



## DEPARTMENT OF ADMINISTRATIVE SERVICES

### FLEET OPERATIONS

#### **DAS Fleet Vehicle Cleaning, Disinfecting & Operational Guidance for COVID-19**

June 30, 2020

DAS Fleet Operations values the health and safety of our customers, employees, and communities. DAS and Fleet Operations leadership want to assure you that we are here to support you and will continue to do so during this evolving situation. We are actively monitoring COVID-19 developments and have taken precautions to safeguard our customers and employees.

Two questions frequently asked are how to appropriately clean vehicles, and what can we do to help keep drivers and passengers safe. The response below is a summary of information gathered from the Center for Disease Control (CDC), the World Health Organization (WHO), Consumer Reports, and Original Equipment Manufacturers (OEM).

#### **Resources**

- [CDC Guidance for Cleaning and Disinfection](#)
- [EPA List of Cleaning Chemicals Effective Against Coronavirus](#) (note check to make sure they are safe for vehicle interiors)
- [How to Kill Coronavirus in your Car Without Damaging Interior Surfaces](#)

#### **Frequently Asked Questions**

- *Will Fleet Operations approve deep vehicle cleaning and sanitization services for our leased vehicles at the client agency's expense?*

YES. Agencies must use their own procurement mechanisms to arrange and pay for these services. We believe the decision of when to deep clean and sanitize is best left to the client agency.

- *Is DAS going to, or would they allow, the installation of partitions or barriers behind the drivers?*

NO. Partitions are only helpful for interactions lasting a few minutes at most, and the potential hazards imposed during an accident outweigh the benefits.

#### **How can I best protect myself and others? Stay home if you are sick.**

- If you develop a fever, or symptoms such as a cough or difficulty breathing, call your healthcare provider for medical advice and guidance before visiting their office.
- You should not return to work until the criteria to discontinue home isolation are met, after talking with your doctor or nurse.

#### **Cleaning and Disinfecting – What to DO**

- Sanitize frequently touched vehicle surfaces on a regular basis.
- Be mindful of the cleaning / disinfecting agents used on vehicles to avoid inadvertently damaging the interior or exterior.
  - Many of the same household cleaners (such as **non-bleach, unscented, non-chlorinated** disinfectant cleaners and wipes) that kill coronaviruses on hard surfaces at home can also clean most car interiors without causing damage.
  - Alcohol solutions that contain at least 70 percent alcohol are effective against coronavirus, according to the CDC. Nearly every interior surface of a vehicle can be cleaned with isopropyl alcohol.
  - Vigorous washing with soap and water can also destroy a coronavirus. Soap and water are safe for most car interiors. Be careful not to saturate the surfaces.
- Consult the cleaning directions provided in the Vehicle Owners' Manual.
- Follow the cleaning agent manufacturer's product label guidance for the recommended disinfecting procedure, as

guidance varies by cleaning product. Read all instructions and precautions of the materials being utilized and follow all safety recommendations when utilizing cleaning products to ensure personal safety.

- When using wipes, remove excess liquid before wiping surfaces, especially electrical components and touch screens.
- Test selected cleaning agent in an inconspicuous location.

### **Cleaning and Disinfecting – What to AVOID**

- Don't use bleach or hydrogen peroxide on the inside of your car.
- Don't use scented wipes or wipes containing bleach.
- Don't use ammonia-based cleaners on car touch screens or dashboards, as they can damage anti-glare and anti-fingerprint coatings.
- Never combine cleaning chemicals as doing so may lead to toxicity.

### **Cleaning and Disinfecting – Sample Vehicle High Touch Areas**

- Car keys and fobs
- Door handles, door latches and lock buttons
- Steering wheel
- Shift lever
- Any buttons or touch screens (radios, mirror adjusters, climate controls, etc.)
- Wiper and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and seat adjusters
- Headrests and seat pockets

### **Driving – Driver and passengers need to wear a cloth face covering.**

- CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas where there may be a lot of infected people.
- Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others.

### **Driving – Limit contact**

- Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- Avoid close contact with passengers, when possible.
  - Tell the passenger to sit in the back seat on passenger side; do not let passengers sit in the front seat.
  - Keep a distance of at least 6 feet from passengers when you are outside the vehicle.
  - Ask that passengers sit six feet from the driver when transporting passengers in larger vehicles such as vans and buses.
  - Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Avoid contact with surfaces frequently touched by passengers, such as door frame/handles, windows, seatbelt buckles, and other vehicle parts before cleaning and disinfection.
- Drivers should immediately report any passengers who show symptoms or who intentionally spreading their germs in car interior to supervisor so the vehicle can be properly cleaned and disinfected.

### **Other Suggestions**

- Wash your hands before and after driving.
- Wear gloves when possible outside of your vehicle, especially when fueling. Pumps, keypads and other surfaces are frequently touched and may not have been sanitized.
- When possible use contactless methods or voice command features to avoid touching keypads.
- Consider using your knuckles rather than fingertips to touch common use contact areas. Compared to fingertips, knuckles will generally have less contact with other things throughout the day.
- When finished driving the vehicle for the day, thoroughly wipe down the vehicle with disinfectant wipes or other appropriate cleaning solutions.