
WORKPLACE SAFETY GUIDELINES – COVID-19

University Vehicles

Updated February 11, 2021.

Due to the ongoing pandemic, arrangements must be made to allow for 2 metres of physical distance between employees to avoid the spread of the coronavirus. Shared University vehicles present additional challenges given that maintaining 2 metres of physical distance is often not possible.



GENERAL GUIDELINES

- **WASH YOUR HANDS** with soap and warm water for at least 20 seconds **BEFORE and AFTER** using a university service vehicle. When soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **COVER** your nose and mouth with a tissue or the crook of your elbow when you cough or sneeze, and then wash your hands.
- Throw out tissues immediately after use, and then wash your hands.
- **AVOID** touching your mouth or eyes with your hands.
- **RESPECT** hygiene and respiratory etiquette guidelines.



Consult the [Hygiene & Respiratory Etiquette Guidelines \(EHS-DOC-172\)](#) for more information.

NUMBER OF EMPLOYEES PER VEHICLE

When possible, limit one employee per vehicle. When more than one employee must share a vehicle, the employees will be within 2 metres of each other and the following guidelines will apply:

- **MAXIMUM** of 2 employees per vehicle.
- **PRIORITIZE** assigning the same teams to the same vehicle.
- **KEEP THE SAME POSITION:** act as either driver or passenger for the entire shift.
- **AVOID SHARING** materials and equipment (e.g. tablets, pencils, communication devices, cellphones, etc.).
- **PROCEDURE MASKS (SURGICAL MASKS)** are mandatory.

FUELING

- **USE WORK GLOVES** when pumping gas, touching the service station door handles, or handling any automotive products.
- **WASH YOUR HANDS** or use an alcohol-based hand sanitizer immediately after removing work gloves.

VEHICLE CLEANING AND DISINFECTING

CLEAN and DISINFECT the vehicle's interior and all frequently touched surfaces:

- **BEFORE and AFTER** each shift.
- When a new driver or passenger uses the vehicle.

Frequently touched surfaces that should be cleaned include, but are not limited to:

- Keys and starter button;
- Inside and outside door handles, including hatch or truck handles;
- Inside door grab handles, pads and armrests;
- Steering wheel, shift lever and console;
- Dashboard and touch screen;
- Power window and power door lock switches;
- Radio and climate control buttons;
- Turn signal and wiper stalks; and
- Seat and seat adjuster.

WASH YOUR HANDS or use an alcohol-based hand sanitizer immediately after cleaning.

Questions? Contact us at ehs@concordia.ca or by phone at extension 4877.