

**Safety Guidelines for School Buses, Offices and Common Areas for Berkeley Unified School District Transportation Department
Disinfecting Protocols, Limiting the Spread of Coronavirus for Parents
Transporting Students on School Buses Information**

Cleaning and disinfecting will be a part of a broad approach to prevent infectious diseases exposure in the Transportation office, shop, common areas and on school buses. All information gathered is to help slow the spread of the Coronavirus, and other infectious diseases such as the influenza by disinfecting, proper cleaning and sanitizing, using disinfectants; and other measures to include usage of personal protective equipment (PPE), waste disposal, staying home when sick, washing hands often, transporting students (i.e. loading/unloading procedures, dealing with a sick student, etc.) and sanitation process for school buses

Proper School Bus Sanitizing Steps:

Student transportation professionals recommend steps Berkeley Unified School District Transportation Department should take to help ensure the school buses their students ride in are as hygienically clean as possible.

- 1. Conduct a high-touch audit.** Some high-touch areas in school buses, such as ceilings, emergency roof hatches and many more we do not realize. Sit in the bus seats and look around, likely see many surfaces that are touched and can become contaminated each day."
- 2. Clean floors first.** Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can remove these pathogens, so this does not happen.
- 3. Avoid using old, reused mops.** Mops collect soils and contaminants, but these also build up on the mop. "When this happens, the mop starts spreading soils. This can be dangerous because this build-up can collect on shoe bottoms and shoelaces that are later touched by children." Essentially, the way they work is cleaning solution and disinfectants are applied to the floor and other areas of the school bus needing to be cleaned. By using an electrostatic sprayer disinfects all the surfaces.

4. Practice two-step cleaning. First, after using an electrostatic sprayer, manual cleaning touchable surfaces of the school bus should be required. Know that surfaces must be cleaned first, preferably with soap and water, and then the same surfaces wiped down with approved EPA disinfectant. It is a two-step process. While it can be challenging, it must be performed. Routine cleaning removes contaminants so that the areas on the school buses will be disinfected and safe for transporting students.

Best Practices for Proper Sanitation of Offices, Common Areas and School Buses

Tips on how to slow the spread of the Coronavirus specifically through cleaning and disinfecting for Berkeley Unified School District Transportation Department Staff and Employees:

1. Know the difference between cleaning, disinfecting, and sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often

Follow your Berkeley Unified School District Transportation Department standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, etc. On school buses, handrails, bus seats, seat belts, windows, window latches, driver's compartment area (i.e. steering wheel, control buttons, knobs, gearshift lever, driver seat, seat belt, and dashboard) and other items, surfaces touched on a daily routine basis. Standard daily

disinfecting practices for specific common areas of the transportation facility such as break room, training classroom and restrooms

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled, contaminated with body fluids or blood, use gloves, follow the CDC and OSHA Bloodborne Pathogen (attached factsheet) standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting

It is important to match your cleaning and disinfecting activities to the types of germs we do not want staff, mechanics and school bus drivers exposed too. Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. However, it is not necessary to close the offices to clean or disinfect every surface in the building to slow the spread of Coronavirus. If staff, mechanics, school bus drivers are dismissed because Transportation or school district cannot function normally (e.g., district closure, sheltering-in-place orders during COVID-19 Public Health Emergency), it is not necessary to do extra cleaning and disinfecting.

All viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down table tops, countertops, sinks, door handles, etc., regularly, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

4. Clean and disinfect correctly

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against Coronavirus.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans and disinfects instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

5. Use products safely

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves shall be worn to protect your hands when working with bleach solutions. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

Ensure that Berkeley Unified School District custodial staff, and Transportation staff, mechanics, school bus driver who will use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use.

6. Disinfecting School Buses with the VP200ESK Electrostatic Sprayers (Victory Innovations)

Cleaning and disinfecting surfaces continue to be an effective way to reduce the spread of viruses. Unlike conventional spraying methods, electrostatic sprayers apply a positive charge to liquid disinfectants as it passes through the nozzle. The disinfectant is sprayed onto surfaces, which allows for efficient coating of hard nonporous surfaces such as glass, plastic and metal. Electrostatic spraying has drawn increased interest through the public health emergency because of the need to disinfect large indoor spaces (e.g. school buses) or areas with many surfaces. When using these products, always follow the directions and safety information on the label.

