

# Protocol 32– PennDOT Vehicles/Equipment Cleanliness

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## 1. Policy

PennDOT is committed to reducing the hazards associated with potential infectious viruses/diseases. This protocol provides PennDOT employees with the basic information on cleaning and disinfecting surfaces within PennDOT vehicles and assuring a clean and safe workspace to limit the survival of any viruses/diseases.

## 2. Scope

This protocol applies to all PennDOT employees who operate PennDOT vehicles/equipment such as: pool vehicles, crew cabs, dump trucks, and loaders etc. to ensure they are properly cleaned to prevent the spread of viruses and illnesses daily and to maintain a safe and healthy work place.

## 3. Applicable Standards

The following list includes some related standards; however, it is not all inclusive:

- A. Center for Disease Control and Prevention (CDC)
- B. Environmental Protection Agency (EPA)
- C. Department of Health (DOH)

## 4. Roles and Responsibilities

- A. District Executives/Bureau Directors
  - (1) Ensure the proper and timely implementation of this protocol.
  - (2) Ensure all employees are provided adequate resources as outlined in this protocol.
- B. Employee Safety Division
  - (1) Maintain this protocol.
  - (2) Assist Fleet Management with implementing this protocol.
  - (3) Respond to employees concerns in a timely matter.
- C. Managers/Supervisors
  - (1) Ensure employees are following the procedures outlined in this protocol.
  - (2) Ensure employees are properly informed about communicable diseases and are provided information and general safe practices helping them to stay healthy and prevent spreading any contagious illness (such as influenza, the common cold etc.)
  - (3) Ensure employees are provided the necessary equipment and supplies to properly clean the common areas of the vehicle and/or equipment.

**D. Employees (Operators)**

- (1) Follow the rules and procedures outlined in this protocol.
- (2) Complete the *Operator Daily Report for Mobile Equipment form M-614* before and after the operation of mobile equipment.

**5. Procedures**

Daily cleaning and disinfecting practices will help minimize the spread of viruses. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Daily cleaning should be done with sanitary products such as:

- Disinfecting sprays and/or wipes: commonly used to clean surfaces by District/County maintenance staff that would be readily in stock, (the active ingredient in the disinfecting wipes shall be ethanol alcohol 40 or benzyl ammonium chloride).
- A bleach solution: which can be made by mixing 5 tablespoons (1/3 cup) bleach per gallon of water, (thoroughly rinse containers before mixing the bleach solution and do not mix the bleach solution in an enclosed space like a truck cab). Alternatively, when properly diluted, unexpired household bleach is effective against viruses.
- Soap (or detergent) and water for the exterior of the vehicle / equipment.  
Note: During a pandemic crisis or height of flu season, management may direct the frequency of cleaning be increased to before and after each issue of the vehicle/equipment.

Routine cleaning methods should be employed with special attention in certain areas as specified below:

1. Employees should use appropriate personal protective equipment (PPE), such as disposable gloves and eye protection, such as a face shield or goggles when mixing concentrated materials into secondary containers for daily use.
2. The secondary containers must be properly labeled to prevent adverse reactions between chemicals (i.e. bleach, alcohol hydrogen-peroxide and other chemicals which are clear liquids and can cause hazardous vapors if mixed).
3. Many of the surfaces in the cab and associated compartments can be cleaned with soap and water using paper towels or disposable rags, according to the vehicle manufacturer's recommendations. Avoid using product application methods that cause splashing or generate aerosols. To avoid splashing, spray the cleaning agent into the rag/cloth instead of spraying directly onto the surface.
4. Avoid using excessive amounts of water only dampen the cloth or rag. Using excessive amounts of water inside the vehicle could damage the equipment.
5. While cleaning, it is always a best practice to wear gloves when working with other drivers operating the same piece of equipment. It is recommended that the below PPE be used.
  - Disposable Nitrile/Rubber Gloves
  - Heavy-Duty Chemical-Resistant Re-usable Gloves – Note: To properly maintain the PPE and prevent the spread of germs, any employee using Heavy-Duty Chemical-Resistant Re-usable Gloves must properly clean and disinfect the gloves by spraying the gloves before and after each use with a disinfectant spray and/or bleach solution listed above.

- Disposable latex/vinyl gloves - These are an acceptable last resort option in the event disposable nitrile/rubber gloves are not readily available due to supply shortages.
6. Employees should wash hands before and after using any gloves listed above. Employees should use soap and water and/or hand sanitizer as part of this process. Especially during cold and flu season or when a general health alert is issued.
  7. When disposable gloves are used, it is highly recommended that they are disposed of along with any/all soiled material in a sturdy, leak-proof bag that is tied shut and not reopened. If leak proof bags are not available, sealable plastic bags (i.e. sandwich or freezer bags with the resealable strip) are a viable option.
  8. When cleaning has been completed and gloves have been disposed, immediately clean hands with soap and water. If soap and water are not readily available, use an alcohol-based (no less than 70% alcohol per CDC recommendations) hand gel and wash hands with soap and water as soon as feasible. Avoid touching the face with gloved or unwashed hands.
  9. Do not use compressed air and/or water under pressure for cleaning, or any other methods that can cause splashing or which might re-aerosolize infectious material. If there is debris that needs vacuumed out of the cab, the vacuum cleaners should only be used after proper disinfection has taken place on frequently touched surfaces (see list below).

Examples of frequently touched surfaces:

- Cab door switches
- Cab door grab handle and surface
- Steering wheel
- Ignition key
- Gauges and switches on dash and in cab
- HVAC louvers on dash
- Exposed dash surfaces
- Radio controls
- Seat adjustment knobs
- Two-way radio microphone and knobs
- Freedom or another spreader controller
- Overhead console doors and locks
- Cup holders
- Steering column-mounted stalk controls (turn signals, cruise controls, windshield wiper)
- Manual/automatic transmission shift lever
- Seat covers (vinyl, fabric, or leather)
- Cabinet door handles
- Fire extinguishers
- Reflector kits
- First aid kits
- Air horn cable
- Seat belt buckles
- Hood latches
- Dip sticks, lids/caps under the hood

Additional Precautions:

1. Thoroughly clean surfaces at the beginning and end of each shift. Items inside the cab such as the steering wheel and control switches shall be wiped down, whereas items outside the vehicle such as the door handle can just be sprayed. To verify this has been conducted note this in form M-614 in the comments section.
2. Each vehicle has a clipboard and pen, with the M-614 ensure clipboard and pen are also wiped down during the cleaning process.
3. The container that is used to keep the spray/disinfectant must **not** be kept in any vehicle and should be kept at the work location for other people to have access to the cleaning material.
4. Wash your hands with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not available.
5. Cover any coughs or sneezes with your elbow, not your hands.
6. Clean surfaces frequently to prevent the spread of common viruses and diseases.
7. Avoid coming into close contact with co-workers.
8. Avoid touching your face, especially your eyes, nose, and mouth.

**6. Program Review**

The effectiveness of this protocol in keeping employees safe when there is potential for infectious viruses or when a general health alert is issued. This protocol will be evaluated annually by the Employee Safety Division and Fleet Management Division with appropriate actions taken to address any deficiencies found.

**7. Recordkeeping**

This protocol contains new existing information as described in the table below. Content that is being introduced for the first time in the Pub 445M, Manual for Employee Safety and Health (MESH) is identified as “original”.

Section	Topic
1-7	Original as per the AIPP requirement.

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