

SECTION: Health & Safety		GUIDELINE #: JHS-030
Date Approved: April 27, 2020		Infection Control - Disinfecting Vehicles
Revision Date: July 9, 2020	Review Date: July 8, 2020	
Authority: Joint Health & Safety Committee		

PURPOSE

To provide a process to support the ongoing health and safety of staff through the regular disinfection of vehicles.

SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors and Visitors

GUIDELINES

Overview

Employers have an obligation to protect workers from workplace hazards as set out in the Occupational Health and Safety Act (OHSA). Workers have an obligation to raise any related concerns to their:

- Supervisor
- Joint Health and Safety Committee
- Health and Safety Representative

This will help ensure the Town as an employer and its employees have taken all reasonable precautions to prevent the spread of COVID-19 or other infectious diseases.

Potential Hazards and Areas of Exposure:

COVID-19 and other infectious diseases are most often spread through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then your mouth, nose, or eyes. The following are potential areas of potential hazards or exposure that staff should be mindful of:

- Sharing vehicles with others.
- Having multiple people in a vehicle at one time.

Controls

- a) Maintain physical distancing of at least two metres (six feet) or more between persons.
- b) Regularly disinfect vehicles.
- c) Avoid having multiple people in vehicles at once, when possible.
- d) If multiple people must be in a vehicle, each person must wear a mask.
- e) Avoid sharing vehicles with others throughout a shift. If vehicles must be shared, they must be thoroughly disinfected between uses.
- f) Keep a garbage bag or wastebasket readily accessible within the vehicle, and empty it regularly.
- g) Keep disinfectant wipes and hand sanitizer in each vehicle (must contain at least 60% alcohol).
- h) Eliminate unnecessary clutter in the vehicle and keep items organized.

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- i) Practice good hand hygiene throughout your shift.
 - i. Wash hands frequently with soap and water for at least 20 seconds.
 - ii. If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- j) Cough and sneeze into a tissue then immediately discard it, or cough or sneeze into your elbow or sleeve. Wash or sanitize hands immediately afterward.

Disinfecting Protocols

Disinfect vehicles regularly:

Type of Use	Minimum Disinfection Frequency	Minimum Fogging Frequency
Used by one person consistently throughout the week	Daily	Weekly prior to new person using the vehicle
Used by the same pair/group of staff consistently throughout the week	Daily	Weekly prior to new pairs/groups using the vehicle
Used by multiple individuals/pairs/groups throughout the week	After each user / group of users	Daily prior to new individuals/pairs/ groups using the vehicle
Heavy equipment used sporadically	After each use	After each use

Note: The fogger should be used in accordance with JHS-026(G) EnviroNize ULV Fogger.

Use appropriate personal protective equipment (PPE) when handling disinfectants. Consult Safety Data Sheets for details on PPE requirements for different disinfecting and/or cleaning agents.

Be sure to thoroughly disinfect the following areas of vehicles:

- a. Steering wheel
- b. Gear shifter
- c. Dashboard
- d. All gauges
- e. All controls (window, blinkers, wipers, etc)
- f. Armrests
- g. Door handles
- h. Trunk and storage area handles
- i. Gas caps

If wearing gloves, remove and dispose of them properly following cleaning.

Monitor your supply of disinfectants, sanitizer, cleaning products, PPE (gloves), towels, etc., to ensure you have sufficient supplies on hand. A minimum 30 day supply should be on hand at any given time.

RELATED DOCUMENTS

- a) JHS-025(G) COVID-19 Safety
- b) JHS-026(G) EnviroNize ULV Fogger
- c) JHS-031(G) Infection Control – Fueling Vehicles
- d) Hanover Return to Work Reintegration Plan for COVID-19