

Guidance for Vehicle Use during Covid-19

1 Document framework

This document is intended for all users of ICRC vehicles or **rental vehicles** used for the movement of **ICRC staff** or for transporting **patients in a sitting position** (suspected/confirmed cases, with or without care taker).

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3 Preparation

3.1 Operational

Vehicle use will be impacted by the Covid-19 pandemic, so it must be included in the strategy of movement and use of vehicles.

It is therefore essential to assess the real need and the capacity of your fleet of vehicles by considering the following:

- Reduction of HR capacity due to confinement context.
- The reduction in transport capacity per vehicle due to the reduction in available seats (respect for distances between passengers).
- The time it takes to clean-disinfect vehicles.
- Should the driver be isolated or not, should he/she actively help with the boarding/un-boarding of suspected or confirmed cases.
- Availability of Personal Protection Equipment (PPE).
- There should be only one land cruiser determined per delegation as a potential improvised ambulance specifically for transporting COVID-19 suspect or confirmed patients to the health facilities.
- Other specific contextual criteria.

Note: Avoid sharing vehicles between several drivers as much as possible during the day.

3.2 Preparation of vehicles before 1st use in a Covid-19 context

- Clean and disinfect the vehicle using the "daily" and "weekly" procedure (see paragraph "[Cleaning and disinfection of the vehicle](#)").
- Remove from the vehicle anything that is not absolutely necessary.
- If possible, protect the vehicle's seats with machine washable or waterproof protective covers. It is also possible to use single-use covers. See examples in [Appendix 4](#).
- Set up the on-board equipment, see next paragraph.
- Make on-board access plans, determine the number of passengers and seats to be occupied, display them.
- Display available prevention signs inside and outside the car.

4 On-board equipment

In addition to the usual mandatory on-board equipment, provide:

4.1 PPE (Personal Protective Equipment)

- Masks: medical (for patients and caretakers) and non-medical ([See Appendix 5](#)) if required by the national government (for drivers and passengers).
- Disposable gloves.
- Household gloves (reusable after cleaning).

4.2 Other equipment

- Hydro-alcoholic gel.
- Bottles (or hand sprayer) with disinfectant cleaner ([see Appendix 2](#)).
- Bottles (or hand sprayer) with water for rinsing if necessary ([see Appendix 2](#)).
- Disposable wipes or fabrics.
- If possible, handwashing water in an easy-to-handle container.
- Soap.
- Garbage bags.
- This document.
- If several drivers using the vehicle in the same day: the maintenance registration sheet ([see Appendix 1](#)).

5 Use of the vehicle

5.1 Special precautions

In addition to the usual barrier gestures in the context of Covid-19 (safety distance, coughing/sneezing in the elbow hollow or a disposable handkerchief thrown immediately after use, hand hygiene...) it is important to respect the following gestures:

Use of the daily cleaning protocol

- Before each daily use or between each transfer/after transporting suspected or confirmed patients/soiled vehicle, the driver cleans and disinfects the vehicle using the "daily" Protocol ([see paragraph 7](#) - Cleaning/maintenance and disinfection of the vehicle).

Before getting into the vehicle

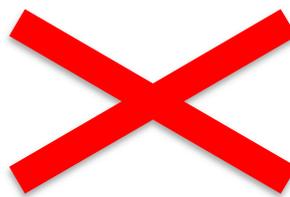
- Driver and passengers wash their hands with a hydro-alcoholic solution or water and soap.
- Passengers are responsible for the loading/unloading of their respective luggage and cargo.
- The driver assigns the passengers their respective seats by respecting 1 m of distance between each person. [See paragraph 5.2 People's placement in Vehicles.](#)

On board the vehicle

- **Roll window open:** Each user opens their window.



- **Use of heating and air conditioning** only if windows are open; **never activate inside air recycling option of the A/C.**



Before getting out of the vehicle

- **The driver will communicate the arrival** at the health centre so that staff can prepare and minimize contact between patients.
- Driver and passengers close their windows.
- Passengers are responsible for the loading/unloading of their respective luggage and cargo.

After getting out of the vehicle

- Driver and passengers wash their hands with a hydro-alcoholic solution or water and soap.
- The driver cleans/disinfects the vehicle as well as disposes of waste if necessary (see criteria in [paragraph 7](#) - Cleaning/maintenance and disinfection of the vehicle).

