

# Guidance to Clean and Share University Vehicles

**Purpose**-This document contains information on how to properly clean and disinfect a shared university vehicle to prevent the transmission of COVID-19.

1. Perform cleaning and disinfecting of high touch areas before and after each use. Ensure that the cleaner or disinfectant is rated to kill COVID-19, and will not harm automotive surfaces. High touch areas include, but are not limited to;
  - Keys
  - Door handles & grab bars
  - Interior door handles, seatbelts, surrounding surfaces
  - Arm rests
  - Steering wheel & Gear shift
  - Console, control knobs, radio buttons
  - Review mirror
2. Open vehicle doors and windows to air out the vehicle while cleaning. Doors and windows should remain open when cleaning and disinfecting the vehicle.
3. Wear a face covering while operating any shared use vehicle. Avoid touching your face or the exterior of the face covering.
4. Remove personal trash from the vehicle and dispose of trash in a trash receptacle.
5. Wash hands with soap and water for at least 20 seconds before and after each vehicle use. Use an alcohol-based hand sanitizer with at least 60% alcohol, if soap and water are not available.

## Guidance for Minimizing Number of Occupants in the Same Vehicle

To the extent feasible, supervisors and employees should minimize sharing the use of any one single vehicle and plan their work to achieve this goal. Coordinate the shift change cleaning process so that there is no overlap in shift changes so employees can maintain social distancing to the greatest extent possible. Allow at least 30 minutes between each use for proper cleaning and disinfecting.