

August 25, 2020

Dear Parents/Guardians, Students, and Staff,

As we have witnessed over the last several months, COVID-19 has changed the way we operate. Safety is a primary concern for our students and staff. To improve safety for our students on the school bus, several new protocols or routines have been established in conjunction with the Governor's back to school plan. The following is a list of several items adopted by our transportation department in an effort to help improve safety.

### Transportation Information

1. When possible, parents are encouraged to drive students to school. Any students being dropped off at school need to wear a mask as they leave the car and parents please remind your student(s) to observe social distancing as they enter school facilities.
2. Per health department guidelines, parents are asked to screen students at home with the health department screener and keep students at home if they exhibit any symptoms of COVID-19. Temperature checks may also occur as students enter the bus.
3. Students who walk to school should wear a mask when around others and observe social distancing guidelines.
4. All students and staff riding on the school bus must wear masks. When students are around others at the bus stop, they should be wearing their mask. If a student does not have a mask, a disposable mask will be provided before they board the school bus. Students will not be permitted to board the bus without a mask.
5. Hand sanitizer will be provided near the entrance of the school bus. All students will be required to apply hand sanitizer as they get on and off the bus.
6. Families/Siblings will sit together on the school bus. To the greatest extent possible, students should socially distance on the school bus.
7. Attendance for all students on the bus will be taken for each bus run. If a student becomes ill, contact tracing can be performed.
8. Roof hatches and windows will be utilized whenever possible to increase ventilation inside the bus. Students should dress appropriately for the weather as the temperature on the bus may be lower than normal.
9. Buses will be disinfected after each route or trip. Roof hatches and windows will be used to air out buses during and after disinfection whenever possible.
10. Bus drivers or the transportation supervisor will document when the bus is disinfected. Drivers are asked to wipe down commonly touched areas when possible but the bus will be completely disinfected after each trip.
11. Bus drivers will wear masks at all times and are required to self-assess their health and COVID-19 symptoms daily and before each trip.

12. When arriving at a location, a staggered release may be implemented in order to limit the number of students exiting the bus at one time and to help students entering and exiting the school building.

Routines that have been developed reflect requirements of Phase 4 in the MI Safe Start plan released by the Governor. As the conditions change, please be advised that school routines may change as well. These measures have been put in place to increase student safety. Please contact the Transportation Supervisor if you have any questions.

Sincerely,

Marc Kramer,  
Superintendent  
Quincy Community Schools