



The following is the minimal recommended procedures to COVID-19, in social contact environments such as ADS Fleet. This is based on The Department of Health “COVID-19 information about routine environmental cleaning and disinfection in the community” and the Australian Fleet Management Association “Taking reasonable steps to manage hazards and risk”.

## VEHICLE OPERATION AND SANITISATION

The risk of transmission of COVID-19 in these settings can be minimised through a good standard of general hygiene as outlined below.

**Cough etiquette** and respiratory hygiene when operating the vehicle, even when travelling alone.

**Only touch what you need** to touch in the vehicle.

**Only use mechanical car washes** and do not use personal detailing services.

**Routine cleaning** of frequently touched hard surfaces with detergent/disinfectant solution/wipes.

*\*Do not use chlorine bleach at any dilution as this will damage seatbelts, airbags and vehicle material.*

- Clean the exterior and interior door handles and all interior touch points within the cabin. *Eg. steering wheel, gear shift, mirror, indicator control, centre console lid and air vents.*
- Clean keys and fuel card before and after use.
- Clean the boot release, fuel cover and fuel cap.
- Dispose of gloves and cleaning cloths into a sealed plastic bag and dispose.
- Spray the interior of the vehicle with antibacterial spray and leave sealed and locked for 10 minutes prior to use.

Vehicle servicing and repair. **Ask** in advance about what **precautions a service centre is taking** regarding COVID-19. The service centre should have a policy in place that protects the health and wellbeing of their employees, partners, customers and broader community.

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