

COVID-19 TRAVEL / EXTENTION OF MOTOR VEHICLE POLICY

I. POLICY

The Fleet Services Department at Salt Lake Community College takes the heath and safety of our students, faculty, and staff very seriously. We have developed the following policies based on State and Federal CDC guidelines. Social distance and time restrictions will depend on the current State Health Risk Assessment for COVID-19. If traveling outside of Utah, the threat assessment for that State will be in effect.

II. REFERENCES

- A. SLCC Policies & Procedures for Motor Vehicles
- B. Utah Department of Health
- C. CDC COVID-19 Guidelines for Group Travel

III. DEFINITIONS

- A. **High (Red)**: No more than one (1) person per vehicle. The vehicle needs to be disinfected before and after each use.
- B. **Moderate (Orange)**: Recommend:
 - 1) social distancing, if you are in a vehicle for any drives greater than one hour with positive (outside) air flow,
 - 2) face coverings must always be worn,
 - 3) no eating within the vehicles,
 - 4) disinfect the vehicle before each use, and
 - 5) stagger seating for long trips.
- C. **Low (Yellow)**: Recommend:
 - 1) face coverings must always be worn,
 - 2) no consuming of food within the vehicles, and
 - 3) maintain a positive (outside) air pressure within the vehicle.
- D. **Minimal (Green)**: Recommend:
 - 1) all passengers wear face coverings, and
 - 2) no consuming of food within the vehicle.

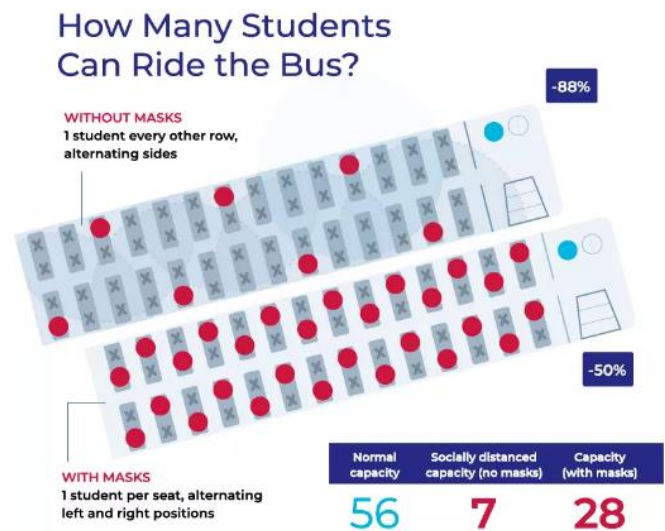
Group types:

1. FACILITIES STAFF:

- a. **High (Red)**. Only one (1) person per vehicle, vehicle needs to be disinfected before each use
- b. **Moderate (Orange) and Low (Yellow)**. Two (2) or more staff members can be in the same vehicle, if all are wearing face coverings, with positive (outside) air flow. This includes vans, trucks, ATV/ATV type vehicles.
- c. **Minimal (Green)**. Wear face covering, if traveling with another facility employee, and keep positive (outside) air flow within the vehicle.

2. STAFF/FACULTY/STUDENTS using department owned vehicles or motor pool vehicles:

- a. **High (Red)**. Highly recommend that only one (1) person is in the vehicle.



- b. **Moderate (Orange)**. Face coverings required, if traveling with passengers. Keep trips under one (1) hour max. Maintain positive (outside) air flow. Recommend staggered seating within the vehicle. No food. Disinfect vehicle before each use.
 - c. **Low (Yellow)**. Face coverings required for all passengers. Maintain positive (outside) air flow within the vehicle. Recommend trips be under one (1) hour. No food. Disinfecting vehicle before each use.
 - d. **Minimal (Green)**. Continue wearing face coverings. Recommend positive (outside) air flow within the vehicles. Limit your time when your face covering is removed if consuming food and drinks. Wipe down vehicle after use.
3. **MOTOR POOL VEHICLE TRIPS**. This area is broken down into four (4) different groups.
- a. **Staff**. Trips to/from campus to campus, or trips within the Salt Lake metropolitan area.
 - b. **Staff or faculty with students**. This is a group event where the same individual is not part of the same household group. The metro zone is 65 miles from campus of origin heading North, South or West. Usually one (1) faculty or staff member with a group of students (up to 12) within the van for a class or club activity with less than an hour drive time on average.
 - c. **Large groups or tours**. This is a group of individuals that chartered a bus (a vehicle that holds more than 14 total individuals) to visit other locations. This can include a few hours round trip usually visiting other campus locations or for a group's activity.
 - d. **Sports teams**. The college sports teams usually have a high level of interaction and live within the same team groups. This includes housing and interacting with each other for many hours a day between practice, games, and housing. Travel time is usually many hours (14 hours of driving time) of travel time within the same vehicle/bus.