The District will provide qualified personnel to train Transportation staff employees on how to use the electrostatic sprayers, required PPE and storage. Training will be made available for the remaining department employees prior to using. Additional information for the VP200ESK Electrostatic Sprayer is available in PDF document and on their website <https://www.victorycomplete.com/product/professional-cordless-electrostatic-handheld-sprayer/>

Illustrations:



School Bus Disinfecting with the Electrostatic Sprayer. Must wear PPE while disinfecting at all times

School Bus Disinfecting with EPA approved disinfections. Must wear PPE while disinfecting at all times



7. Handle waste properly

Follow state, local and District standard procedures for handling waste, which may include wearing gloves. Recommending to place throughout the yard, office no-touch trash cans where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying a trash can. Wash your hands with soap and water after emptying trash can and touching used tissues and similar waste.



Personal Protective Equipment (PPE) and Hand Hygiene

- **The risk of exposure to cleaning by staff is inherently low. Staff should wear disposable gloves and face covering for all tasks in the cleaning process, including handling trash.**
 - Gloves and face covering should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and face covering should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
 - If cleaning gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- **Staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a student when transporting.

How to Clean and Disinfect

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in common areas in the office where visitors, employees frequent, on the school buses when transporting students, interaction with parents, school officials, etc. should be cleaned and disinfected on routine basis.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of EPA Disinfectant Pesticide List, Use against Coronavirus. Follow the instructions on the label** to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label** to ensure safe, effective use.
- Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets

List of EPA Approved Disinfectant Products is available in the BUSD Transportation office and at <https://cfpub.epa.gov/giwiz/disinfectants/>

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use. See attached EPA's Six Steps for Safe and Effective Disinfectant

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **Leave solution** on the surface for **at least 1 minute**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces: For soft surfaces such as furniture, carpeted floor, rugs, and blinds

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Vacuum as usual.**

Electronics: For electronics, such as computers, touch screens, keyboards, mouse, telephones, cell phones, laptops, tablets and remote controls

- Consider putting a **wipe able cover** on electronics.
- **Follow manufacturer’s instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Cleaning and disinfecting the office or school bus if someone is sick

- **Close off areas** used by the person who is sick.
 - Transportation office will not necessarily need to close operations, if they can close off affected areas.
- **Open all doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the person who is sick**, such as offices, school buses, bathrooms, common areas, shared electronic equipment like printers, keyboards and remote controls.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 14 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

General School Bus Operations During COVID-19 Pandemic; Loading and Unloading at Designated Bus Stops, School Sites

Berkeley Unified School District Transportation Department shall follow the recommended protocols, safeguards and practices for physical distancing on school buses.

1. Determine number of buses required for maximum capacity of students for each vehicle while meeting 6-foot physical distancing objectives.
2. A plan for seating based on maximum capacity determined. Sample options:
 - Option 1: Seat one student to a seat on the bus, skipping every other row.
 - Option 2: Seat one student to a seat if applicable, alternating rows on each side to recreate a zigzag pattern on the bus.
3. Mark or block seats that must be left vacant. Total capacity is based on the number of school buses in the fleet. No more than 12-14 students can be transported on the larger school buses and no more than 4 students on the smaller school buses.

Loading and Unloading Procedures:

- All entries on a school bus shall be authorized by the school bus driver. Unauthorized passengers, parents and school officials shall not enter onto the school bus at any time.
- As the school bus approaches, students and parents who congregate at a designated bus stops should stay 12 feet from the bus entrance door. For groups of students and parents waiting at the bus stop shall maintain 6 feet distance, and wait for the school bus drivers' directive when to approach. Markings will be placed at designated bus stops to ensure physical distancing protocols are follow.
- The school bus driver will stand at the bus entrance door. Give directive to students to stay in an orderly manner while maintaining proper physical distancing. Bus drivers will refer to loading and unloading procedures at designated bus stops and at school sites from the BUSD Transportation Department Loading & Unloading COVID19 Procedures.
- BUSD Transportation Department recommends parents be present at all times during the loading/unloading process at designated bus stops. A school official is required to meet the bus at a school site. Parents, school officials shall maintain a distance of 6 feet from the school bus entrance door and have face covering.

- Screening and health check with a non-contact thermometer shall be performed by a parent, adult, guardian for any students who may exhibit any complications from sickness, illness. It will be recommended that any student who is sick or ill should not be transported on the school bus. Other arrangements can be made such as solo transportation in relief school bus or district vehicle to get the student to or from school. A parent, adult or guardian shall be present at the designated bus stop to retrieve their sick child.

