

### **COVID-19 Shared Vehicle Cleaning Protocol**

In accordance with the Governor's Stay Home/Stay Safe Executive Order, **all shared vehicles must be cleaned and disinfected regularly**. Therefore, the following vehicle protocol has been developed to minimize potential exposure to the COVID-19 virus. Specifically, it is **required for any vehicles that may be shared by more than one employee including** motor pool vehicles, vehicles assigned (leased) by an agency or department, rental vehicles, and any personal vehicles used for a work purpose. It is also considered a best practice for assigned and rental vehicles used by a single employee only.

**Personal COVID-19 Sanitation Guidelines:** Employees must follow personal sanitation guidelines including frequent hand-washing and/or use of an alcohol-based hand sanitizer, wearing a cloth face covering when sharing a vehicle, practicing social distancing, and respiratory etiquette in accordance with current mandatory COVID-19 health and safety requirements. In addition, there may be requirements in place to limit the number of employees that are authorized to occupy a vehicle. Please refer to the ACCD website for the latest mandatory requirements prior to utilizing a vehicle for work purposes: <https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

**Vehicle Cleaning Frequency:** It is expected that all shared State vehicles are sanitized by the driver before and after each use, using the Vehicle Cleaning Checklist (link below).

**Vehicle Cleaning Checklist Instructions:** The sanitization of the vehicle must be completed by the driver before and after each use, following the Vehicle Cleaning Checklist available at the link below.

**Vehicle Cleaning Supplies:** The BGS Environmental Health and Safety (EHS) program has developed a list of recommended cleaning supplies, equipment (e.g., touchscreen barrier film), and cleaning procedures for state vehicles. That list of recommended supplies/equipment and possible sources is available at the link below. The BGS Office of Purchasing and Contracting website offers a list of cleaning supplies vendors.

**Transporting a COVID-19 Probable/Confirmed Case:** Employees must follow the [CDC guidelines for disinfecting work vehicles](#) for vehicles that are used to transport a probable or confirmed COVID-19 case.

*In light of the concerns associated with the coronavirus pandemic, the cleaning of all state vehicles and equipment must conform to the Governor's Executive Orders and the established cleaning protocols. The Executive Orders and all related addenda are available for your consideration at: <https://governor.vermont.gov/document-types/executive-orders>.*