COVID - 19

Keep your driver and passenger’s safe

Here some few tips!

Your drivers and staff are among the people on the front line when they do their day-to-day work and face the potential exposure risk. They must be informed and apply a number of protection rules in order to be protected which will limit the risk of contamination to other users or beneficiaries.

Here are some points of thought and advice that can be applied:

- What impact will this have on the business?
- Should I reduce my activity or not?
- Should we rent additional vehicles?
- Do I have to park a certain number of vehicles or not?

A real reflection and decision must be taken at the management level

- Only essential travel should be allowed
- Reducing the number of passengers per vehicle due to the possible risk of contamination and respecting the social distance for all trips will have an impact on our business.
- Limiting travel to the essentials has an impact on the business. Should we go on or not?
- Any move must be scheduled in advance. No unscheduled (last-minute) travel is allowed
- Are we ready to train and communicate with staff on new procedures and good practices?
- Do we have the equipment ready and available (procedures, documents and protective equipment)?
- Do we have management in place for waste generated from protective equipment?
- What do we do if our staff is contaminated?

What procedures should be applied and what measures should be put in place?

- One user (driver) per vehicle. We avoid the rotation of drivers on the same vehicle.
- The driver has the minimum protective equipment for himself and for the passengers
  - Disposable gloves
  - Disposable masks
  - Disposable disinfectant wipes
  - Alcoholic solution for hand cleaning
  - Water and soap
  - Bleached solution - cleaning equipment - vehicle disinfection
• Important to ventilate the vehicle regularly. We have to drive with the window open for each passenger.

• The air conditioning and heating can be used but with air recycling (slightly windows opened). Don’t leave the position non-recycling air

• The vehicle is cleaned and disinfected completely at least once a day according to the organisations protocols.
• If a reported contaminated patient is being transported, disinfect the vehicle with special attention to the areas the patient has touched after the trip according to organisations protocol.

• The number of persons transported per vehicle can be more than 2 - 3 persons per trip (1 person per seat /row in the vehicle). The minimum distance between each passenger must be 1 meter. The ideal would be a distance of 2 meters.

• Passengers must have access to protective equipment (disposable gloves & masks / soap - hydro-alcoholic gel - disinfectant wipes)
• Waste recovery management in each vehicle must be put in place

Is my staff trained?

• The driver is informed and trained to the risks and the protective method that must be applied to avoid being contaminated
  □ The driver knows the minimum steps to follow:
  ▪ Wash your hands often with soap and water for at least 20 seconds.
  ▪ Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  ▪ Avoid touching the eyes, nose or mouth with unwashed hands.
  ▪ Avoid close contact with sick people.
  ▪ Cover your mouth and nose with a handkerchief when you cough or sneeze, then throw it in the trash and wash your hands.

• The driver knows the main protective messages to pass on to his passengers
• The driver knows the waste management procedures (gloves - masks and disinfectant wipes)
• The driver knows the rules of protection if a traffic accident occurs. He knows the procedures to follow & apply.

Do we have what is necessary for prevention - communication and protection for our staff?

TGS Technical Training – Expertise and flexibility to provide core and specialist training
Document summarizing the rules and protocols to follow (contamination modes /disinfection protocols - vehicle cleaning)
- Gloves - masks available for drivers and transported persons
- Documents available in the vehicle to inform and distribute to staff and beneficiaries
- Waste management (disposable gloves -masks - wipes - potentially contaminated products)

**Procedure for passenger transport:**

- For every transport with a new passenger, the driver must change pairs of gloves.
- Each passenger must have a protective mask
- Each passenger must wear protective gloves during transport
- Each passenger must have access to disinfectant wipes, alcoholic solution (gel), soap or bleached solution for cleaning hands. Hands that are gloved up must be cleaned before entering the vehicle

**Cleaning and disinfecting the vehicle:**

- The vehicle must be equipped with disposable gloves and masks for driver and passengers.
- The vehicle must have its own equipment to be cleaned and disinfected,
- Alcohol gel, wipes, soap or bleached solution must be available in the vehicle for users.
- The complete disinfection of the vehicle should be done at least once a day as per organisations protocol.
- If transporting a sick person, the vehicle is disinfected each time as per organisations protocol.

**Areas to focus when cleaning and disinfecting our vehicle:**

*The exterior of the vehicle:*

1) Outdoor door handles
2) Outdoor mirrors
3) Door and roof frame
4) Fuel trap and cap
5) Wheel valve caps
6) Front hood and aperture control
7) Washer Cap
8) Dipstick
9) Oil Cap
The interior of the vehicle:

1) Interior door switches control
2) Window switches control
3) Inside door handles
4) Storage compartments in the doors
5) Front and rear seat belts
6) Front and back seatbelt boucle’s
7) Front and rear seat adjustment buttons
8) Steering wheel
9) Horn control
10) Headlights and flashers control
11) Front and rear air ventilation grid
12) Vehicle dashboard
13) Ignition key or start button
14) Vehicle Keys
15) Gear lever
16) Transfer box command or lever
17) Handbrake
18) Radio
19) Heating control controls
20) Glove box
21) Logbook
22) Central storage compartment
23) Front and rear cup holders or bottles
24) Interior mirror
25) Switch’s control of front and rear interior lights
26) Interior handles for front and rear passengers
27) Rest driver and passenger heads
28) Rear passenger seat
29) Front driver and passenger seat
30) Rear seat storage
31) Armrests - central rear passenger separation
32) Pharmacy kit
33) Kit - vehicle disinfection protection equipment

The above information is from TGS own advice. It is not a medically approved document, and is not an official Toyota guide.