



*Commonwealth of Massachusetts*

**Executive Office of Health and Human Services**

**Department of Youth Services**

*Guidance for Transportation during COVID-19  
Updated July 1<sup>st</sup>, 2022*

This Guidance establishes the guidelines and procedures that all Department of Youth Services (DYS) state and contracted provider staff must follow as DYS resumes increased transportation of youth. DYS reserves the right to revoke or modify this protocol and these procedures at any time if it determines that the public health and safety of youth and staff are at risk or to comply with state and federal guidelines.

It is important that Department of Youth Services' employees, its contracted partners and the youth we serve follow the Massachusetts Department of Public Health and the CDC recommendations for protection against COVID-19. This protocol establishes guidelines and provides procedures for all DYS state and provider employees to ensure a safe and sanitary environment is maintained before, during and after the transport of youth.

Employees responsible for planning and executing a transport of youth must ensure that the following items are available and in possession before departing from their assigned location:

- Plastic clipboard for documents
- DYS Sanitization Checklist
- *DYS COVID-19 Self Screening Questions for All Entry to DYS Facilities/settings.*
- Disinfectant Spray approved for the eradication of COVID-19
- Hand sanitizer – with an alcohol content greater than 60% ethanol and greater than 70% for isopropanol as recommended by the CDC for hand hygiene
- Disinfectant wipes – must be approved to eradicate viruses, including COVID-19
- Approved Personal Protective Equipment (PPE) such as disposable gloves, and surgical masks
- Disposable bag – for the disposal of used PPE and cleaning supplies

Before transporting youth in a secure vehicle, please ensure the following guidelines are adhered to:

It is strongly recommended that All persons in the vehicle (driver and passengers) wear a face mask for the duration of the transport, regardless of vaccination status. No more than two youths at one time are being transported in a DYS Secured Van. Each youth must be placed in a separate compartment of the secured van.

- No more than one youth will be transported in a DYS Sedan or SUV (Ford Explorer).

DYS Caseworkers will continue using their personal vehicles to transport youth and families. It is strongly recommended that all occupants of the vehicle wear a mask during transport.

State vehicles will also be an option when available. Please notify the appropriate personnel ahead of time to ensure the availability of vehicles.

Staff conducting any transport must ensure the following protocols are followed:

- Staff and youth are strongly encouraged to wear the approved personal protection equipment (PPE)
- All disinfection requirements have been satisfactorily met before and after transport
- The *COVID-19 Self Screening Questions for All Entry to DYS Facilities* is completed with each youth being transported.
- Staff will conduct a wellness check on youth being transported from a facility/setting before leaving for transport.
- In the event a youth does not comply with the self screening questions, staff will immediately notify their direct supervisor
- The DYS Sanitization Checklist is completed
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- Transportation staff will roll down vehicle windows whenever it is safe for air exchange. If not safe, set the air ventilation system to high with the no air recirculating setting selected .