Bus Monitor Procedures During COVID-19

All bus monitors are required to complete the SPS “Health & Safety Reducing the Risk of COVID-19 Transmission in the Workplace” training and complete two Safe Schools courses: “Coronavirus Awareness” and “Cleaning and Disinfecting in the Workplace”.

**Daily Health Screening:**

Monitors are required to do daily attestations for both SPS buildings (electronically) and bus lot check-in locations (paper sign-in). They are instructed to wear a face mask when at the bus lot, on the bus and any time they are at a SPS building. A face shield is also required anytime they are on the school bus. When checking in at the bus lots they are to enter through the appropriate door maintaining physical distancing and sign-in on their attestation sheet acknowledging that they are healthy and able to work. They will exit out of the appropriate door to the holding area maintaining physical distancing until it is time to enter the bus and start their job assignment.

Upon arrival at the school buildings, bus monitors will hand the completed paper attestation forms to the identified greeter.

**Face Coverings:**

Per EMPLOYER HEALTH & SAFETY REQUIREMENTS FOR SCHOOL SCENARIOS developed by the Office of Superintendent of Public Instruction, Department of Health, Department of Labor & Industries, Local School District Superintendents and School Labor Representatives: A driver or other staff working to transport students would be considered “Medium Transmission Risk” and are required to wear a face shield with a cloth face covering or Non-cloth disposables: dust mask, KN95, other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks. Monitors are supplied with cloth and KN95 face masks, and face shields.

**Monitor duties:**

- Maintain behavioral expectations for students which allows for a safe ride to and from school
- Support with loading and unloading of students
- Secure students in their child restraint systems and securing wheelchairs if needed
- Provide first aid and follow emergency procedures

**During COVID-19, Bus Monitors will also:**

- Ensure students wear a face mask or acceptable alternative
- Monitor air flow in the bus by adjusting the windows
- Maintain physical distancing and support students to remain 6 feet apart
- When more than one student is riding the bus, verify completion of student daily health screening (attestation) forms
- Load buses systematically to maintain distance
- Assign each student a seat and maintain a seating assignment chart for each bus run

**Hand sanitizing and bus cleaning:** Monitors have been given disposable gloves and hand sanitizer to use. They will wash their hands frequently and, if water is not available, use hand sanitizer. After each route, Monitors can help the driver clean high touch areas. The whole bus will be sanitized after the last run every day back at bus lot.

Updated 10.29.20
**Student Daily Health Screening (Attestation):**

Single student riding the bus: Family member will place the completed attestation form in the student’s backpack, and the designated staff greeter will verify for completion upon arrival at school.

Multiple students riding the bus: Before boarding the school bus, the family member will show the completed attestation form to the bus monitor so they can review responses. If the completed form states that the student has symptoms or has been in contact with a person with COVID, the student cannot board the bus. Additional forms will be available for the family if the response was a mistake. Once reviewed, the family member will place the attestation form into the student’s backpack and the student can board.

See [Student Attestation Procedure](#) for further information.