

VEHICLE TRAVEL FOR ESSENTIAL PERSONNEL

GENERAL INFO AND GUIDANCE:

- It is recommended to limit exposure by minimizing trips to obtain material/tools for company (i.e. hardware, fuel, etc.).
- It is recommended when in public while traveling on company business- maintain social distancing, and you're encouraged to wear cloth face mask provided by company.
- **'Rideshare' Multiple Personnel** in vehicles- this situation should be avoided whenever possible, but if it cannot be avoided all riders must:
 - Maintain social distancing of 6feet when possible
 - Wear cloth mask
 - Travel with windows down
 - Sanitize frequently touched surfaces- see list below.
 - Avoid using 'recirculated air' setting on vehicle ventilation system
 - Get & carry cleaning/disinfectant spray or disposable wipes, and disposal trash bags in vehicle.
- It is recommended to use the same truck every workday until further notice.
- Some personnel may need to drive their personal vehicles, and be compensated for mileage and fuel. Should personal vehicles be driven, you will be required to track mileage to and from the worksite. Mileage will be reimbursed at the rate designated by corporate guidelines each paycheck and noted on the individual employee's white sheet- job# required.
- **TRAVEL PASSES-** please keep a printed copy of ALL applicable travel orders in your vehicle, including your authorization letter from company designating our company as an 'essential business'- this documentation authorizes company personnel travel to/from various company worksites to provide essential services.

VEHICLE HYGIENE:

- It is recommended that all personnel operating corporate vehicles practice good DAILY hygiene in their company vehicles.
- Vehicle Sanitation Kits (provided by Safety) will provide disposable nitrile gloves, hand sanitizer, shop towels, and disinfectant spray.

RECOMMENDED DAILY DISINFECTION

Disinfect frequently touched surfaces daily using the disinfectant spray or wipes located in each vehicle:

- | | |
|---|---|
| <input type="checkbox"/> Steering wheel | <input type="checkbox"/> Exterior door pulls |
| <input type="checkbox"/> Door pulls | <input type="checkbox"/> Interior control switches |
| <input type="checkbox"/> Gear shift | <input type="checkbox"/> Seat belt buckles |
| <input type="checkbox"/> Turn signal / wiper controls | <input type="checkbox"/> Hand grabs |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Other frequently touched surfaces. |
| <input type="checkbox"/> Consoles | |