



Interim Guidance: COVID-19 Mitigating Measures for Minnesota State Vehicle Operations – August 31, 2020

Purpose

Provide a basic framework for colleges, universities to apply COVID-19 mitigating measures associated with COVID-19 will using state owned or leased vehicles for official Minnesota State business and supported activities. This framework has been derived through the integration of various COVID-19 directives and guidance materials. It will be updated as directives and guidance are updated and best practices emerge.

Minnesota State Vehicle Operations – Interim Guidance

College, university, and system office employees and students should review and apply the following measures as a minimum when preparing for and using state owned or leased vehicles for official Minnesota State business and supported activities to reduce the potential spread of COVID-19. Colleges, universities, and the system office may choose more stringent practices based on their individual settings.

Pre-Travel Planning

1. Confirm the need for travel, minimize the need for individuals to travel through the use of technology and other measures
2. For those that must travel:
 - a. Assign an individual responsible for planning and overseeing the travel
 - b. Consider using larger vehicles than normal to increase social-physical distancing
 - c. Consider taking more trips with fewer passengers in each vehicle to increase social-physical distancing
 - d. All travels must wear a mask or face covering
 - e. Have a plan should someone get sick or develop symptoms
 - i. Passenger(s)
 - ii. Driver
 - f. Limit seating to 2 per row
 - i. Example - Sedan:
 1. Drive and Passenger Side
 2. One behind driver, one behind passenger

- ii. Example - Van:
 1. Driver and Passenger Side
 2. 2 per row behind driver
- iii. Example - Bus:
 1. Driver
 2. 2 per row behind driver
 3. Row 1: Occupy Driver Side Window Seat/Right Side Aisle Seat
 4. Row 2: Occupy Driver Side Aisle Seat/Right Side Window Seat
- g. Have adequate cleaning and disinfection supplies and extra masks or face coverings
- h. Assign cleaning and disinfection duties to travelers
- i. Assign/document seating

Travel

1. Clean/sanitize high touch surfaces
2. Screen all travelers before getting into vehicle
3. Use hand sanitizer before loading
4. Practice hand hygiene and respiratory etiquette
5. Maximize ventilation as practicable
 - a. Open windows as weather permits
 - b. Use outside air setting on vehicle ventilation system
6. Minimize movement around vehicle (bus) while underway
7. Limit or prohibit eating and drinking while in the vehicle

Post Travel

1. Remove and dispose of any trash, used masks, and cleaning items
2. Clean/sanitize high touch surfaces
3. Monitor health after traveling
4. Report any health issues to the individual responsible for planning and overseeing the travel

Minnesota State colleges, universities, and the system office may adopt addition measures base on their individual needs and in working with local public health officials. This document will be updated as directives and guidance are updated and best practices emerge.

Additional Resources:

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/tribal/non-ems-transportation.html>

July 13, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html> Apr 14, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html> Aug 3, 2020

Minnesota Department of Health MDH:

Interim Guidance for Facilities Providing Non-Emergency Transportation Services during COVID-19:

<https://www.health.state.mn.us/diseases/coronavirus/guidetransport.pdf> Jul 31, 2020