IV. PROCEDURES

- A. Motor Pool traveling restrictions by group and by health threat level. A passenger list must be kept and maintained by motor pool for rapid contact tracing by the COVID team, if someone reports being sick.
 - 1. **High (Red)**:
 - No traveling recommended.
 - All vehicles will be out of service for 48 hours after each use to allow for disinfecting and airing of each vehicle.
 - 2. **Moderate (Orange)**:
 - Short, local trips with a limited number of persons per vehicle
 - Face coverings must always be worn
 - Staggered seating highly recommended
 - No consuming of food within vehicles, and
 - Maintain a positive (outside) air flow of the vehicle.
 - Vehicle will be placed out of service for 48 hours to allow for disinfecting and airing of each vehicle after each group use.
- a. **Sports teams**: Recommend:

- Only one sports team is on a bus at one time (i.e., men’s team on one bus and woman’s team on another bus so both teams are not on the same bus).
 - No consuming of food while on the bus.
 - Face coverings must always be worn.
 - Assigned seating for the entire trip.
 - Disinfect the bus at the end of each day and trip.
 - No one will be allowed to sit directly behind the driver or in the seat next to the door. This will allow a 6-foot social distance from the driver.
 - After the trip, the bus will be out of service for 48 hours for disinfecting and airing out of the bus.
 - If there is a case of COVID-19 or if another infectious disease is reported, the bus may be out of service for a longer time period, to perform a full disinfection of the bus and storage areas.
3. **Low (Yellow):**
- Short locale trips with limit number of persons per vehicle
 - Face coverings must always be worn.
 - Recommend no consuming of food, and
 - Keep a positive (outside) air flow of the vehicle.
 - Vehicle will be placed out of service for 48 hours to allow for disinfecting and airing of each vehicle after each group use.
- a. **Sports teams:**
- This will allow a Men and Woman’s sport team to ride together
 - Limited consuming of food and drinks to maintain face covering
 - Face coverings must always be worn.
 - Assigned seating for the entire trip.
 - No one will be allowed to seat directly behind the driver or in the seat by the door to allow a 6-foot social distance from the driver.
 - Disinfect the bus at the end of each day.
 - After the trip the bus will be out of service for 48 hours for disinfecting and airing out the bus.
 - If there is a case of COVID-19 or other infectious disease reported, the bus may be out of service for a longer period to perform a full disinfection of the bus and storage areas.
4. **Minimal (Green):**
- Short locale trips with no restrictions on passengers
 - Face coverings must always be worn
 - No consuming of food and drinks
 - Keep a positive (outside) air flow of the vehicle
 - Vehicle will be placed out of service for 48 hours to allow for disinfecting and airing of each vehicle after each group use
- a. **Sports teams:**
- This would allow a Men and Woman’s sport team to ride together
 - Face coverings must always be worn
 - Keep to the same seating for the entire trip

- Consuming of food and drinks are allowed but recommend that face covering is only off for a short amount of time while consuming of food and drinks
- No one will be allowed to sit directly behind the driver
- Disinfect the bus at the end of each day trip
- After the trip, the bus will be out of service for 48 hours for disinfecting and airing out the bus.
- If there is a case of COVID-19 or other infectious disease reported, the bus may be out of service for a longer period to perform a full disinfection of the bus and storage areas.

PREVENT COVID-19 DURING TRAVEL

 **If you travel, take these steps:**



cdc.gov/coronavirus

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NOTE: Subject to change without notice depending on current SLCC COVID policies, and or the Utah Department of health and CDC guidelines for group traveling.