

Vehicle Use Guidelines

Screening and Tracking

- All employees must self-monitor for symptoms daily. If an employee becomes sick, they must stop work and inform their supervisor immediately.
- Approval must be obtained and use scheduled prior to use of a vehicle
- Scheduling the vehicle must include the TeamDynamix ticket number associated with using the vehicle.
- Detailed records of where you have traveled, time of use and location of work must be entered into TeamDynamix such that tracking can be provided to the local public health unit should an employee become ill with COVID-19.

Physical Distancing

- Do not travel with more than one person in a car or pickup truck where physical distancing cannot be maintained.
- Up to two people may travel in a large van with 3 or more rows of seats where the two individuals can sit at least 2 m (6ft) apart.
- The car ventilation should be set to fresh air only (no recirculation of air) and if possible, windows open to maximize air flow.
- If two people must sit adjacent to each other in the cab of a vehicle, a clear barrier such as plexiglass should be secured between them to reduce exposure to exhaled droplets.
- If the above measures cannot be adhered to, non-surgical masks should be worn by each individual while in the vehicle.
- 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.
- Do not share pens, paperwork, or cell phones.

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.

Booking and Using the IT Services Vehicle

- The IT Services vehicle must be booked using the Office 365 Bookings application available within TeamDynamix
- In instances where a booking in advance is not possible, your manager must be notified prior to using the vehicle.
- The keys for the vehicle can be found at [KEY LOCATION] and must be returned to this location at the end of the booking time.

Parking

- Vehicles must be parked in legal parking spots intended for service vehicles. The service tag must be visible at all times.