



COVID-19 Protocols

*Holcomb Bus strives to ensure the health and safety of all passengers and employees.
The COVID-19 pandemic requires that we institute the following
set of minimum protocols for school bus transportation:*

1. Before reporting to work all employees will:

- Immediately report to Holcomb if you have been within 6 feet of anyone that has been diagnosed with COVID19
- Self-screen before each shift for the following symptoms: Fever above 100.4°, dry cough, fatigue, body aches, headache, loss of taste, smell, or appetite. Report to any symptoms to Holcomb

2. On the bus

- Face masks are to be worn by staff and students when others are present as social distancing is rarely possible on a school bus
- Load from back to front taking into consideration age of students, when possible
- Sit families together
- Assign seats
- Front two seats empty, when possible
- Students are to go directly to their seats and avoid touching seat tops and rails, when possible
- After leaving the bus, wash hands or use sanitizer
- Windows and roof hatches will be open, when possible
- If a student shows obvious symptoms. When the bus arrives and is stopped at the school, call the school and press the option for the nurse to report

3. Disinfecting

- Vehicles will be disinfected daily with EPA approved products
- High touch areas (handrails, seatbelts, windowsills, seat tops and backs between routes, when possible
- Driver compartment before leaving the bus

4. Infection or exposure

- Information will be shared, per state guidelines

5. Contact Tracing

- Take attendance and maintain records

6. Training

- Staff will be trained and provide written acknowledgement of compliance prior to the start of school