



COVID-19 Vehicle Cleaning Procedure

Date: 26-May-20

Rev: 0

Use Precautionary Principle: Treat all surfaces as though they contain COVID-19 Virus, Avoid touching face and wash hands or sanitize. Town employees practicing physical distancing (2m), maintaining good hygiene (wash or alcohol-based sanitizer) and performing regular cleaning and disinfection of high-touch surfaces are the best means of defense against SARS-CoV-2 (COVID-19).

The novel coronavirus can survive on surfaces for a period of several hours or up to several days depending on the conditions. The following procedure has been established to provide guidance on how to prevent indirect exposure to COVID-19 from Town of Collingwood vehicle use.

As part of your daily pre-trip inspection, please do the following:

Step 1: Gather disinfecting supplies, including disposable gloves, sanitizing wipes or paper towels and sanitizing solution in a spray bottle.

Step 2: Open vehicle windows and doors to allow for natural ventilation.

Step 3: Disinfect all the commonly shared and high-touch surfaces. Use enough disinfectant product so that all surfaces are visibly wet.

Step 4: Allow disinfectant to dry with vehicle doors open before driving.

Parts of Vehicle that Needs to be kept Clean and Disinfected

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| ✓ Key fob and starter button | ✓ Door Handles (inside and out) |
| ✓ Power Lock and Window | ✓ Steering Wheel |
| ✓ Seat Adjuster (manual or power) | ✓ Flat surfaces (dash, console, armrest) |
| ✓ Rear view mirror, sun visors | ✓ Turn signal, gear shift and wiper |
| ✓ Centre Touchscreen and GPS | ✓ Two-way radio and microphone |
| ✓ All buttons, dials and switches | ✓ Seat belt buckles |

Important Note: When disinfecting, please keep in mind if you adjusted it, you've touched it.