

Safeguarding your Vehicle

Now, more than ever, with COVID-19, precautions to safeguard your vehicle when transferring the vehicle to another employee, or when taking your vehicle in for maintenance, is very important.

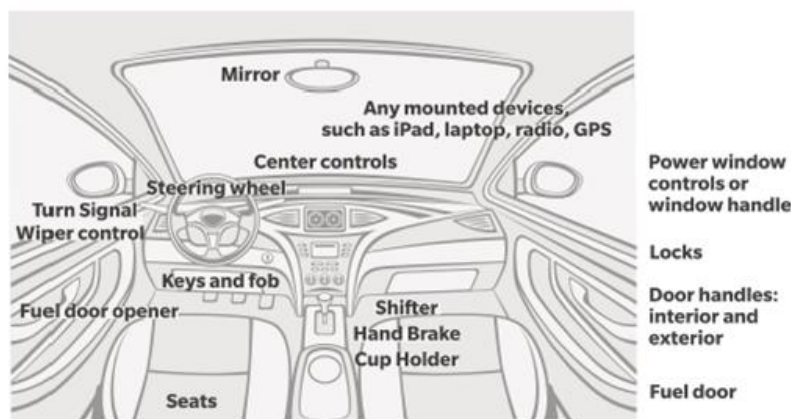
Here are some high-touch areas that should **never** be missed:

<ul style="list-style-type: none"> • Mirror • Center controls • Keys and fob • Wiper control • Climate control • Audio controls • Hand brake • Seats (driver/passenger)/Seatbelts • Fuel door opener • Windows • Headrests • Armrests 	<ul style="list-style-type: none"> • All mounted devices (<i>any and all electronic devices used - i.e. iPad, laptop, radio, GPS, phone chargers</i>) • Steering wheel • Headlight • All cabin lighting controls • Shifter • Cup holder • Door handle(<i>inside and out</i>)/Window control/locks • Air vent • Sun visors
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When cleaning, use disinfectant wipes or damp soapy water wipes to clean all hard surfaces throughout the vehicle.

To guide your efforts when cleaning the vehicle, think about where droplets would fall when you sneeze or cough (*for example: do you turn your head to the side?*) and remember to think about your own personal safety:

- Be sure to wash your hands for **20 seconds** after completing the cleaning process.
- If you take your vehicle home at night, be sure to lock it to prevent it from being compromised.
- Make sure you have a mask and gloves (when/where appropriate).



Before you leave or enter the vehicle – here’s a checklist to keep you safe and your team members safe as well:

Activity to Safeguard 	
Keys / Fob	
Door Handles (interior/exterior)	
Steering Wheel, Shift Lever, Brake Lever, Wiper Stalk, Turn Signal Stalk	
Air Vents, Console, Dashboard, Cup Holder	
Exterior and Interior Fueling Latch, Cover, Cap	
Seats, Seatbelts, Headrests	
Mirrors, Windows, Window Controls	
Interior Lights	
Sun Visors	
Passenger and Driver Door Armrests, Grab Handles, Seat Adjusters	
All Electronic Devices used while in vehicle (iPads, Navigation Systems, Phone Chargers, Laptops, etc.)	

Additional considerations for crew trucks:

Handles on bin doors	
Equipment controls (bucket / digger)	

*** Please consider any other touch point identified by a crew member but not listed**