

## Guidance for Cleaning and Disinfecting Vehicles

*Last Updated: July 23, 2020*

### Background

The safety and wellbeing of our employees and the entire campus community is a core value of UW-Madison. 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 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 majority of bacteria and viruses that cause flu, colds, and other seasonal illnesses reducing the probability of transmission.

### Before You Start

- Understand and follow manufacturer's instructions for safe use of cleaners and disinfectants
- Wear all recommended Personal Protective Equipment (PPE) while mixing and using any cleaning and/or disinfecting products. PPE requirements can be found on product Safety Data Sheets (SDS)
- Be sure to have the necessary cleaning and disinfecting products available for use.
- 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 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 physical distancing to the greatest extent possible.
- Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, to include the provision of adequate ventilation when chemicals are in use.
- Doors or windows should remain open when cleaning the vehicle to facilitate proper ventilation of clean and disinfecting products.

### Vehicle Use and Occupancy Checklist

Occupants will:

- Wear a face covering at all times when more than one individual is present in the vehicle.

- Implement a seating arrangement that maintains the same driver and passenger seat assignments to decrease the need for additional cleaning and disinfecting.
- Arrange seating positions to maximize physical distance between vehicle occupants.
- Set controls to continuously move the air within the passenger compartment of the vehicle using a combination of the climate control system along with open windows to supply fresh air and remove passenger compartment air.

## What to Use

Products with EPA-approved emerging viral pathogens claims are recommended for use against SARS-CoV-2. These products can be identified by the following claim:

“[Product name] has demonstrated effectiveness against viruses similar to SARS-CoV-2 on hard non-porous surfaces. Therefore, this product can be used against SARS-CoV-2 when used in accordance with the directions for use against [name of supporting virus] on hard, non-porous surfaces.”

This claim or a similar claim, will be made only through the following communications outlets: technical literature distributed exclusively to health care facilities, physicians, nurses and public health officials, “1-800” consumer information services, social media sites and company websites (non-label related).

See the [EPA approved disinfectant list](#) for more information.

Examples: disinfecting wipes, alcohol solution of at least 70% strength, diluted bleach solution.

If there are no available EPA-registered products that have an approved emerging viral pathogen claim, products with label claims against human coronaviruses should be used according to label instructions.

## Making Diluted Bleach Solution

1. Dilute 5 tablespoons (1/3 cup) of bleach per gallon of water (or 4 teaspoons of bleach per quart of water).
2. Mix thoroughly.
3. Store in a plastic spray bottle that is clearly marked with its contents (i.e., Disinfectant Solution of 4 tsp. Bleach and 32 oz. Water).
4. Wash hands. Warm water, soap, 20 seconds of vigorous lathered scrubbing, a thorough rinse and a complete dry OR use an approved hand sanitizing solution.

**Warning:** Never mix household bleach with ammonia or any other cleaner.

## Protective Measures

How to properly disinfect equipment:

1. Clean hands.
2. Don single use examination gloves if the product Safety Data Sheet indicates gloves are required during use.

**Warning:** 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.

3. Don eye protection if the product Safety Data Sheet indicates eye protection is required during use.
4. Clean surfaces using [EPA approved disinfectant](#) and follow contact times.

5. Complete the cleaning and disinfection work.
6. Doff single use gloves and discard (DO NOT reuse single use gloves).
7. Clean hands.

Used PPE or other items such as plastic sheeting should be bagged in a trash bag, closed, and placed directly in a dumpster. If items are saturated with bodily fluids, contain items in a closed trash bag and contact EH&S Waste Management for disposal as potentially infectious material.

Workplace practices when in the field or on campus:

- Clean hands by washing with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer containing at least 60% alcohol (ethanol is preferred, methanol is not allowed).
- Sanitize hands during the following times: prepping food, eating, after using the restroom, after blowing nose/coughing/sneezing, before and after work shifts/breaks, and after touching frequently touched surfaces.
- Avoid touching eyes, nose, or mouth with unwashed hands.

## How to Clean

1. Wipe down the object you want to clean with a towel wetted with the appropriate cleaning solution. If using a spray applicator, lightly mist the area to be cleaned or disinfected.
2. Leave the disinfectant solution on the object for at least one minute (particularly if using bleach solution) or as recommended by the manufacturer of the product.
3. Wipe the object with a clean damp towel to remove any remaining solution.
4. Wipe dry as necessary.
5. Allow the surface to dry before its next use.

## Where to Clean

- Clean vehicles when changing in between shifts and when employees exchange vehicles to ensure vehicles are clean for the next user.
- Any removable porous items such as cloth floor mats should be taken out of the vehicle to allow for easy cleaning.
- Routine cleaning and disinfection procedures (e.g., using cleaners and water to pre-clean surfaces prior to applying an EPA-registered to frequently touched surfaces or objects such as:
  - Steering wheels
  - Exterior and interior door handles, grips, grabs, mirrors, trunk, hood, visors and vehicle roofs at doors
  - Shifter, turn signal controller, wiper blade controller
  - Power ignition button, locks, window controls, radio, GPS, other buttons, levers, dials, latches, vents
  - Dashboard buttons and control panels
  - Headrests and seat pockets
  - Keys and key fobs

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.

## Contact Information

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## Resources

- [FP&M Returning to Campus Safely](#)
- [UW Smart Restart](#)
- Video: [How to Keep Your Car Clean and Safe](#)
- Guidance: [Get the Facts about Coronavirus \(CDC\)](#)