



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
<b>Safe Use and Cleaning of Passenger Vans During COVID-19</b>		
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## SAFE WORK GUIDELINE: SAFE USE AND CLEANING OF PASSENGER VANS DURING COVID

### SCOPE

The procedure applies to all employees of Mount Royal University renting and utilizing passenger vans for the purpose of field work/course work.

This document covers passenger van capacities, cleaning responsibilities, and methods for cleaning and disinfecting frequently touched work surfaces in the passenger vans. The cleaning and disinfection of high touch points in shared spaces is the responsibility of the department employees identified in the rental agreement with Parking Services.

Any proposals for exceptions to this document must be approved by Environmental Health & Safety.

Exceptions include, but not limited to:

- Varsity team requirements

### RESPONSIBILITIES

The Employer (Department Management of Van Requestor) is responsible for ensuring there is a person(s) responsible for the oversight of capacity management, passenger van cleaning, including the cleaning of high touch surfaces in areas under their control. They are required to provide Employees with a procedure for this task and the supplies required to complete the task.

Employees must follow the provided procedure and refer to chemical product labels and (when applicable) the Safety Data Sheet (SDS) for information. Employees must report any health and safety concerns to their Supervisor.

Anyone requesting a van rental must have an illness response plan, in the event of a student/employee illness during the rental agreement.

Employees utilizing the passenger van for work-related purposes must:

- Maintain a capacity of not more than 50% the number of seats available;
- Assigned seats are required for groups of more than two person(s);
- Wear a cloth or disposable face mask when in the shared space;
- Avoid touching your face while wearing a mask;
- Sanitize hands when entering the space with the sanitizer provided;
- Sanitize any surface/objects touched or had the potential to be touched, after touching, and;
- Sanitize hands when leaving the passenger van.

## PROCEDURE

During the duration of the rental agreement with the MRU passenger vans, proper cleaning shall be carried out.

Focus on all touch areas on and in the passenger van will be wiped down with approved cleaning supplies which shall be provided by the Department.

Exterior of passenger vans:

- All latches and door handles
- Fuel caps

Interior of passenger vans:

- Door handles
- Steering wheel
- Seat belts buckles
- All switches

To clean and disinfect:

1. Put on PPE.
2. Clean visibly dirty surfaces with soap/detergent, warm water and paper towel prior to disinfection.
3. Follow disinfectant instructions
4. If using disinfecting wipes, wipe surfaces with wipe and allow to dry.
5. Paper towels and gloves used to decontaminate the passenger vans must be disposed of in the appropriate bin 'Landfill' after each cleaning/disinfection.
6. Wash hands immediately after disposing of gloves for at least 20 seconds with soap and warm water.

## DEFINITIONS



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**Cleaning:** The removal of pathogens, dust, dirt, and oils from surfaces. It does not kill pathogens, but it lowers the risk of spreading infection by removing the dust, dirt and oils that encapsulate pathogens.

**Coronavirus:** The novel coronavirus, now named severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), as per the World Health Organization.

**COVID-19:** The disease caused by the novel coronavirus (SARS-CoV-2).

**Disinfecting:** Using appropriate chemicals to kill pathogens on surfaces. This process does not remove pathogens the way cleaning does, but kills or deactivates the pathogens to lower the risk of spreading infection.

**Employee:** Volunteers or individuals who are engaged to work for the University under an employment or apprenticeship contract, including Faculty, Staff, exempt Employees, Management Employees, and Undergraduate, Graduate or Postgraduate students carrying out work for the University.

**Employer:** A person who employs one or more workers, including volunteers, or a person designated by an employer to be the employer's representative. At MRU, this includes all Management Employees as defined herein.

**Management Employee:** The President, Vice-Presidents, Associate Vice-Presidents, Deans, Directors, Managers, Supervisors, Chairs, Team Leads and all Employees classified as management Employees by Human Resources.

REVISION HISTORY		
Date	Revision	Notes
September 2020	01	Creation of Safe Work Guideline