

Staff Briefing

Vehicle Cleaning Procedure – to prevent spread of Covid-19



OFFICIAL

When using a council pool vehicle - to help prevent the spread of COVID-19, all hard surfaces within the vehicle must be cleaned after use.

This will make sure the vehicle is clean and safe for the next user to take out.

Cleaning Procedure

Equipment – you will need:

- ♦ disposable cloths
- ♦ disposable gloves and bags
- ♦ cleaning product (spray gun) supplied by the council.

Procedure – you should:

- ♦ put on a pair of disposable gloves
 - ♦ ventilate the vehicle – by opening windows and/or doors
 - ♦ carefully spray the solution onto all hard surfaces (see below) and leave for 5 minutes before wiping with a clean cloth.
- Surfaces to be cleaned include:

- Steering wheel
- Door handles inside and out
- Handbrake levers / switches and gear stick
- Dashboard including all control switches / levers for example, lights, window wipers and ignition keys
- Mirrors / casing
- Handrails and tail lift handle rails
- Windows and non fabric seats for example, vinyl seat coverings.

- ♦ close the doors and windows and lock the vehicle
- ♦ double bag all cloths and finally remove gloves and place in the same bag
- ♦ dispose of bag as general waste
- ♦ wash your hands with hot water and soap for 20 secs.

Procedure when COVID – 19 is suspected or confirmed

- ♦ **Do not** attempt to clean the vehicle.
- ♦ The vehicle should be locked and quarantined to prevent further use.
- ♦ **Contact Transport Services** who will arrange cleaning by a competent contractor.

If you have any questions or concerns contact Transport Services on email at alex.colquhoun@glasgow.gov.uk or emil.laiolo@glasgow.gov.uk or telephone the Vehicle Workshop on 0141 287 2056 or 0141 287 2070