

## **PRACTICE GUIDE: COVID-19 CAR USE**

### **PROCEDURE FOR VEHICLE USAGE UNDER COVID-19**

It is acknowledged that during the Covid 19 crisis the Anglicare Permanency Support Programs are deemed essential services. Therefore there will be ongoing requirements for the use of pool vehicles across this period both as transport for workers to undertake approved face to face client services as well as for the transportation of children and young people.

**The following guidelines are to be strictly adhered to and used concurrently with the Anglicare Covid 19 Fleet Guidelines that are to soon to be released**

**All vehicles are to have the following with in the vehicle:**

- FLYER - VEHICLE SANITATION FOR ADS FLEET VEHICLES
- Hand sanitiser
- Disinfectant wipes
- Plastic disposable gloves
- Face Masks
- Plastic bags for disposal of used equipment

### **Prior to utilizing vehicles**

Phone call to client/carer (and in the case of contact, contact participants) prior to the visit to ask the following questions:

- Has anyone who resides in the household been overseas in the last 14 days?
- Is anyone who resides in the household evidencing cold or flu like symptoms including fever, sore throat or coughing?
- Has anyone who resides in the household been in contact with someone who is known to have contracted Covid19?
- Does anyone residing in the household (or the household of those involved in contact visits) have a significant health vulnerability which may compromise their immunity?

If the answer is yes to any of the above, transport to be cancelled and further discussion to occur with program leader.

### **Prior to leaving Office**

Upon entry into car disinfectant wipes to be used on all high contact surfaces of the vehicle: These include:

- Vehicle keys
- Any instrument used for operating vehicle (steering wheel, hand break, blinkers and wipers etc.)
- Door handles (internal and external)
- Seat belt buckles, radio buttons etc.
- Child car seats

Masks and gloves to be utilised in all vehicles at all times

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### **Transporting clients**

Where possible, clients are to be limited to 1:1 max 2:1.

In the instance of 1:1, clients are to sit in the back passenger seat

In the instance of 2:1 clients are to remain in the back seat

### **Returning to office**

At the conclusion of usage, disinfectant wipes to be used on all high contact surfaces of the vehicle: These include:

- Any instrument used for operating vehicle (steering wheel, hand break, blinkers and wipers etc.)
- Door handles (internal and external)
- Seat belt buckles, radio buttons etc.
- Child car seats- of note: robust seat and restraint cleaning must occur at the conclusion of each visit/use.
- Vehicle keys

### **Site vehicle allocation:**

Anglicare cars to be allocated to staff members- or a small groups of consistent staff members- to minimise crossover between staff and mitigate the risk of cross over coronavirus infection.

Dated: 5 April 2020.

Further updates to this Guide will be provided as the Covid19 Pandemic management strategies are upgraded.

Ann Ponsonby

Principal Officer