



# COVID-19 Vehicle Usage Procedures

California State University San Marcos • Safety, Health & Sustainability  
333 S. Twin Oaks Valley Road • San Marcos, CA 92096 • Craven Hall 4700 • (760) 750-4502

<b>Department:</b> All Applicable	<b>Effective Date:</b> June 15,2020	<b>Issue Date:</b> 06/10/2020 <b>Revision Date:</b> 08/26/2020	<b>Authored By:</b> JSR/RF
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## I. **AUTHORITY/REFERENCES**

County of San Diego *Order of the Health Officer and Emergency Regulations* (effective 06/09/2020)

CDC *Cleaning and Disinfection for Non-emergency Transport Vehicles* (04/14/2020)

CDC *Cleaning and Disinfecting Your Facility* (04/14/2020)

CDC *What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19* (04/17/2020)

## II. **PURPOSE**

This document outlines the vehicle sanitation and work practice procedures to be taken to minimize occupational exposure to and transmission of SARS-CoV-2, the virus that causes COVID-19.

## III. **SCOPE**

These procedures apply to CSUSM employees conducting university business, using university-owned, rental or personal vehicles.

## IV. **RENTAL VEHICLES**

- A. Given travel restrictions imposed by the CSU and State of California, rental vehicles should not be utilized by CSUSM employees for university business.
- B. If specific approval is granted by CSUSM, the following practices shall be used:
  - 1. Single occupancy only
  - 2. Handwashing before and after using the vehicle

## V. **PERSONAL VEHICLES**

- A. Given travel restrictions imposed by the CSU and the stay at home orders by State of California, personal vehicles should not be utilized by CSUSM employees to conduct university business.
- B. If specific approval is granted by CSUSM, use of personal vehicles will be limited to single occupancy.

## VI. **UNIVERSITY-OWNED VEHICLES**

- A. The guiding principle on vehicle usage is to maintain physical distancing; therefore, usage of university-owned vehicles will be single occupancy only unless the usage meets one of the following exceptions:
  - 1. Required for training purposes: this means the trainee must be in the vehicle with the trainer to meet the training requirements (ex. law enforcement officer training).
  - 2. New employee has not earned defensive driving certification and/or vehicle training: this exception is valid for 2 business days only as a temporary permit can be readily obtained by the sponsoring department.
  - 3. Emergency situations: this applies to situations in which the health and safety of a person or the needs of an incident response require multiple people to occupy a vehicle.

## COVID-19 Vehicle Usage Procedures

4. Safety Escorts: two or more people may occupy a vehicle when a Community Service Officer is acting as a safety escort. All persons in the vehicle must wear face coverings and sit as far apart as feasible.
5. Three row vehicles: two people may occupy a vehicle equipped with three rows with the passenger sitting in the third row on the right (passenger) side.
- B. If a vehicle is shared by employees on different shifts, each employee will clean and disinfect the vehicle at the beginning and end of their shift.
- C. If a vehicle is shared by employees on the same shift, employees will clean and disinfect touch areas of the vehicle after each use.
- D. If a non-UPD vehicle is not shared by employees on different shifts, the employee will clean and disinfect the vehicle when soiled and at least once a week.
- E. When cleaning and disinfecting vehicles:
  1. Areas of focus include exterior and interior door handles, steering wheel, turn indicator lever, light controls, wiper lever, gear shift, radio controls and mic, keyboard, seat belts and buckles, cup holders, arm rests, displays, comfort controls, and vents
  2. Use approved disinfectant wipes or spray approved disinfectant onto a paper towel/cloth. Do not spray product directly on surfaces.
  3. Allow the product to remain wet for the required contact time.
- F. Face coverings will be worn in a vehicle under the following conditions:
  1. When a vehicle is occupied by more than one person (see occupancy exceptions above)
  2. When an open vehicle is in less than 6 feet from a person including but not limited to:
    - a. High foot traffic areas
    - b. Pedestrians
    - c. Other drivers in open vehicles or closed vehicles with the window rolled down
- G. If an employee that tests positive for COVID-19 has used the vehicle:
  1. If it has been over 7 days since the contact with the vehicle, utilize the standard cleaning and disinfection procedures listed above
  2. If it has been less than 7 days since the contact with vehicle:
    - a. Quarantine the vehicle until cleaned and disinfected
    - b. Wait at least 24 hours but preferably 72 hours before cleaning and disinfecting
    - c. Remove all objects/debris and clean away visible surface contamination/soiling
    - d. Disinfect the vehicle using one of the electrostatic applicators to maximize coverage.
    - e. Allow for sufficient contact time
    - f. Wipe down surfaces or allow to air dry