

VEHICLE FLEET CLEANING (BVM assignment (1.) and agency pool (2.))

A. Concept of Operations:

1. DGS Bureau of Vehicle Management (BVM) will continue to clean vehicles as they are returned. The following appendix lists modifications to areas administered by BVM.
2. Vehicles in the Agency Pool will continue to be cleaned by those Agencies. However, it is recommended that the following modifications to their existing cleaning practices be adopted.
3. In general, the high-touch areas must be cleaned after each use. Because a pandemic will affect the workforce, other services may have to be reduced to continue to provide pandemic-related cleaning.
4. All lists in this section are a guideline and not all-inclusive. Each pandemic will present a different scenario, with different requirements. No list can replace good judgment and leadership.

B. Specific Actions:

1. Reassignment Vehicles: DGS Bureau of Vehicle Management will clean vehicles in the fleet when they are returned.

BVM uses a contracted outside vendor for vehicle detailing. BVM's recommended cleaning process will be followed by these vendors.

 - a. Exterior: BVM currently washes the entire exterior of the vehicle with soap and water. If the workforce is reduced, cleaning may be reduced to high-touch areas as indicated.
 - 1) Door handles
 - 2) Trunk latch
 - 3) Mirrors
 - 4) Gas tank flap and cap
 - 5) Top of trunk or hatch (where touched to close)
 - 6) Top of hood where touched to close
 - b. Interior: Surfaces to be cleaned by DGS vehicle cleaning staff.
 - 1) Door handles
 - 2) All buttons, knobs and switches
 - 3) Trunk and hood latches and buttons
 - 4) Rear-view mirror
 - 5) Shifter and transmission selectors
 - 6) Steering wheel

- 7) Window glass
 - 8) Dashboard
 - 9) Armrests
 - 10) Keys, key fob and Voyager card sleeves
 - 11) Vacuum seats and carpet
 - 12) Spray disinfectant for upholstery
- c. Frequency: Prior to Reassignment
 - d. Method:
 - 1) Exterior: DGS BVM cleaning staff will clean the exterior of the vehicle with soap and water consistent with their current cleaning plan. However, if the entire vehicle can't be cleaned, then the high-touch areas (indicated in B 1 b above) must be cleaned.
 - 2) Interior: DGS BVM will utilize single-serve wipes to clean the interior vehicle surfaces. (If deemed acceptable to DOH, reusable towels may be utilized but only after a procedure for cleaning is provided.)
 - e. Supplies for cleaning and PPE
 - 1) Non-allergenic latex or rubber gloves
 - 2) anti-septic pads
 - 3) disinfectant upholstery spray
 - 4) Paper towels
2. Agency Pool vehicles should be cleaned with the following modifications:
- a. In the event of a pandemic, more vehicles will be available for utilization in the Agency Pool. Every effort should be made to use these vehicles, and not to rent vehicles. Agencies should develop a cross-training plan in the event cleaning duties are reassigned.
 - b. Exterior: Agencies should already be washing the entire exterior of the vehicle with soap and water. If the workforce is reduced, cleaning may be reduced to high-touch areas as indicated.
 - 1) Door handles
 - 2) Trunk latch
 - 3) Mirrors
 - 4) Gas tank flap and cap
 - 5) Top of trunk or hatch (where touched to close)
 - 6) Top of hood where touched to close
 - c. Interior: Surfaces to be cleaned by DGS vehicle cleaning staff.
 - 1) Door handles

- 2) All buttons, knobs and switches
 - 3) Trunk and hood latches and buttons
 - 4) Rear-view mirror
 - 5) Shifter and transmission selectors
 - 6) Steering wheel
 - 7) Window glass
 - 8) Dashboard
 - 9) Armrests
 - 10) Keys, key fob and Voyager card sleeves
 - 11) Vacuum seats and carpet
 - 12) Spray disinfectant for upholstery
- d. Frequency: After each vehicle return or daily if in continual use.
- e. Method:
- 1) Exterior: Agencies should clean the exterior of the vehicle with soap and water consistent with their current cleaning plan. However, if the entire vehicle can't be cleaned, then the high-touch areas (indicated in B 2 b above) must be cleaned.
 - 2) Interior: Agencies should utilize single-serve wipes to clean the interior vehicle surfaces. (If deemed acceptable to DOH, reusable towels may be utilized but only after a procedure for cleaning is provided.)
- f. Supplies for cleaning and PPE
- 1) Non-allergenic latex or rubber gloves
 - 2) anti-septic pads
 - 3) disinfectant upholstery spray
 - 4) Paper towels
3. Other items to be cleaned
- a. Fuel Pumps should be cleaned in a manner consistent as stated; daily cleaning of handles, levers, buttons, number pads, etc. is required. Hand sanitizer and disinfectant wipes should be placed nearby.

WEX Fuel cards must be cleaned with a sanitizing wipe. Wipes must remain in the vehicle. Users should clean their hands, clean the card and sleeve.