

Protecting yourself and others from coronavirus

Sharing vehicles safely during the COVID-19 pandemic



This interim information is based on what is currently known about coronavirus (COVID-19) and the current situation in Tasmania. The Tasmanian Government will update interim information as needed and as additional information becomes available. Visit www.coronavirus.tas.gov.au for the latest information.

This information sheet outlines the steps you must take when providing or using shared (pool) vehicles, to keep everyone safe.

‘Vehicle hygiene’ for shared-use (pool) vehicles

During the coronavirus (COVID-19) pandemic, it is vital we all take extra steps to help slow the spread of illness and ensure staff have access to safe workplaces, including when using shared-use (pool) vehicles. This is part of our duty of care.

COVID-19 – How it spreads

The virus most likely spreads through:

- close contact with an infectious person
- contact with droplets from an infected person’s uncovered cough or sneeze (if you are within 1.5 metres or two large steps of an infected person)
- touching objects or surfaces (keys, steering wheels, windows and other controls) that have cough or sneeze droplets from an infected person (including an infected person’s contaminated hands) and then touching your mouth, nose or eyes, food or drinks.

Pool vehicle use

Currently, many Tasmanian Government departments are encouraging employees to use video conferencing or phone calls, rather than travelling.

Where work travel does need to occur, the number of people travelling in one vehicle should be kept to the minimum number of people requested to travel, where practical and safe to do so.

In addition, people who are unwell should stay at home and should not attend their workplace.

It is important that the vehicle is cleaned in between users, as per the cleaning protocols.

For vehicle/fleet managers

Provide copies of (or make accessible) this information sheet and the Sharing Vehicles Safely – Vehicle Hygiene Checklist to each driver when they collect the car keys.

If possible, ensure drivers have access to:

- alcohol-based hand rub (70% alcohol content is the ideal)
- detergent- or alcohol-based wipes
- disposable gloves
- a plastic rubbish bag/s
- your contact name and number.

What all drivers must do

Driving with passengers

You should consider whether the travel is necessary and whether the number of passengers can be limited.

If you are unwell, you should stay at home and should not attend your workplace.

When collecting and returning the pool vehicle, complete cleaning as below.

Regular cleaning of pool vehicles

To help reduce the spread of COVID-19, the interior and exterior 'touch points' and windows of pool vehicles must be cleaned before and after the vehicle is used, every time.

'Touch points' are the parts of a car routinely touched while using a car. Touch points include door handles, seat belts, steering wheel, gear shift, handbrake, arm rests controls and switches (indicator, windscreen wiper, mirror, window, radio and heating/aircon), glove compartment handle and pens, logbook and fuel card.

Windows (except windscreens) must also be cleaned because they may be contaminated with droplets from coughing, sneezing and talking.

What to do:

- plan ahead to allow enough time to clean the vehicle before and after each journey
- Practice good hand hygiene and cough/sneeze hygiene:
 - » wash your hands thoroughly with soap and water, or hand sanitiser, regularly;
 - » avoid touching your face;
 - » cover coughs and sneezes with a tissue or cough/sneeze into elbow or upper arm, dispose of tissues after use, and use alcohol-based hand sanitiser to clean hands afterwards.
- use disposable gloves for cleaning (do not reuse disposable gloves)
- clean all touch points in the vehicle with detergent or alcohol-based wipes before and after use; ensure the cleaning process is thorough and removes all visible dirt/organic matter
- dispose of used wipes (and disposable gloves if they are used) in a rubbish bag straight away; do not leave used wipes in the vehicle
- allow surfaces to dry naturally (do not dry with paper towels or cloths).

Disinfection following vehicle use by someone with COVID-19

If a vehicle has been used by a person who is later identified as a suspected or confirmed COVID-19 case, thorough cleaning AND disinfection is required.

The vehicle must not be used until the vehicle has been disinfected.

Disinfection protocol for cleaners

Before anything can be disinfected, the surface or item must be clean so the disinfectant can work (see the section on regular cleaning, above).

Cleaners should wear disposable gloves and use alcohol-based hand rub before putting on and after taking off the gloves.

Use detergent based wipes for regular cleaning, then use disinfectant, following the manufacturer's instructions. Alternatively, use a one-step, 2-in-1 detergent/ disinfectant wipe (wipes must either be alcohol-based with a minimum 70% alcohol content or have 1000 ppm available chlorine).

Clean and disinfect all internal and external touch points (including the boot and bonnet), handles, steering wheel, seat belts, seats, carpets, roof lining, windows, the boot interior and bonnet.

How can I stay updated?

Advice is updated frequently as the COVID-19 situation evolves in Tasmania. Please refer to the following for the latest information:

- Tasmanian Government Coronavirus website
www.coronavirus.tas.gov.au
- Australian Government Department of Health
www.health.gov.au
- Tasmanian Public Health Hotline **1800 671 738**