

# UBC Employees COVID-19

## Use of Shared UBC Vehicles

### Overview

This document is intended to provide guidance for UBC departments where UBC vehicles are shared among users. It is recommended that these guidelines be implemented and followed to prevent and control the spread of infectious agents such as COVID-19.

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

Visit [ubc.ca/covid19](https://ubc.ca/covid19) for more information about UBC's response to COVID-19, including frequently asked questions.

### Vehicle Usage

- Employees are encouraged to walk whenever possible.
- If possible, assign the same vehicle to the same person on consecutive days.

### Vehicle Occupancy

- When a vehicle must be used, there should only be ONE person in the vehicle at a time unless the vehicle is large enough (e.g. a van) to maintain physical distancing requirements (a minimum of 2 metres) between all passengers throughout the trip. Non-medical masks must be worn by all passengers when more than ONE person is in a vehicle.

### Personal Hygiene

- Wash hands with soap and warm water for 30 seconds before and after vehicle use.
- Avoid touching the face before, during, and after vehicle use.
- Cough or sneeze into your arm.

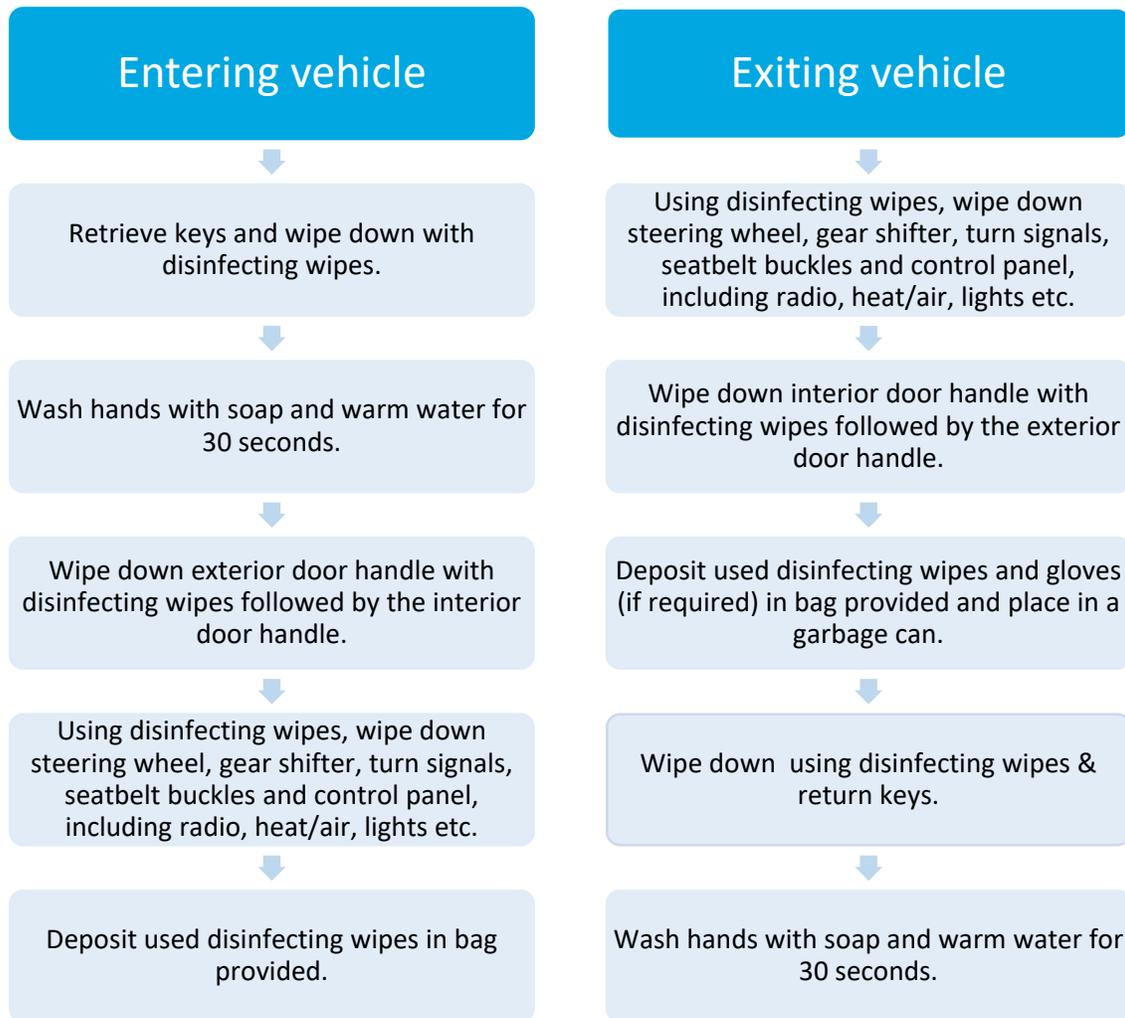
### Equipment and Supplies

- Disinfecting wipes (with WHMIS or workplace labels) should be provided for users of shared UBC Vehicles.
- Provide waste container or bag for disposal of used gloves and disinfecting wipes for each user.

### Vehicle Cleaning

- Users of shared UBC vehicles are responsible for wiping down high touch surfaces, both upon entry and exit, to ensure everyone's safety.
- High touch spots include the exterior and interior door handles, steering wheel, gear shifter, turn signals, and any other surfaces touched while driving.

## Safe Entry and Exit Protocol for Shared UBC vehicles



### Advice on Use of Shared Vehicles at UBC

If you have any questions or require advice about Use of Shared Vehicles at UBC, please contact Safety & Risk Services by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).