



*Vannessa Dorantes  
Commissioner*

## DEPARTMENT of CHILDREN and FAMILIES

*Making a Difference for Children, Families and Communities*

*Division of Contracts Management*

505 HUDSON STREET  
HARTFORD, CONNECTICUT 06106



*Ned Lamont  
Governor*

To: DCF Credentialed Transportation Providers

From: Melanie Sparks, Assistant CFO

Date: August 27, 2020

Subject: **Safety & Sanitation Protocol**

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In deference to the COVID pandemic, effective immediately and until further notice, the following requirements shall be in effect for and during all transportation of DCF clients:

- 1. Each provider shall develop and maintain a vehicle cleaning and staff screening protocol that shall include timelines for the cleaning of each vehicle, sanitation protocols, protocols for the screening of drivers and protocols for use of PPE. Such protocol shall be maintained in each provider's employee handbook.**
- 2. Drivers shall be required to wear a mask while a child(ren) is in the vehicle, unless such is prohibited based on medical documentation.**
- 3. Each child(ren) shall be required to wear a mask while in the vehicle, unless such is prohibited based on medical documentation.**
- 4. Vehicles shall be sanitized in accordance with the company's sanitation protocol upon each return to hub.**
- 5. Capacity shall be limited to no more than 2 children per car, 3 children per 8 passenger vehicle and 5 children per full size van.**
- 6. Temperature checks of each child upon entering the vehicle shall be at the discretion of the company. If required, such shall be performed in accordance with current CDC guidance.**

If you have any questions regarding this policy, please do not hesitate to contact me.