

## Motor Pool Vehicle Sanitation Policy during COVID-19

Motor pool vehicles are still available for use, albeit limited, during the COVID-19 pandemic. All travel by Lake Superior State University staff, faculty, and students is limited by all current Executive Orders relating to travel as well as current University travel restrictions. This policy intends to map how sanitation will occur both during and after use of a vehicle.

- Precautions to be taken by Drivers and Passengers
  - All drivers and passengers are expected to practice proper hygiene prior to entering the vehicle. This includes proper handwashing to avoid bringing contamination into the vehicle.
  - Disinfectant wipe should be kept in all vehicles to be used before use, in between driver changes, and at the end of each day. Once the vehicle is done being used for the day, a single person should use the disinfectant wipe to wipe down all hard surfaces in the vehicle.
  - At the end of the day, seats and other porous surfaces should be sprayed with a disinfectant spray and allowed to sit overnight before use the next morning.
- Returning Vehicles to Motor Pool
  - Same precautions should be taken when returning a vehicle as normally would be taken at the end of a day as stated above.
  - When vehicle is returned, Motor Pool personnel should clean the vehicle as quickly as possible. This includes wiping down all interior and exterior surfaces that could have been touched during use with a [CDC recommended disinfectant](#).
  - A record of cleaning will be kept in each vehicle and available for review by each user of the vehicle.
  - When possible, vehicles should sit empty for 5-7 days in between their next rental use.
- Cleaning Supplies - All persons renting vehicles from LSSU Motor Pool should also work with the Physical Plant staff to obtain disinfectant spray and disinfectant wipes to keep in the vehicle in ample amount for the time of rental.