COVID-19 VEHICLE OCCUPANCY GUIDANCE

The following guidelines are recommended to minimize the potential for transmission of SARS-CoV-2 while traveling within a vehicle with a group or other individuals.

Note #1 ONE person per vehicle is the preferred operational mode. Administrative steps should be taken to minimize the need for multiple occupancy scenarios. Even with the precautions identified below, a passenger within a vehicle with another person testing positive for COVID-19 is very likely to be considered a close contact and ordered to quarantine for 14 days.

Note #2 This policy applies to all University and personal vehicles when used for university purposes.

OCCUPANCY/SEATING ARRANGEMENTS (REGARDLESS OF TRIP DURATION)

- In any vehicle, space occupants as far apart as possible to maximize physical distancing.
- No more than two riders are recommended (driver and one person in the rear row of the vehicle). If more than one person is in the vehicle a transparent barrier must be placed between the first and second row of seating such as plexiglass or isinglass transparent vinyl.
- In any vehicle, no one should sit directly behind anyone or in the same row, but rather sit diagonally to maximize physical distancing.
- Each traveler must be assigned a specific seat. Maintaining the same driver and passenger seat assignments will decrease the need for cleaning.
- Researchers/students participating in field work should be assigned to a specific travel group and remain in that travel group for the duration of the work season/semester, to minimize potential transmission to others participating in the same field research project.

VEHICLE OCCUPANCY/SEATING TRAVEL LOG

- The operator of each vehicle shall maintain a log of each leg of each trip containing names of each employee, trip start time and trips end time. This log will be given to the department office at the end of each day to be used in the events of contact tracing.

UNIVERSITY VEHICLE VISUAL REMINDERS OF COVID-19 SAFETY PROTOCOLS

- Each vehicle shall have a graphic placed on or in the vehicle in a conspicuous location as a reminder of the requirements of the operator and the passengers. See Appendix: A
FACE COVERINGS

- Face coverings are required to be used whenever more than one person is in a vehicle. Face coverings are optional if only one person is in the vehicle.

AIR FLOW

- Maximize air flow using open windows (cracked a minimum of 2 inches) and HVAC using external air.

CLEANING AND DISINFECTION

- The vehicle operator is responsible for cleaning and disinfecting high-touch surfaces inside and outside the vehicle using an EPA approved disinfectant against COVID-19 (List N) (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19).
- High-touch surfaces include exterior and interior door handles and grips, interior door and window controls, arm rests, safety belts, cup holders, glove/storage compartment latches, air vents, gear shift, center console (climate/audio controls), steering wheel, visors, and rear view mirror.

ADDITIONAL HEALTH AND SAFETY MEASURES

- Maximize the movement of air within the passenger compartment of the vehicle using a combination of the vehicle’s climate control system and windows so that each passenger in the vehicle is supplied with fresh, un-recirculated.
- When entering the vehicle for your trip, use an alcohol-based hand sanitizer (containing at least 60% alcohol)
- When fueling the vehicle use pay at the pump options if available. Use an alcohol-based hand sanitizer (containing at least 60% alcohol) after fueling the vehicle and re-entry into the vehicle for your trip.
APPENDIX A

This sticker will be produced by Infrastructure, Planning and Facilities and installed in university vehicles by Transportation Services.

Please follow guidelines for your safety

Images below to indicate location of stickers within vehicles

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