

**Coronavirus Preparedness - Cleaning and Disinfecting
Equipment/Vehicle/Operator Booth/Control House**

According to the CDC there are specific steps that we can take to ensure that our equipment, vehicles, operator booths and control houses are clean, disinfected and safe to use. Reaching this level of expectation requires each team member to do their part.

NORMAL DAILY CLEANING – BEFORE AND AFTER USE OR SHIFT

1. Before and after each shift, each operator or driver must “Clean In and Clean Out.”
 - This includes trucks, transport vans, operated equipment, operator booths, control houses, etc.
 - For trucks or transport vans where team members are sharing the cab throughout the shift, cleaning and disinfecting may need to take place more frequently between different drivers.
 - If surfaces are dirty, they should be cleaned using a cleaner, or soap and water prior to disinfection.
2. Wear the appropriate PPE
 - For everyday cleaning, wear safety glasses and rubber or nitrile gloves.
 - The CDC does not recommend additional PPE for everyday cleaning and disinfection.
3. What should you clean and disinfect?
 - Each cab or booth will vary, but consider everything that is touched.
 - Keys, grab rails, doors and handles, steering wheel, operating levers, seat, seat belt, touch screens, buttons, radios, window handles, handles of access panels, tools used for cab or track cleaning, etc.
4. Every vehicle, piece of equipment, or operator booths, control houses, etc. needs to have the necessary resources with it to be properly cleaned and disinfected. Recommended items include:
 - Spray bottle with disinfecting material (Lysol, bleach/water, etc.)
 - Recommended [Coronavirus Covid-19 Disinfecting and Sanitizing Products \(S-019-GD-004\)](#)
 - Guidelines for [Mixing Bleach and Water for Disinfecting \(S-019-GD-005\)](#).
 - Paper towels, towels, or rags
 - Extra trash bag(s)
5. When cleaning and disinfecting consider the following:
 - Some items (i.e. electronics and screens) can be damaged by direct spray of chemicals. Consider spraying disinfectant onto a rag then wiping gently on those surfaces. Refer to your operator’s manual to understand any limitations on cleaning products.
 - Ensure the proper amount of wet or contact time as directed by the manufacturer of the disinfectant. Bleach-Water has a required 5 Minute Wet Contact Time to disinfect.
 - When possible, open the doors / windows to allow the cab or booth to ventilate.
6. Immediately wash your hands for 20 seconds with soap and water after removing gloves, or use hand sanitizer containing a minimum of 60% alcohol.



Cleaning and disinfection are expected and required for all operated equipment, vehicles, cabs, booths, etc. as outlined in this document. Ensure you have the resources in sufficient quantity, discuss the proper cleaning methods, and obtain or provide the required PPE. Each team member must take personal accountability for their equipment or area in order to prevent the spread of illness.

**Coronavirus Preparedness - Cleaning and Disinfecting
Equipment/Vehicle/Operator Booth/Control House****HOW WILL A VEHICLE, PIECE OF EQUIPMENT, OPERATORS BOOTH OR CONTROL HOUSE BE CLEANED AND DISINFECTED IF A TEAM MEMBER REPORTS THAT THEY HAVE A FEVER, FLU LIKE SYMPTOMS, LEAVES OR DID NOT REPORT TO WORK?**

In the event a team member operating a vehicle, piece of equipment, or machinery from an operator's booth or control house reports symptoms of the Coronavirus (i.e., fever, cough, or shortness of breath), it will need to be cleaned and disinfected before another team member can use it.

SCENARIO 1 - The vehicle, piece of equipment, operator's booth or control house IS NOT business essential. Not business essential means you can wait 24 hours. The 24 hours begins from the time the team member last used the equipment.

1. If the vehicle, piece of equipment, operator's booth or control house is not business essential, place signage on the door to notify others [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) (or similar) and wait 24-hours prior to cleaning (longer if possible up to three (3) days).
2. After the 24- hours, follow the same guidance as above in the NORMAL DAILY CLEANING – BEFORE AND AFTER USE OR SHIFT section.
3. Cleaning after 24 hours requires an increased level of PPE as compared to daily cleaning.
 - a. Safety glasses and rubber or nitrile gloves.
 - b. Protective clothing – Tyvek or similar coveralls or rain suit.
4. After cleaning and disinfection, remove PPE carefully to avoid contamination of the team members clothing, and surfaces.
 - a. Disinfect multi-use PPE (rain suit, reusable gloves) and dispose of single use PPE (Tyvek, nitrile gloves, etc.)
5. Immediately wash your hands for 20 seconds with soap and water after removing gloves, or use hand sanitizer containing a minimum of 60% alcohol.
6. Remove [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) signage and return to normal operations.



SCENARIO 2 - The vehicle, piece of equipment, operator's booth or control house IS business essential, to needs to remain in operation.

1. STOP - Place signage on the door to notify others [Danger - Disinfect Before Use \(S-019-GD-006-100\)](#) (or similar) and contact your Company President and HR Representative for discussion and direction.

Again, we ask each team member report if they believe that they have, or a loved one has been infected with or been in contact with another person who has been confirmed to be infected with the Coronavirus (COVID-19) disease to their Human Resources Representative. This allows the Company to promptly respond by implementing the specified cleaning instructions. Each team member must take personal responsibility to prevent the spread of the Coronavirus.

**Coronavirus Preparedness - Cleaning and Disinfecting
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Company Name:		Company Number:		Date:	
Project Name:		Project Number:			
Supervisor Name:		Supervisor Number:			

	Name (Type or Please Print Neatly)	Team Member #
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