

Shared State Vehicles - Cleaning Checklist

During the COVID-19 pandemic, it is especially important for state employees to practice proper hygiene and keep work areas as clean as possible to minimize the potential exposure to COVID-19. When it is necessary to share a work vehicle, please adhere to the following cleaning routine, allowing for the extra time needed in your work schedule.

Each Driver Should Have

- Disinfectant wipes or acceptable alternative
- Hand sanitizer
- Gloves
- Trash bag

Wash In – Wash Out

Use hand sanitizer or wash your hands with soap and water for at least 20 seconds just before getting into a State vehicle and again just after getting out. If you are not able to wash your hands, use the hand sanitizer and remember to wash your hands as soon as possible afterwards.

Before Your Trip

Use disinfectant wipes or spray disinfectant on a towel/rag to clean the keys and also to wipe down frequently touched areas on the vehicle (list below). Leave windows or doors open when disinfecting. Surfaces must remain visibly wet for the time indicated on the disinfectant label, typically between 1 and 5 minutes.

- Sun visors
- Steering wheel
- Blinker and windshield wiper handles
- Shifter
- Heater and radio controls knobs
- Exterior and interior door handles and window/lock buttons (including trunk / tailgate latches)
- Grab handles
- Seat belt buckles
- Touchscreens (*should be cleaned with alcohol wipes*)

Refueling: If you need to fuel the vehicle, wipe down the WEX card with disinfectant wipes, and use hand sanitizer after fueling and before getting back into the vehicle.

After Your Trip

- Use disinfectant wipes to clean the high-touch areas again (list above).
- Check the cleaning supplies
- If any items are missing or running low, contact **(insert email address)**
- Dispose of trash bag in trash receptacle
- Perform hand hygiene

Reminders:

Gloves: It is okay to use gloves while cleaning a shared vehicle but remember that this alone does not stop the transmission of germs. You must avoid touching your face with unwashed hands. Dispose of gloves after use, removing them from the inside – out. Be careful not to touch the outside surface. Use hand sanitizer or wash hands with soap and water immediately after discarding gloves.

The COVID-19 virus can live on surfaces for hours to days. If a vehicle has not been used for 3 or 4 days, it's unlikely BUT NOT IMPOSSIBLE to have COVID-19 virus present.

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>.