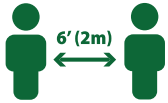


COVID-19 GUIDELINES

VEHICLE USE AND VEHICLE SHARED USE



University owned vehicles are shared spaces. Mask use is mandatory in vehicles.



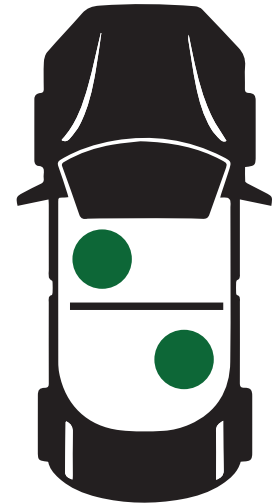
When possible only allow one person per vehicle. In the event two people must travel together both must wear masks and physically distance as much as possible.



Encourage air flow by opening windows and when using climate controls do NOT use the recirculate option or MAX A/C (automatic recirculate).



- Single-user vehicles must be disinfected with approved disinfectant at least twice a day (lunch and end of day).
- Shared vehicles must be disinfected with an approved disinfectant before and after each use and between drivers.



VEHICLE SANITATION POINTS (BEFORE AND AFTER DRIVING)

BEFORE ENTERING THE VEHICLE DISINFECT THE FOLLOWING POINTS:

- Communal keys and fobs
- Exterior and interior door handles
- Any levers used to adjust the seat position
- The seat and seat back (if possible)
- Seat belt—fabric and clasp

ONCE INSIDE DISINFECT THE FOLLOWING POINTS:

- The steering column including the steering wheel, windshield wipers, indicator lights, horn, and ignition
- Gear shift
- Radio controls, temperature controls
- Sun visor and rear view mirror

WHILE STILL IN THE VEHICLE DISINFECT THE FOLLOWING POINTS:

- The steering column including the steering wheel, windshield wipers, indicator lights, horn, and ignition
- Gear shift
- Radio controls, temperature controls
- Sun visor and rear view mirror

EXIT THE VEHICLE AND DISINFECT THE FOLLOWING POINTS:

- Communal keys and fobs
- Exterior and interior door handles
- Any levers used to adjust the seat position
- The seat and seat back (if possible)
- Seat belt—fabric and clasp

⚠ When returning from a trip follow the sanitation points in reverse order.



Remember to wash and/or sanitize hands often.