

Guidelines for the shared use of vehicles and mobile equipment

HEALTH AND SAFETY

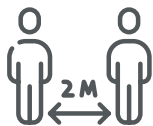
These guidelines have been developed to ensure appropriate COVID-19 hygiene practices and health and safety considerations for the protection of all members of the UWindsor community.

Using the Hierarchy of Controls model, users should first evaluate the task to see if the hazard can be eliminated. If the use of a University vehicle or mobile equipment is essential to the task, users are to follow the guidelines below. Employees are encouraged to walk to their destination, when practical, to eliminate the potential hazards associated with the use of shared vehicles or mobile equipment.



COMMUNITY/PERSONAL PROTECTIVE EQUIPMENT

Individuals must wear a medical mask per the University's [COVID-19 Mandatory Mask Policy](#). These items can be obtained through area Supervisors and the [Chemical Control Centre](#).



PHYSICAL DISTANCING

It is recommended that individuals who travel in a University vehicle (car, truck):

- maintain at least 2 metres distance apart

Where 2 metre distancing cannot be maintained, appropriate PPE is required. (Medical mask, eye protection (face shield, safety glasses, goggles, or equivalent).

GUIDELINES FOR USE

When using a University fleet vehicle or mobile equipment:

- Practice proper hand hygiene (handwashing with soap and water for at least 20 seconds or use of alcohol-based hand sanitizer) immediately before and after each vehicle ride. Hand sanitizer is available in all University vehicles.
- Do not leave garbage or belongings in the vehicle. Drivers must take all garbage and belongings out of the vehicle upon exiting.
- Eliminate clutter in the vehicles and organize gear to limit contact between belongings and make cleaning easier.
- Drivers must have appropriate supplies to thoroughly and regularly clean vehicle surfaces and equipment. Supplies should include disinfectants, disposable gloves for use in cleaning and disinfection, disposable garbage bags, face masks, hand sanitizer with at least 60% alcohol, and tissues.
- At the beginning and end of each shift, and in-between users, drivers are to disinfect the frequently touched surfaces in the vehicle (steering wheel, door handles, radio controls, dispatch radio, seatbelt, instrument panels, gear shift, etc.). Follow the manufacturer's guidelines on the use of the cleaning/

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disinfecting products and wear disposable gloves if necessary. Proper training on donning and doffing gloves is necessary if gloves are required.

- Drivers are to [maintain a record](#) of work locations and any close contacts during their shift. These records must be kept for a 14-day period.
- The car ventilation should be set to fresh air only (no recirculation of air) and if possible, windows open to maximize air flow.
- No eating or drinking is permitted while driving in University vehicles.
- When arriving at a work site, all personnel must handle their own tools, equipment, and personal belongings during loading and unloading.
- Vehicle / equipment keys are to be disinfected in between users, or at the end of each shift.



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.
- Pay for fuel using a contactless means. Pay at the pump, if possible.
- 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.
- Do not share pens, paperwork, or cell phones.



HYGIENE PRACTICES

Individuals are expected to follow all health and safety recommendations and directives provided by local and provincial health authorities, including:

- **Proper hand hygiene:** Wash hands frequently and thoroughly with soap and water for 20 seconds, or use an alcohol-based hand sanitizer.
- **Proper respiratory etiquette:** Cover coughs and sneezes with elbow or sleeve. Discard tissues immediately and wash hands afterwards. Avoid touching face, eyes, nose, mouth.
- Clean and disinfect high-touch surfaces frequently.

RESOURCES CONSULTED

<https://www.ihsa.ca/pdfs/alerts/COVID19/guidance-on-cleaning-sanitizing-inside-your-vehicle-during-covid-19.pdf>

<https://hr.mcmaster.ca/app/uploads/2020/05/Vehicle-Guidelines-COVID-19.pdf>

FOR MORE INFORMATION

For questions or additional information regarding this guideline, please contact Health and Safety at safety@uwindsor.ca or at ext. 4521.