

COVID-19 SHARED VEHICLE SAFETY

To reduce the spread of COVID-19, avoid sharing UCR vehicles whenever possible. Employees may share vehicles only if approved in advance and in writing by a supervisor. If you use a shared vehicle, please follow these guidelines.

Disinfecting procedures for shared vehicles - required before and after use:

1. Read the labels and follow instructions for all disinfectants to ensure proper disinfection.
2. All disinfectants have different contact times that must be followed.
3. Disposable gloves may be required for use with some disinfectant products.
4. Wipe down common exterior touchpoints: The door handles, top of doors, windows, gas fill door, and cargo doors and handles.
5. Wipe down common interior touchpoints: The door pulls, armrests, window, window controls, door locks/controls, steering wheel, seat adjuster(s), parking brake lever, gear shift lever, seat belt latch and buckle, A/C controls, radio buttons, turn signal and wiper levers, center console, and glove box.
6. Wipe down ignition keys and remote.
7. Allow the vehicle to sit untouched for at least 15 minutes, or for the disinfectant's required contact time (to allow the disinfectant to dry and its odor to dissipate), whichever is longer, before using the vehicle.
8. Repeat steps 4-7 above when parked and finished using the vehicle.

*When the temperature is over 85°, do not store disinfectant in the vehicle. Store in an air conditioned storeroom, office, or shop area.

If employees must ride together:

- Face coverings are required (and strongly recommended even when alone).
- Wash your hands or use sanitizer before entering and immediately on exiting.
- Drivers and passengers must sit as far apart as possible.
- Windows must be rolled fully down to increase fresh air movement.
- Avoid using the “recirculate air” setting on the air conditioner.

Vehicle occupancy limits are as follows:

- Car, Cart, Crew Cab Pickup, or SUV: A person may ride in the rear passenger-side seat if all windows are fully down or if the vehicle is open-sided.
- Full-Size Pickup (standard cab): A person may ride on the passenger side if all windows are fully down.
- Van or SUV (multiple rows): One person only per row on alternating sides and all windows must be down or opened fully.

For the most current information about specific COVID-19 related procedures refer to the UCR Return to Campus Guide: <https://campusreturn.ucr.edu/return-work-guide>



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