

(As per GOA Guidelines – March 2020)

COVID-19 is carried through respiratory droplets (coughing, sneezing) and/or touching contaminated surfaces then touching your eyes, nose, or mouth. If transporting clients disinfect all high-touch surfaces.

TRAVEL IN AGENCY AND PERSONAL VEHICLES

Please:

- [Self-isolate](#) if you show symptoms or have returned from travel outside of Canada in the past 14 days.
- *Do not* transport clients if you are self-isolating.
- Limit the number of passengers in your vehicle, where possible apply 2 meters distance.
- Roll down windows slightly for air flow.
- Avoid using the air recirculation feature because it may reuse air with infected respiratory droplets.

PHYSICAL DISTANCING

Physical distancing means keeping two meters from others. Practice it where possible. If it is not possible then please:

- Reduce non-essential travel.
- Speak with your supervisor to decide what travel is necessary.
- Reduce the need to transport passengers.
- If you must carry passengers, please carry your PPE Kit and use it appropriately.

DISINFECTING & CLEANING OF VEHICLES

In addition to good hygiene disinfect all high touch surfaces in your vehicle. When disinfecting please:

Do:

- use disinfectant with at least 70% alcohol concentration or, if unavailable, use soap and water.
- clean all high-touch surfaces in vehicle: steering wheel, turn signal, gear shift, seatbelt buckles, door handles, all buttons, dials, and switches.
- clean surfaces touched by staff or client(s).
- spend extra time cleaning the steering wheel.

- clean the door and center console armrests, display screens, cup holders, cubbyholes, and air conditioner vents.
- check your car manual to see what disinfectants can be used on any leather surfaces as some may damage leather.

Avoid:

- ammonia-based cleaners, bleach, or hydrogen peroxide as they can damage interior surfaces.
- glass cleaner on any surface except windows as it will damage many surfaces, including touch screens.
- cleaning fabric with too much water and soap as it can cause mold growth.
- vehicle's air recirculation feature.

CAR SEAT CLEANING

After each use you must clean the car seat:

- Remove all debris (eg. food).
- Spray the soap and water solution onto all surfaces. For dirty seats spray extra.
- Wipe the surface for at least 20 seconds: friction removes the virus.
- Use one rag to wipe it and, if need be, use another rag to dry it.
- Allow the seat to dry as much as possible before the next use.
- Place the solution bottle back in the bag, with the rags, and proceed to next job.

Cleaning Kit includes:

- 1 spray bottle (labelled for workplace). 1 teaspoon of dish soap to 700 ml of water in each spray bottle.
- 3 washable dishrags.
- A bag to keep the contents so preventing spillage or loss.

Please *launder the rags frequently*.