- Each student shall have a face covering while transported on the school bus. A student who does not have a face covering when the school bus arrives at the designated bus stop may be provided one by the school bus driver, if available to transport to their school. If school bus driver does not have a face covering to provide to the student, transportation shall not be denied to the student. The school bus driver will inform the parent of the situation and contact the dispatch office. If the parent request for alternative transportation, a relief bus and driver with a face covering can be dispatched to bus stop to transport the student to the school site. Transportation staff will communicate with the parent as a reminder of District protocols and provide their child a face covering while being transported on a school bus. In addition, it recommended every school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated by their parent, adult or guardian in proper disposal of used tissues. Dispose of tissues after each run will be part of disinfecting the bus. Face Covering is recommended not be used:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

- School bus drivers can consider increased natural ventilation whenever possible by opening windows, roof hatches while transporting students. School bus drivers shall take into account outdoor air temperature, conditions (e.g. rain) prior to opening windows, roof hatches. Students need to be comfortable in weather climate conditions.

- Students shall be assigned to a bus seat by their school bus drivers. Determine if siblings from the same household may ride together near each other.

School Buses Transporting Special Needs Students

- Establish seat assignments considering special needs student's one-on-one assistants if required.
- School bus drivers shall wear a face covering, gloves and optional a clear face shield when assisting special needs students transported in a wheelchair, safety harness, car seat, etc. Some special needs students may not be able to wear a face covering due to their disability or is deemed a health risk to the student.

Note: Transportation management will communicate updated student transportation, loading and unloading protocols with staff, parents, administrators and school officials.

CA Department of Motor Vehicles (Vehicle Code 22112):

On approach to a school bus stop where students are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils.

The flashing "red light" system will operate in accordance with VC 22112 during the entire time the bus is stopped for loading and unloading passengers. Punctuality will help prevent excessive backup of traffic in front of and behind the school bus while at the bus stop.

School Bus General Safety Regulations & Bus Rules for Student Misconduct

1. Walking to and from school bus stops:

When walking to and from designated bus stops, students should be respectful of other personal property. Students are to:

- Walk off the roadway or as close to the edge of the roadway as possible
- Check traffic carefully before crossing any roadway
- Go directly to their designated school bus stop or home
- Wait for the bus driver to escort them across the street as described below, and
- Not cause any destruction of private property.

2. General Rules of Conduct on a School Bus & Designated Bus Stop. Student conduct on a school bus should be the same as required on the school grounds. Actions such as failing to follow bus drivers' directives, removing face covering, not wearing a seat belt, moving from their assigned seat, horse playing and any other unruly behavior is not acceptable. Student misconduct at the bus stop will be dealt with in the same manner as misconduct on the school bus. BUSD Transportation Department Bus Rules and Regulations is available on our webpage.

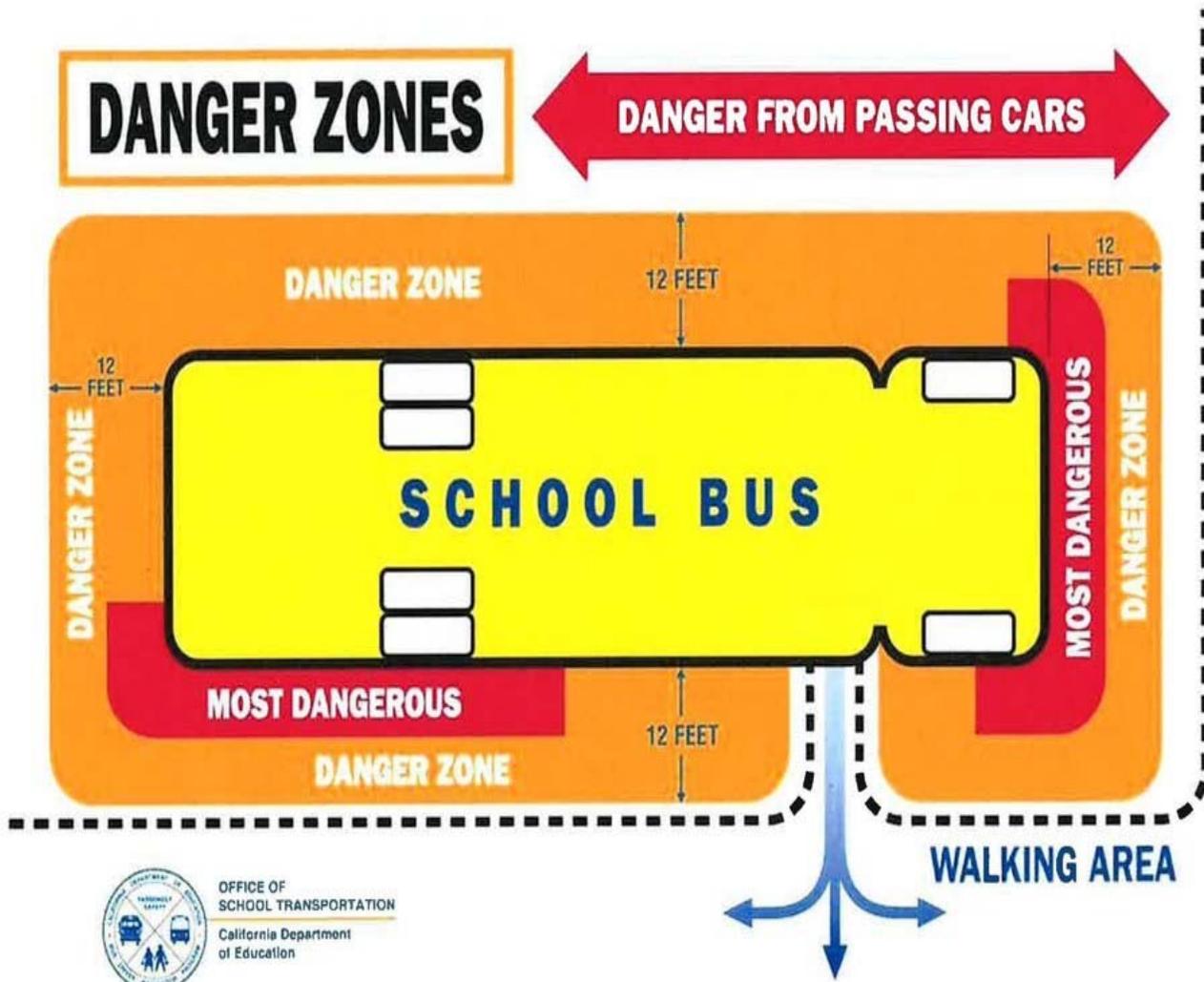
3. Authority of the Driver (Title 5 CCR 14103). Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

