



## COVID-19 Procedure



# Disinfecting Vehicles, Tools & Equipment

4-15-2020

### Purpose:

This Procedure provides guidance on methods for disinfecting vehicles, tools and equipment to help protect against the spread of Coronavirus (COVID-19).

### Scope:

All WGL employees who share company vehicles, tools or equipment

### Overview

The COVID-19 virus is spread by inhaling airborne virus particles or touching them on a surface and transferring them into your body through your eyes, nose or mouth when you touch your face. An infected person introduces the viruses into the environment when they talk, cough or sneeze. The particles may briefly hang in the air and/or land on a nearby surface. Disinfecting commonly touched surfaces helps prevent accidentally contaminating your fingers with the virus.

### Vehicles (Passenger, Construction)

To minimize the risk of transmission any surfaces in vehicles that are touched by multiple people throughout the workday should be frequently disinfected. If vehicles are shared by employees or visitors, make sure you wipe down the following areas and any other places on the vehicle that may have been touched at any shift change or change in driver or operator.

Door Handles	Steering Wheels	Seat Belts
Seat Belt Buckle	Gear Shift	Radio Knobs
Turn Signals	Seats	Door Release Switch
Rear View Mirror	Seat Height Adjustment Buttons	Side Mirror Adjustment Buttons

### Tools & Equipment

To minimize risk of surface transmission from tools and equipment, PPE such as gloves, safety glasses or hardhats should never be shared.

One-man crews who do not share tools are at low risk of surface transmission, but should clean channel locks, rover and ranger handles, wrenches, pliers, leak equipment, Toughbook etc. frequently along with practicing regular handwashing and wiping down the soap bottle itself.

If using a pen to write the tag and have the customer sign, remember to change your gloves and wipe / disinfect the pen.

**Note:** Non-sanitized items, garbage and disposable PPE should be stored outside of the cab of the vehicle, disposed of in a trash receptacle and / or removed from the job site.

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### Disinfecting Agents

Bleach wipes and alcohol-based disinfectants (at least 60% alcohol) can be used to wipe down vehicles, tools and equipment. These supplies are provided by WGL but may be impacted by shortages. If they are temporarily unavailable, here are some alternatives:

1. **Hand Soap and Dish Soap:** bars of hand soap, liquid hand soap and dish soap will all kill the virus. Soapy water can be applied to surfaces with a rag or towel to disinfect the vehicle.
2. **Bleach Spray:** Mixing 1/3<sup>rd</sup> of a cup of regular household bleach per gallon of water or 4 teaspoons per quart of water creates a disinfectant that can be used on surfaces to kill the corona virus. Mix the water and bleach into a spray bottle, shake it vigorously and then spray it onto a surface and let it sit for several minutes before wiping it off. Wear gloves when spraying the solution and wiping it off to prevent skin irritation.

### Additional Options

Product	Details
Household Disinfectant Wipes (Clorox, Lysol, etc.)	<ul style="list-style-type: none"> <li>• Provided by WGL as supplies are available</li> <li>• Can also be found in most grocery stores, home improvement stores and online retailers</li> <li>• During an epidemic, this product will be the first to become unavailable</li> </ul>
Diluted Household Bleach Solution	<ul style="list-style-type: none"> <li>• Provided by WGL as supplies are available</li> <li>• Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) of bleach per gallon of water or 4 teaspoons bleach per quart of water</li> <li>• Apply with non-woven towels, such as Wypall</li> </ul>
Alcohol Solutions with at least 70% Alcohol (Rubbing Alcohol)	<ul style="list-style-type: none"> <li>• Can be found in most grocery stores, pharmacies and online retailers</li> <li>• Apply with non-woven towels, such as Wypall</li> </ul>

### Do's & Don'ts

**Always** read the label and follow manufacturer's instructions when using chemical products.

**Never** mix cleaning chemicals to make a disinfectant. If you don't have any of the above-mentioned items, **Mixing bleach and ammonia can create a dangerous chlorine gas, which in small doses can cause irritation to the eyes, skin and respiratory tract. In large doses, it can be deadly.**