

Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases through Vehicle Cleaning & Disinfecting

The safety and wellbeing of our employees is a core value of CDOT. This guidance is to mitigate the transmission for COVID-19 and other seasonal diseases through exposure from the daily operation of our fleet vehicles and equipment. By employing regular cleaning and disinfecting practices to our maintenance (orange fleet) and light fleet (white fleet) vehicles we can effectively minimize the transmission of these diseases while utilizing these vehicles and equipment.

Recent studies indicate bacteria and viruses, including COVID-19 (coronavirus), can live on surfaces in excess of 72 hours. This resiliency provides a source of contamination for the next operator or occupants in our vehicles. Surfaces including metal, plastic, glass and other hard surfaces harbor bacteria and viruses, and by touching these surfaces, employees can transfer pathogens to their eyes and mouth; or, spread germs to other commonly-touched surfaces outside the vehicle that can lead to an illness.

Cleaning and disinfecting these surfaces with approved cleaners and disinfectants removes the vast majority of bacteria and viruses that cause flu, colds and other seasonal illnesses reducing the probability of transmission.

Definitions

- **Cleaning:** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water before using a disinfecting method.
- **Disinfecting:** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

For a list of CDC-approved disinfectants against viruses (including COVID-19 virus), check out the link below:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Guidance for Maintenance Vehicles and Equipment

All maintenance employees operating maintenance vehicles and equipment must:

1. Clean commonly touched surfaces that are heavily soiled or dirty before and after operation and before disinfecting; wearing chemical gloves (i.e. nitrile gloves) is highly recommended.

Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.

2. Follow cleaning activities with an approved disinfectant; wearing chemical gloves (i.e., nitrile gloves) is highly recommended.
3. All commonly touched surfaces used to access and control the vehicle should be cleaned and disinfected; common surfaces include but are not limited to:



Door handles and grab bars



Interior door handle and surrounding surface



Instrument panel, gear shift and control knobs and devices



All other devices used during your shift



Steering wheel and radio microphone



Wash hands after cleaning for a minimum of 20 seconds

4. Repeat cleaning and disinfecting practices at end of shift or vehicle exchange.

Guidance for Light Fleet Vehicles (Pool Vehicles):

All employees operating light fleet (white fleet/pool) vehicles must:

1. Clean commonly touched surfaces that are heavily soiled or dirty before and after operation and before disinfecting; wearing chemical gloves (i.e. nitrile gloves) is highly recommended.

Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.

2. Follow cleaning activities with an approved disinfectant; wearing chemical gloves (i.e., nitrile gloves) is highly recommended.
3. All commonly touched surfaces used to access and control the vehicle should be cleaned and disinfected; common surfaces will include but are not limited to:



Door handles



Interior door handle and surrounding surface



Instrument panel, gear shift and control knobs and devices



All other devices used during your shift



Steering wheel and center console



Wash hands after cleaning for a minimum of 20 seconds

4. Repeat cleaning and disinfecting practices upon returning to your work location or checking the vehicle back to the vehicle pool.

Guidance for Minimizing Multiple Employee Use of the Same Vehicle

To the extent feasible, employees should minimize sharing the use of any one single vehicle and plan their work in such a way to achieve this goal. When sharing is necessary (snow shifts, etc.), supervisors should attempt to assign smaller groups (1-3 employees) to use one shared vehicle and coordinate the cleaning process so there is no overlap in shift changes and employees can maintain social distancing to the greatest extent possible.

Guidance on Overnight Stays in Hotel Rooms

To the extent feasible, employees should minimize situations that require an overnight stay in a hotel. This is necessary to ensure we are consistent with the statewide prohibition on in state travel during this emergency declaration by the Governor's office. If there is a critical need and an overnight stay is necessary to fulfill a safety-sensitive task, please work with your supervisor up through your Appointing Authority to get approval to initiate the overnight stay in a hotel. If employees are requested to perform a snow plow shift or other critical task that is not part of their normal route or routine, they should follow this guidance and seek approval before initiating an overnight stay in a hotel.

Appendix I

Availability of Approved Disinfectants

Due to high demand of commercially available disinfecting solutions many of the State's vendors and local sources may have limited supplies to complement the procedures outlined in this guideline. As a replacement for commercially available disinfectants, diluted household bleach solutions and alcohol solutions with at least 70% ethyl or isopropyl alcohol may be used to meet the intent of this guideline. As a last resort, when disinfecting methods are unavailable, employees shall use gloves (chemical gloves recommended) if it is practical and does not hamper the safe operation of the vehicle's controls.

Note: Never use alcohol near ignition sources including pilot lights, running motors and welding/cutting torches; and, never smoke while using alcohol.

Note: Never mix bleach with ammonia or any other cleanser. Use one or the other. Use either an alcohol solution or use a bleach solution but never mix the two together.

A. Bleach Solution

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. After using bleach, ensure the vehicle cabin is well ventilated before using the vehicle again.

- Prepare a bleach solution by mixing:
 - For buckets: 5 tablespoons (1/3rd cup) bleach per gallon of water.
 - For spray bottles: 4 teaspoons bleach per quart of water.

B. Alcohol Solution

Alcohol is effective against many viruses. Isopropyl alcohol or ethyl alcohol (70%) is a powerful broad-spectrum germicide and can be used to disinfect plastic, glass and metal vehicle surfaces. Since alcohol is flammable, limit its use as a surface disinfectant to small surface-areas and use it in well-ventilated spaces only away from ignition sources.

When mixing an alcohol solution, it is important to know that most isopropyl or ethyl alcohol is already diluted for household or consumer use. Therefore, ensure that what you purchase contains a minimum of 70% alcohol and then use it directly from the container. No further dilution is required unless you purchase alcohol above the 70% content.

C. Use Gloves During Operation

If the above disinfecting solutions are unavailable or incompatible with vehicle surfaces, a final countermeasure recommended is for employees to use gloves (preferably chemical or nitrile gloves) during the operation of the vehicle or equipment. This recommendation is to be followed only if, when using gloves, it does not hamper the driver's ability to safely operate the vehicle controls. By reducing skin contact to vehicle surfaces, the probability of transmitting germs to a vehicle surface is severely reduced; thus, the need to clean and disinfectant commonly touched surfaces is also reduced or eliminated altogether.

Note: If leather or synthetic gloves are used instead of chemical (nitrile or rubber), it is important to know these gloves cannot be disinfected and may transmit germs across surfaces. The cleaning and disinfecting procedures above will need to be followed.