4. Ejection of Pupils (Title 13 CCR 1217). The driver of a school bus, youth bus, or SPAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.

5. EDC 44808...unless such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances. In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.

NOTE: As a school bus approaches a bus stop, during the loading and unloading procedures, and when the bus leaves the stop, when does the drivers responsibility for a pupil's safety begin and end? A school bus driver responsibility begins when they recognize a student(s) on the approach to a school bus stop, and can visibly see a student(s) when departing from a school bus stop after dropping in the afternoon.

SCHOOL BUS DANGER ZONES



What Can Parents Do to Avoid Having a Sick Child?

Social/Physical Distancing Means:

- Not going out unless it is necessary. Necessary reasons to go out include buying food, getting medical care, or going for a walk or a bike ride alone or with members of the household.
- During school closure, not take your children to places where large groups of people may gather such as, parks, playgrounds, beaches, restaurants, shops, movie theaters, etc.
- Not getting together with family and friends
- Doing schoolwork from home or daycare facility that has put in place recommended social distancing guidelines, sanitizing offices, frequently used surfaces, toys, etc.
- Not using public transportation, including buses, subways, taxis, and rideshares

During this COVID-19 health crisis, it is best to take a "better safe than sorry" approach. This means:

- Keep your family home and away from others as much as possible. Don't have friends and extended family over, and don't go to their homes. People who look healthy still can be infected and can spread the virus. That is why it is important to stay away from everyone, even if they do not seem sick.
- If you have to go out, make sure you are at least 6 feet (2 meters) away from other people. Viruses can spread when someone sneezes or coughs out tiny droplets. They may even spread when people talk. These droplets don't usually travel more than 6 feet before falling to the ground. Also, follow the CDC's advice on wearing a cloth face covering (or a facemask, if you have one).
- If you are caring for someone who is sick, take all recommended precautions. It's important to keep that person away from others.

Contracted Services, Parts Deliveries from Vendors

Communicate with vendors regarding Berkeley Unified School District protocols during COVID-19 Public Health Crisis, including screening or health check, face covering when on district property

Notices, Postings to the Public and Visitors

All visitors shall adhere to the notices, posting regarding face covering, health checks by Transportation staff and practice social distancing guidelines while on district property at all time.

Visitors shall schedule an appointment regarding any district business prior to coming to Transportation office. No walk-ins will be permitted on district property unless approved by management.

Additional Considerations for Berkeley Unified School District

- District should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of the Coronavirus
- District should educate staff, employees performing cleaning, and trash pick-up activities to recognize the symptoms of Coronavirus and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor, physician and the local health department if they develop symptoms of Coronavirus. The health department should provide guidance on what actions need to be taken.
- District has developed protocols for schools, students and employee protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Please visit the District website for more information and resources on COVID19 at <https://www.berkeleyschools.net/coronavirus/>