

Protocol for Cleaning Company-owned/operated Vehicles/Trucks - Coronavirus (COVID-19)

The following guidelines have been established by Safety and Fleet Services for the cleaning and disinfection of company-owned/operated vehicles/trucks that have been assigned and used by employees who (1) have been in close contact (less than six feet) with someone confirmed via laboratory analysis to have the Coronavirus (COVID-19), or (2) confirmed via laboratory analysis to have COVID-19.

- Any Company vehicle driven by an employee suspected of exposure to COVID-19 should be immediately taken out of service and “red tagged”. Vehicle will not be utilized or disturbed until employee is cleared of potential COVID-19 exposure. If COVID-exposure is confirmed, vehicle will not be utilized or disturbed until it has been cleaned/disinfected according to Company-approved procedures.
- Professional cleaning of vehicles will be conducted by Vendors experienced and trained in disinfection cleaning procedures. PPE utilized by these Vendors for this type of work includes disposable protective clothing such as Tyvek overalls, gloves and goggles.
- Products used in the cleaning must be identified on “EPA-registered disinfectant products that have qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19” list.
- The process used should include a pre-cleaning treatment to remove surface dirt (utilizing a soap and water solution) prior to applying an EPA-registered disinfectant. The label directions of the disinfectant must be strictly followed, especially that related to the specified contact time needed.
- All potentially contaminated surfaces will be thoroughly cleaned using a microfiber cloth or equivalent. This would include:
 - Door handles
 - Steering wheel
 - Shift lever
 - Buttons or touch screens
 - Wiper and turn signal stalks
 - Passenger and driver door armrests

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- Grab handles
 - Seat adjusters
 - Seats – front and back
 - All interior glass (side windows, windshield, rear window)
 - Rearview mirror
 - Sun visors
 - Seat (s)
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- Doors of vehicle/truck should remain open during use of the disinfectant or any of the cleaning products to ensure good ventilation is maintained.
 - Records/Documentation of cleanings will be provided to and maintained by Fleet Services.

Note – Care should be taken with products used on the vehicles upholstery that contain bleach or hydrogen peroxide. Ammonia-based cleaners on car's touch screens may cause problems with the coating. Isopropyl alcohol (at least 70 percent) can be used for interior touch up cleaning and is identified as effective in killing this virus.