**Conduct Risk Assessment**
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**
Establish policies and procedures for social distancing. Consider the following:

- Avoid providing pooled rides or picking up multiple passengers who would not otherwise together on the same route.
- Tell passenger to sit in the back seat; do not let passengers sit in the front seat.
- Keep a distance of at least six feet from passengers when you are outside the vehicle.
- Ask passengers to sit six feet from driver when transporting passengers in larger vehicles such as vans and buses.
- Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off.

**Engineering & Environmental Controls**
Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Support respiratory etiquette and hand hygiene for yourself and customers:
  - Consider providing tissues and alcohol-based hand sanitizer that is at least 60% alcohol).
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces, including door frames/handles, windows, seat belt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts at a minimum before shift, after shift, and when transporting any sick passenger.
- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Implement touch-free options to pay for services; utilize iPhone apps; minimize handling/exchanging money.
- Avoid using or sharing items that are not easily cleaned, sanitized, or disinfected.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors. Avoid using the recirculated air option for the car’s ventilation during passenger transport; use car’s vents to bring in fresh outside air and/or lower the vehicle windows.
Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Actively encourage sick drivers to stay home.
- Provide employees with where to find accurate information about COVID-19, its symptoms, and how it spreads.
- Encourage the use of and provide assistance in acquiring hand sanitizer and disposable wipes and cleaning products so that commonly touched vehicle surfaces can be wiped down by drivers.
- Develop policies and technology options that allow and prioritize contactless transactions that limit or eliminate close contact and the sharing of items such as pens and electronic signature pads between drivers and passengers.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:
- Wear cloth face coverings when social distancing is not easy to maintain.
- Use gloves when cleaning and disinfecting frequently touched surfaces.