



## Respiratory Protection Program Contractor (Project Manager) Scope of work w/timeline

Ride Connection is looking for an Independent Contractor as a Project Manager for our NEMT Respiratory Protection Program. We are working to create a program centered on transporting individuals who have either tested positive for or are presumed to be infected with SARS-CoV-2, the virus responsible for COVID-19.

This is a short-term project ending by December 31, 2020, unless there is an extension of this grant or other funding can be sourced. Due to the limited duration of this project, adhering to prescribed timelines is critical to the success of the project. The table below represents an early, draft timeline.

<b>Deliverable</b>	<b>Timeframe</b>
Development of enrollment/application forms	Due: <b>October 31, 2020</b>
Development of driver attestation and acknowledgment form	Due: <b>October 31, 2020</b>
Sourcing of staging areas disinfecting stations throughout the Metro area.	Begin day 1 – agreements in place by <b>November 2, 2020</b>
Sourcing of clinics or other licensed healthcare professionals to conduct medical evaluation, review of medical questionnaire, N95 fit testing	Begin day 1 – agreements in place by <b>November 2, 2020</b>
Develop driver checklist to account for enrollments forms, required medical information, completed trainings, driver attestation and acknowledgement, influenza vaccine, etc.	Due: <b>November 2, 2020</b>
Develop tracking mechanism, driver files in anticipation of receiving application and enrollment materials from the network	Due: <b>November 13, 2020</b>
Begin receipt of driver packets, submissions to Respiratory Program Administrator for final approval	Due: <b>November 16, 2020</b> and ongoing throughout duration of project
Begin coordination efforts to schedule provider vehicles for installation of semi-permanent partitions	<b>TBD</b>

The project manager for the new NEMT Respiratory Protection Program will oversee all aspects of the program. This effort will necessarily include the creation of several documents and safety protocols for program participants using OSHA’s requirements and company policy. Once the framework for program is established, provider companies will be encouraged to participate in the program. The following activities provide an overview of what will be expected:

- Aid and assist in sourcing physicians and/or clinics to participate in the ongoing medical evaluation of each driver enrolled in the program
- Provide outreach into the community for the purpose of finding business partners in the region who will allow the use of their parking facilities for the purpose of a staging area for decontamination stations
- Devise tracking mechanisms to support the approval process for interested companies and drivers. Includes
  - Delivery of program guidelines to interested drivers and companies along with receipt of the variety of required documentation, returned to Ride Connection for processing
- Coordinate the installation of semi-permanent partitions into vehicles used for this purpose
- Have regular contact with drivers and company owners along with high level communication from Ride Connection’s leadership

**Necessary skills:**

- confidentiality, strong computer, internet research skills, medium to advanced level experience in Microsoft environment, strong written/verbal communication skills, attention to detail is critical, proven project management skills
- Possibility of limited evening and weekends hours


