

COVID-19 General Vehicle, Cleaning, & Disinfecting Guidance

The safety and wellbeing of our employees is a core value of UC San Diego. This guidance is to help reduce possible transmission of COVID-19 from the daily routine operation of our fleet vehicles. By employing diligent cleaning and disinfection practices to our work vehicles, we can effectively minimize the transmission of these diseases, while continuing to use these vehicles.

Guidance for Minimizing Number of Occupants in the Same Vehicle

1. To the extent feasible, supervisor and employees should minimize sharing the use of any one single vehicle and plan their work to achieve this goal.
2. When sharing is necessary, supervisors should use larger vehicles such as vans when feasible to allow greater social (physical) distance between vehicle occupants.
 - a. Assign smaller groups (1-3 employees) to use one shared vehicle and coordinate the cleaning process so there is no overlap in shift changes so employees can maintain social distancing to the greatest extent possible.
 - b. Use of face covering is a mandatory requirement for each rider.

Guidance to Prevent Transmission for Shared Vehicles

1. Perform cleaning and disinfecting of high touch areas before and after each use.
2. Disposable gloves should be used when handling chemical disinfectants.
3. Open vehicle doors and windows to air out the vehicle.
4. Wear a face covering while operating or riding in any fleet vehicle. Avoid touching your face or the exterior of the face covering.
5. Do not touch your face with your gloves on as you might transmit COVID-19 through your contaminated gloves.
6. Drive the vehicle with windows down or turn the vehicle air on and turn off the recirculation feature.
7. Cover your mouth, whenever you cough or sneeze with a tissue or cough/sneeze into your elbow or shirt.
8. Manage your trash. Bring an intact plastic bag and enclose all your personal trash in it. Tie off the bag and take it with you when you exit the vehicle. Dispose of it in a trash receptacle as soon as possible.
9. Disinfect your hands with alcohol-based hand sanitizer immediately upon exiting the vehicle.
10. Wash your hands immediately at the nearest handwashing station with soap and water for 20 seconds.

General cleaning and disinfection of vehicles:

Definitions:

- **Cleaning:** Refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, reduce their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water, before using a disinfecting method.

- **Disinfecting:** Refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it further reduces the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfection solutions for their appropriate contact time. [Click here](#) for a list of CDC-approved disinfectants against viruses (including Coronavirus).
- **Sanitizers:** contain chemicals that reduce, but do not necessarily eliminate microorganisms such as viruses from surfaces.

Supplies Needed:

1. Disinfection sprays or wipes
2. Cleaning material (bucket, rags, water, soap, plastic waste bag)
3. Face covering
4. Disposable gloves
5. Eye Protection

Doors and windows should remain open when cleaning and disinfecting the vehicle.

Step 1: Prepare vehicle for cleaning and disinfection

1. Put on face covering, gloves, and eye protection.
2. Open operable doors and windows for duration of cleaning and disinfection
3. Plan order of operation for cleaning and disinfecting

Step 2: Clean and Disinfect High Touch Areas:

1. All commonly touched surfaces used to access and control the vehicle should be cleaned and disinfected before and after use. Common surfaces include but are not limited to:
 - a. Keys
 - b. Door Handles and Grab bars
 - c. Interior Door handles, seatbelts, and surrounding surfaces
 - d. Steering Wheel, Gear shift
 - e. Console, control knobs and radio buttons
 - f. Touch display screens (use alcohol based cleaner only)
 - g. All other devices and buttons used or touched during use
2. For effective “disinfection”, wait the proper contact time as indicated on the product label.
3. Use hand sanitizer and wash hands after each cleaning and disinfecting procedure.
4. Repeat cleaning and disinfecting procedure at the end of each shift or vehicle exchange.
5. A cleaning/disinfection log sheet should be created and updated after each shift or vehicle exchange.
6. Departments using shared vehicles must post this procedure near the key check out and inside the vehicle.