

Cleaning Guidance for University Vehicles and Equipment

The safety and well-being of our Team is a core value. This guidance is to mitigate the transmission for COVID-19 and other seasonal diseases through exposure from the daily operation of our fleet vehicles and equipment. By employing regular cleaning and disinfecting practices to all University owned vehicles (to include maintenance and light utility vehicles), we can effectively minimize the transmission of these diseases while utilizing these vehicles and equipment.

All employees operating University vehicles and equipment must:

1. Clean commonly touched surfaces that are heavily soiled or dirty before and after operation and before disinfecting; wearing chemical gloves (i.e. nitrile gloves) is highly recommended.

Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.

2. Follow cleaning activities with an approved disinfectant; wearing chemical gloves (i.e. nitrile gloves) is highly recommended.
3. All commonly touched surfaces used to access and control the vehicle should be cleaned and disinfected; common surfaces include but are not limited to:



Note: Never use alcohol or flammable cleaning agents near potential ignition sources including running motors, exhaust systems, energized electrical circuits, and welding/cutting torches.

HOW CAN YOU PROTECT YOURSELF AND OTHERS WHILE OPERATING A UNIVERSITY VEHICLE?

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>

Wear a Face Mask, carry disposable gloves

- Drivers are to wear a self-supplied cloth mask or a University-supplied barrier mask.
- Carry disposable gloves to be used as needed.

Passengers

- Avoid having multiple passengers in the vehicle.
- Passengers are required to wear a self-supplied cloth mask or a University-supplied barrier mask.
- Passenger is to sit in the back seat; **do not let passengers sit in the front seat.**
- Avoid close contact with passengers, when possible.
 - Keep a distance of at least 6 feet from passengers when you are outside the vehicle.
 - Ask that passengers to sit six feet from the driver when transporting passengers in larger vehicles such as vans.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.
- Cover their mouth and nose with tissues if they cough or sneeze. Ask the passenger to dispose of the tissues after exiting the vehicle.

Refueling

- It is recommended that you wear disposable gloves when refueling the vehicle. Be sure to dispose of them before re-entering the vehicle.
- Wipe down the fuel pump handle and keypad prior to inputting the odometer and driver ID. If you don't have wipes, then consider using a paper towel to grab the fuel dispenser handle. Wipe down fuel cards.

Tools and Equipment

- Do not use other employees cell phones or other work tools and equipment when possible. Wipe down and sanitize all equipment that is being used. (i.e. cart, dolly, etc.)

Practice everyday preventive actions

- Avoid touching your eyes, nose, or mouth.
- Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Carry tissues in your vehicle to use when you cough, sneeze, or touch your face. Throw used tissues in the trash.
- **If you begin to experience flu like symptoms, please notify your supervisor immediately and inform them of any specific vehicle you have driven or been a passenger in.**

Items to be placed in all University Owned Vehicles by departments:

- University-supplied barrier mask
- Disposable gloves
- Hand Sanitizer
- Disinfectant Spray