days of the scheduled trip should not participate in the trip.

SCOPE

This procedure concerns all faculty, staff, students and approved guests.

RESPONSIBILITY

It is the responsibility of the Office of Environmental Health and Safety to update and implement the policy, as needed.

PROCEDURE

The large vans owned by Mansfield University will only be available for **academic classes**. The travel is limited to the Northern Pennsylvania and the Southern Tier of New York.

The faculty member requesting the use of the van will always follow the normal process for travel approval and have an approved driver operating the vans.

Academic classes shall maintain a consistent cohort of students being transported in the vans. The same groupings of students for all required trips using the vans will be maintained.

CDC and PA Dept. of Health guidance shall always be followed during the COVID emergency.

Limited occupants – (30% reduction). The maximum occupancy listed below will be followed to decrease the exposure and limit the group to 10 people or less.

- 15 Passenger – Limit of 10 Passengers (driver included)
- 12 Passenger – Limit of 8 Passengers (driver included)
- 11 Passenger – Limit of 8 Passengers (driver included)

The scheduled trip should take the least amount of time possible with no stops along the route unless an emergency occurs.

Cleaning of the vehicle

The van will be cleaned between trips with disinfectant materials. The driver and passengers of the vehicles are expected to clean the vehicle upon completion of the trip.

Disinfectant materials can be obtained through the MU Garage of Main Office in Brooks Maintenance.

Areas to be cleaned at a minimum are:

- Seats & seat belts
- Steering wheel
- Door handles (Interior & Exterior)
- Dash board controls
- Keys/mileage clipboard

Other surfaces that may have been touched

During the Trip -

Hand sanitizer should be used prior to and at the end of any trip taken in the van by all occupants and the driver.

Masks or face shields will be worn by all in the van, at all times. The driver of the van may remove the mask while driving to reduce the risk of safety concerns while driving.

An accurate list of all riding and operating the vehicle must be maintained throughout the trip. The list should include the names and phone numbers of all occupants.

Timing of Trips –

The frequency of trips using the large vans should be spaced as much as possible. Academic programs should coordinate the field work based on the curriculum to reduce the amount of transportation time, as well as how many trips are scheduled throughout the semester. The more time between the trips will decrease to potential of contact with any infection materials in the van.

The trips should occur in the shortest amount of time necessary to complete the educational goal. Groups riding together in the vans should remain the same for the duration of the trip and return trip to campus.

Van Ventilation –

The driver and passenger windows should always be partially opened when the van is in operation. The vehicle HVAC system should be actively engaged and working during the vehicle operation to provide air flow.

Unauthorized Travel: All University-sponsored or University-related travel must be reviewed and approved in advance by the Office of the President.

The campus community should continue to monitor the PA Dept. Of Health Travel advisory website for areas of concern where the 14-day quarantine period is recommended.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

DISTRIBUTION

Mansfield University Policies/Procedures Directory will be distributed online and maintained by the staff of the designated offices.