



# COVID-19 NOVEL CORONAVIRUS

## Guidelines for employees using vehicles during COVID-19 pandemic

**Purpose:** The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, for employees performing work in shared vehicles during the pandemic.

### During this time, staff are advised of the following guidelines<sup>1</sup>:

#### Screening questionnaire

1. Prior to sharing a vehicle, supervisors must administer the following screening questionnaire with employees<sup>2</sup>:
  - a. Have you had a new onset of any one of fever, cough, sore throat/ hoarse voice, shortness of breath/ breathing difficulties, loss of taste or smell, vomiting or diarrhea for more than 24 hours?
  - b. Have you had a new onset of two or more of the following: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause, nausea or loss of appetite?
  - c. Have you been in close contact in the last 14 days with someone that is confirmed to have COVID-19? Note: Public Health officials will notify close contacts of confirmed COVID-19 cases).
  - d. Have you transported someone suspected of having, or diagnosed with, COVID-19?
2. Guidance from public health must be followed if answers to any questions above were 'yes.'

#### Hand washing

3. All employees are required to wash their hands **prior to entering** the vehicle and **after leaving the vehicle**.
  - a. Washing with soap and warm water for at least 15 seconds is most effective, however hand sanitizer is also an option (must be at least 60 per cent alcohol).

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<sup>1</sup> See page 3 for printer-friendly Employee Checklist

<sup>2</sup> See page 4 for printer-friendly Screening Questionnaire

## Vehicle cleaning

4. Sanitize high-touch areas **before and after** every use of vehicle.
  - a. Use a sanitizing solution/cloth<sup>3</sup> (i.e., should be an approved solution by Health Canada) or an antibacterial wipe (i.e., Lysol) to wipe down the following:
    - Steering Wheel
    - Seatbelt button
    - Radio and buttons
    - Gear shifters
    - Windshield controls
    - Window controls
    - Arm/head rest
    - Door Handles
    - Seatbelt clasp
    - Dashboard
    - Door locks
    - Rear view and side mirror controls
    - Any other areas that are commonly touched.
  - b. Carefully dispose of cloth immediately after use
  - c. Wash your hands with soap and water for at least 15 seconds, or an alcohol-based hand sanitizer (must be at least 60% alcohol)

## Shared Tools

5. All shared tools need to be disinfected before and after use

## Inspections

6. Maintain physical distancing (i.e., two meters) while performing inspections.
7. Consider using personal protective equipment (PPE), depending on risk.
8. Consider following up with Workplace Safety and Health, if necessary.

## Assignment of Vehicles

9. Use of personal vehicles for Government business to be determined by Departments based on their operations.
10. Government issued vehicles to be assigned if possible to one person for one-week periods.
11. If this is not possible, and employees must share a vehicle, the following should be considered:
  - a. All employees sharing a vehicle must adhere to items 1 through 6.
  - b. **In all cases, efforts to maintain social/physical distancing should be the focus.** Maintaining social/physical distancing must be planned in situations like gathering hardware or protective equipment, such as rubber cover up. Consider assigning one crew member to load or unload material from the vehicle or equipment.

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<sup>3</sup> COVID-19 cleaning procedures can be found at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>.

- c. When a task cannot be safely completed by a single worker, use the least number of workers to complete the task safely.
- d. When working within two meters, avoid person-to-person contact.
- e. Be conscience of your health, if you feel a sneeze or cough coming, turn away from your co-worker and cough or sneeze into your elbow, or carry a clean rag. This could happen but does not mean someone is sick.
- f. Avoid sharing your hand tools.
- g. Keep shared tools clean.
- h. When cleaning shared tools, ensure you follow the manufacturer's instructions and training. Do not use harsh chemicals including bleach on rubber goods (i.e., hoses, hoods, blankets). Using mild soap and water to clean the tools. It is important to wash your hands prior and after using these tools.
- i. Get into a routine of washing your clothes.
- j. Where social/physical distance protocols are challenging to achieve, contact your supervisor to review options based on risk and exposure.

### **Personal Protective Equipment (PPE)**

- 12. At this time, Public Health recommends physical distancing, handwashing, practising good cough etiquette and sanitizing of shared spaces/equipment to mitigate risk of transmission of COVID-19. The use of PPE for employees sharing vehicles is optional at this time. Depending on departmental supplies, gloves and face masks can be used, however this is not a requirement.

## Checklist for vehicle logs

1. Screening Questionnaire	
2. Wash hands prior to entering vehicle	
3. Sanitize high-touch areas prior to vehicle use	
4. Wash hands after sanitizing vehicle	
5. Disinfect all shared tools before use	
6. Disinfect all shared tools after use	
7. Sanitize high touch areas after vehicle use	
8. Wash hands after vehicle use	

## High-touch areas

	Before vehicle use	After vehicle use
Steering Wheel		
Seatbelt button		
Radio and buttons		
Gear shifters		
Windshield controls		
Window controls		
Door Handles		
Seatbelt clasp		
Dashboard		
Door locks		
Rear view and side mirror controls		
Any other areas that are commonly touched.		

## Screening questionnaire

Circle Y for 'yes', or N for 'no'.

1. Have you had a new onset of any one of fever, cough, sore throat/ hoarse voice, shortness of breath/ breathing difficulties, loss of taste or smell, vomiting or diarrhea for more than 24 hours?	Y / N
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2. Have you had a new onset of two or more of the following: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause, nausea or loss of appetite?	
1. Have you been in close contact in the last 14 days with someone that is confirmed to have COVID-19 (note Public Health officials will notify close contacts of confirmed COVID-19 cases)?	Y / N
a. Have you transported someone suspected of having, or diagnosed with COVID-19?	Y / N

If any answers to questions above were 'yes', guidance from public health must be followed.

**Employee Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_