



## **2019 NOVEL CORONAVIRUS (COVID-19/2019-nCoV) POLICY: Emergency Transportation Guidelines**

**Effective: June 19, 2020**

### **PURPOSE**

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The intent of this policy is to establish organization-wide guidelines to prevent/minimize the transmission of the 2019 Novel Coronavirus (COVID-19/2019-nCoV) to Gateway Counseling Center, Inc. transporters and passengers transported in Gateway-owned vehicles.

### **GUIDELINES**

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#### **Limit Contact Between Transporters and Passengers**

- All Gateway vehicles will be retrofitted with a temporary clear plastic barrier between the front and back of the vehicle.
- Ask that passengers handle their own personal bags and belongings during pick-up and drop-off.

#### **Use of Personal Protective Equipment (PPE):**

- Transporters must wear face masks when driving Gateway vehicles.
- Passengers must wear protective masks before entering the vehicle and for the duration of the ride.

#### **Clean and Disinfect Vehicles:**

- All Gateway vehicles must be equipped with cleaning/disinfectants and must be cleaned thoroughly after the vehicles are returned to their base.
- Frequently touched surfaces in the vehicle should be disinfected between transporting passengers. Transporter should wait until all surfaces have dried prior to picking up the next passenger.

**Practice Everyday Preventive Actions:**

- Avoid touching your eyes, nose, or mouth.
- Proper hand hygiene is an important infection control measure. Keep in mind where you can access and use facilities with soap and water during your shift. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Key times to clean hands include:
  - Before, during, and after preparing food
  - Before eating food
  - Before and after using the toilet
  - After blowing your nose, coughing, or sneezing
- Additional times on the job to clean hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After handling passengers' personal belongings, if unavoidable
  - Between rides and after handling/exchanging money
  - After putting on, touching, or removing cloth face coverings
  - Before and after pumping gas
- Carry tissues in your vehicle to use when you cough, sneeze, or touch your face. Throw used tissues in the trash and wash hands.

**Stay Home If You Are Sick:**

- If you develop a fever, or symptoms such as a cough or difficulty breathing, call your healthcare provider for medical advice and guidance before visiting their office.
- You should not return to work until the [criteria to discontinue home isolation](#) are met, after talking with your doctor or nurse.

***\*Note: This policy will be updated in accordance with federal, state, and local regulatory agencies.***

***This policy has been reviewed and endorsed by the Chief Compliance Officer, Chief Executive Officer, Deputy Chief Executive Officer, Chief Operating Officer, and the Chief Financial Officer.***