



## IMPERIAL COUNTY FLEET SERVICES

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### Vehicle Cleaning and Disinfecting Guidelines

#### 1. PURPOSE

Purpose of the Vehicle Cleaning and Disinfecting Guidelines is to minimize possible transmission of the COVID-19 virus.

#### 2. INTRODUCTION

Given the nature of the work as essential workers there is always the risk of COVID-19 transmission through direct or indirect contact. Universal Precautions are control guidelines designed to minimum the risk of exposure of infectious diseases and pathogens. County employees should use Universal Precautions at all times as the minimum standard for cleaning and disinfecting vehicles. By definition, Universal Precautions means treating all County vehicles as if they were infected with COVID-19 and then taking the necessary precautions noted in these Guidelines in order to protect themselves.

#### 3. SCOPE

This Vehicle Cleaning and Disinfecting Guideline applies to all personnel that operate County owned vehicles.

#### 4. RESPONSIBILITIES

County employee shall be responsible for following Vehicle Cleaning and Disinfecting Guidelines to minimize the transmission of the COVID-19 virus.

#### 5. PROCEDURES

**Personal Hygiene:** Drivers should sanitize their hands after the completion of each delivery or service call. Encourage respiratory etiquette by covering a cough, sneeze with a tissue, or sleeve to avoid expelling fluid secretions on vehicle surfaces. Drivers should sanitize all commonly used surfaces multiple times a day or as needed.

**Disposable Gloves:** Disposable gloves should be worn to sanitize the vehicles.

**Face Coverings:** The wearing of face coverings is required in settings where other social distancing measures are compromised.

**Sanitation Solutions:** Isopropyl Alcohol solutions with at least 70% content is recommended for disinfecting County vehicles.

**Sanitizing Pool Vehicles:** Drivers should wipe down and disinfect every surface that is touched when using a County vehicle. For example, wipe down and disinfecting should take place at the time when you first enter the vehicle and then at the time when you return the vehicle.

## Areas to Disinfect:

### Focus on high-touch areas

- Exterior door handles
- Steering wheel – including buttons
- Center Console – Outside only
- Gear Selector (Dial/Handle)
- Radio/HVAC areas
- Touchscreen
- Start/Stop buttons
- Driver door armrest and center console
- Window/Seat/Mirror controls
- Rear View Mirror
- Seatbelt Buckle & Anchor
- Key fob



**Transporting:** When transporting a known confirmed positive passenger, it is recommended that drivers wear an N95 respirator or facemask (if a respirator is not available) and eye protection such as a face shield or goggles (as long as they do not create a driving hazard), and the passenger should wear a facemask or face covering. Occupants of these vehicles should avoid or limit close contact (within 6 feet) with others. The use of larger vehicles such as vans is recommended when feasible to allow greater social (physical) distance between vehicle occupants. It is recommended that you have good ventilation inside the vehicle with fan being on and windows opened sufficiently to create a wind draft in the direction of exiting the inside of the car.

**Transporting Crews:** “Social Distancing” is very important to slowing the spread of the virus by breaking the chain of transmission. If there are two persons in a vehicle, the passenger is to sit in the back seat to practice a degree of social distancing. Fleet policy guidance must be followed when multiple people or work crews drive together to a job site.

**Tools and Equipment:** Discourage staff from using other workers phones or equipment when possible. If the staff is using shared equipment, they should clean and sanitize the equipment before using it.

**Refueling:** Drivers should wipe down the fuel pump handle and keypad prior to inputting their odometer and pin. If you do not have wipes, then consider using a paper towel to grab the fuel dispenser handle. Drivers should wipe down fuel cards after use. If drivers wear disposable gloves when refueling, they should dispose of them before re-entering the vehicle.

**Resources:** The following are general guidelines for cleaning and disinfecting vehicles. Similar guidance can be found for cleaning and disinfecting homes, community facilities, and EMS vehicles used to transport persons with suspected or confirmed COVID-19.

- Imperial County Health Office Order at - [www.icphd.org](http://www.icphd.org)
- The CDC latest information about COVID-19 at [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)
- OSHA offers information specific to workers and employees – [www.osha.gov/covid-19](http://www.osha.gov/covid-19)