



Servicar

OF MICHIGAN INC.
SERVING SOUTHEAST MICHIGAN SINCE 1964

Servicar – Southeast
4354 Normandy Court
Royal Oak, MI 48073
phone: (248) 549-6840
web: www.servicar.org

March 11, 2020

Anita Griffin
Field Trip Department
De La Salle Collegiate

Email: agriffin@delasallehs.com

Dear Ms. Griffin:

I'm sure your administration and board have been meeting in preparation for the Coronavirus (COVID-19) Pandemic. We too have been preparing for the last few weeks listening to instruction by the CDC and Michigan government. I would like to inform you that we added extra sanitizing of the buses and our office last week. Our Drivers have been disinfecting the buses after every unloading of students and our staff has been disinfecting our driver's lounge and office every 2 hours, according to a traffic flow.

We would appreciate a notice of at least 24 hours prior for cancellation of field trips, sports events, and/or the school deciding to close the schools for a period. This will give us ample time to notify our drivers not to report the next morning. We understand that these are trying times and we will cooperate with the De La Salle Collegiate decisions. Please contact us with any plans or any suggestions.

Servicar's plan is operate day by day and wait to hear from De La Salle Collegiate. We will notify your administration when a driver has informed us that they have flu symptoms and need to be on sick leave. Our concerns are that the students and the drivers are in a close confined area (Buses) and have many surface areas that could be exposed to a virus. We will leave it up to the District to determine who will contact the parents. This is going to be very difficult due to the lack of testing in Michigan and that you might be sick for up to two or three days before they can be tested. We are observing our drivers daily for symptoms and have instructed them to stay home if they have flu like symptoms and/or a fever as instructed by the government agencies. We provided our employees with instruction from the CDC and the State of Michigan concerning the Coronavirus (COVID-19) and what they can do to prevent the spread of the virus. We are proactively doing our part to protect your students and our employees during this pandemic.

We are awaiting any suggestions or decisions. Thanks, you for your cooperation.

Respectfully,

Linda M. O'Shea
Executive Vice President