

Memorandum

Making Conservation
a California Way of Life

To: DIVISION OF EQUIPMENT STATEWIDE

Date: March 30, 2020

From: ROBERT S. MYERS
Chief
Division of Equipment



Subject: **CALTRANS FLEET VEHICLE/EQUIPMENT DISENFECTIONING**

To ensure the health and safety of Caltrans employees and to the greatest extent practicable, effective immediately and until notified otherwise, it is essential that all vehicles and equipment (equipment) be disinfected:

- Prior to operation
- After operation
- Prior to maintenance or repairs being performed
- After maintenance or repairs are completed

The following safe practices and protocols shall be followed when receiving equipment from users, as well as before and after equipment is worked on. It is essential for all Caltrans employees, visitors, and vendors to exercise the necessary precautions to limit the spread of the novel Coronavirus (COVID-19).

Repair staff shall wear appropriate gloves and all appropriate personal protective equipment (PPE) when disinfecting and working on equipment.

All equipment touch points shall be disinfected with a product approved by the United States Environmental Protection Agency (EPA) List N as meeting EPA criteria for disinfectants for use against SARS-CoV-2, the novel corona virus that causes the disease COVID-19. EPA List N can be found on the internet at <<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>>.

Supervisors shall ensure that employees are properly trained on the safe use of provided disinfectants and that product Safety Data Sheets (SDS) have been reviewed with employees prior to use of each product. Do not mix products together.

Equipment touch points are defined as any surface or operator control that is commonly "touched" by drivers and/or equipment operators. A list of common touch points can be found at <https://equipment.onramp.dot.ca.gov/downloads/equipment/files/operations/DOE-Touch-Point-List.pdf>.

This is not an all-inclusive list of touch points. Some equipment has components with external controls which will also need to be disinfected.

The Division of Equipment has integrated mitigation tools throughout this State of Emergency to reduce the spread of COVID-19. This situation remains fluid and requires continuous evaluation and implementation of additional tools. By practicing the following guidelines, we will continue to make a difference:

- Social distancing
- Staying home if you are sick
- Washing and sterilizing our hands frequently
- Avoid touching your face
- Always use proper PPE
- Clean and disinfect your work areas frequently
- Disinfect equipment before and after driving/operating
- Communicate any deficiencies recognized

As the COVID-19 emergency continues to evolve, we need to stay diligent in continuing to provide and incorporate additional guidance that addresses long-term planning to keep our Caltrans workforce safe and healthy, and to continue our work. Please keep in mind the Division of Equipment is essential to the success of Caltrans by providing our partners with safe and reliable vehicles and equipment. This is a team effort. Please take the time to perform a personal inventory to ensure you are doing your part to extinguish this virus.