

Vehicle Use Guidelines During the COVID-19 Pandemic

Scope

The guidelines outlined in this document will assist in the development of Standard Operating Procedures (SOPs) related to **Vehicle Use** and will help to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community.

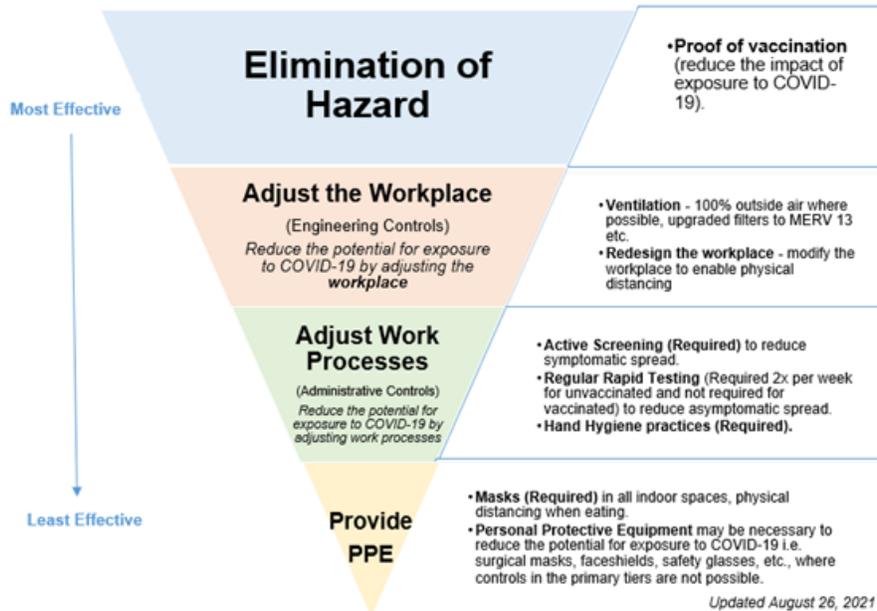
NOTE: For the purposes of this guideline, vehicles are defined as all motorized vehicles, including golf carts.

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Hierarchy of Hazard Control

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. For this purpose, the hierarchy of controls must be considered. This hierarchy can be applied to any hazard in the workplace including COVID-19. A brief overview of this concept is highlighted below.



Vehicle Use Guidelines

Screening and Tracking

- All individuals must complete screening using the MacCheck digital tool within 1 hour before arriving on campus.
- If an individual becomes sick, they must stop work and inform their supervisor immediately.
- Keep detailed records of where you have traveled and locations of the work such that tracking can be provided to the local public health unit should an employee become ill with COVID-19.

Physical Distancing

- Two people (driver + passenger) maximum in a car or pickup truck with the following precautions listed below
- If traveling in a car, the passenger must sit in the back seat, diagonal to the driver wearing a surgical mask. The passenger must also wear face shield or eye protection along with a surgical mask.
- The car ventilation should be set to fresh air only (no recirculation of air) and if possible, windows open to maximize air flow.

- Eliminate clutter in the vehicles and organize gear to limit contact between belongings and make cleaning easier. Have a garbage bag in the cab of the vehicle.
- Whenever possible, individuals should bring their own drinks, snacks, and food and discard the waste into bags for their use only.
- Everyone should handle their own personal bags and belongings during loading and unloading.
- Up to three people (driver + 2 passengers) can travel in a large van with 3 or more rows of seats where the two individuals can sit at least 2 m (6ft) apart.

Vehicle Hygiene

- Handwashing with soap and water for at least 20 seconds or use of alcohol-based hand sanitizer should be performed immediately before and after each vehicle ride.
- Drivers must have appropriate supplies to thoroughly and regularly clean vehicle surfaces and equipment, including before any use by other team members. Supplies should include cleaners or disinfectants, disposable gloves for use in cleaning and disinfection, disposable garbage bags, non-medical face masks, hand sanitizer with at least 60% alcohol, tissues.
- Before each trip, clean or disinfect the frequently touched surfaces in the vehicle.
- Follow the manufacturer's guidelines on the use of the cleaning/disinfecting products and wear disposable gloves if necessary.
- Proper training on donning and doffing gloves is necessary if gloves are required.
- Avoid unnecessary contact with frequently touched surfaces such as door frames/handles, seatbelt buckles, steering wheel, etc.

Refueling Vehicles

- When refilling the vehicle, wipe down gas pump handles, touch pads and other highly touched surfaces. If this is not possible, wash hands or use sanitizer after use.
- If going off campus to refill, avoid the use of cash – make payments through remote means.
- Gas stations present a possible source of exposure. Avoid touching keypads, counter tops, etc. which present a higher risk of exposure. Hand wash or sanitize after touching these surfaces.
- Do not share pens, paperwork, or cell phones.

Resources

- City of Hamilton <https://www.hamilton.ca/coronavirus/guidance-taxi-and-ride-sharing-vehicles>

- Public Health Ontario [COVID-19 Self-Assessment Tool](#)
- [IHSA Vehicle cleaning guidelines](#)
- [IHSA Guidance on Cleaning and Sanitizing Inside your Vehicle During COVID-19](#)
- Commute Ontario <https://commuteontario.ca/carpooling-guidance>