

Risk Management Guidance on Multi-Passenger Vehicles

(effective April 1, 2021 – revised August 2, 2021)

Guidelines:

Employees that may be required to share a vehicle with a co-worker should be at a heightened level of awareness regarding their personal wellbeing and should monitor their health at home each day and stay home if they are feeling unwell.

Mask Use:

All employees are required to wear an approved face covering in City vehicles with multiple occupants, regardless of vaccination status.

Occupancy:

Departments are no longer restricted to two or fewer people in a vehicle. However, the number of people sharing a vehicle should be limited whenever possible. It is recommended that vehicle sharing is restricted to the same crew/pod each day whenever possible.

Hygiene and Cleaning:

Employees should practice healthy personal hygiene with frequent handwashing, especially prior to entering the vehicle. Hand sanitizer should be kept in the vehicle (when supply permits) and used after touching vehicle surfaces. Vehicles should be cleaned and disinfected routinely with special attention paid to frequently touched surfaces (door handles, seat belts). The doors of the vehicle should remain open while cleaning and staff should wait until all surfaces have dried before operating the vehicle.

Usage:

When possible, windows should be open while operating the vehicle and the ventilation set to “non-recirculated air” mode. Management staff should try to consistently assign vehicles to the same employees/crews to mitigate the level of exposure throughout the department.