5.2 Seat allocation in Vehicles

- The space and distance between people must be considered to minimize the risk of transmission.
- Respect at least 1m distance between each person on board.

Driver separation partition in the vehicle

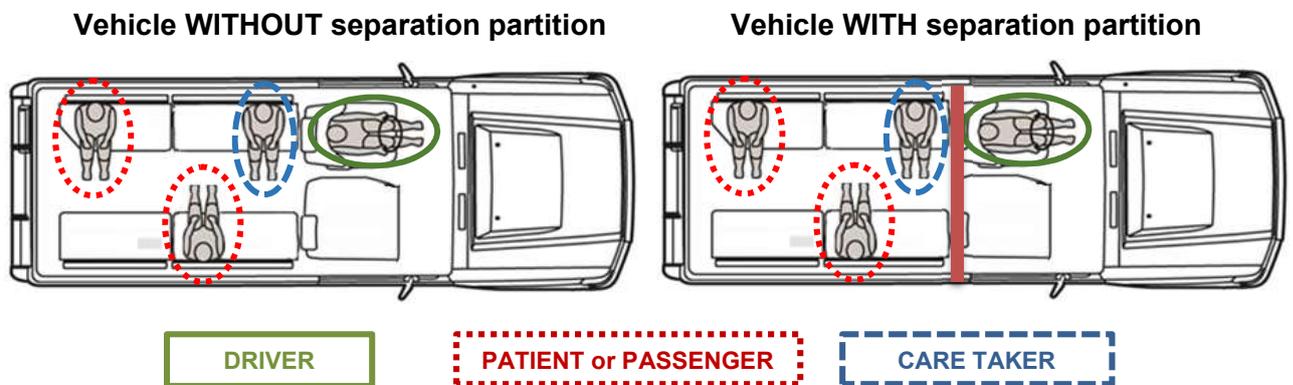
The physical separation of the driver from its passengers using a fixed or removable wall is to be encouraged. This allows avoid wearing of PPE for the driver and to have to disinfect the cabin after each passenger journey.

If modified land cruisers or other ambulance vehicles are available in the mission, they should be given priority for patient transfer. There should be only one land cruiser determined per delegation as a potential improvised ambulance specifically for transporting COVID-19 suspect or confirmed patients to the health facilities.

Simple driver separation partition may be attainable through local modification. See separation examples in the appendices.

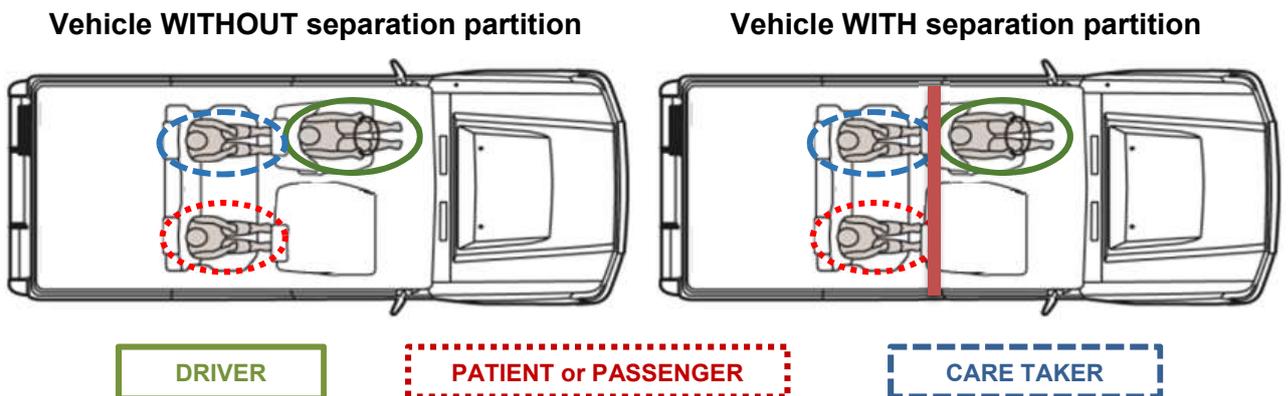
Seat Allocation in a Land Cruiser HZJ78 "Hard Top"

Maximum of 3 people per vehicle (driver - 2 passengers/patients), unless care taker is absolutely necessary for the well-being of the patient.



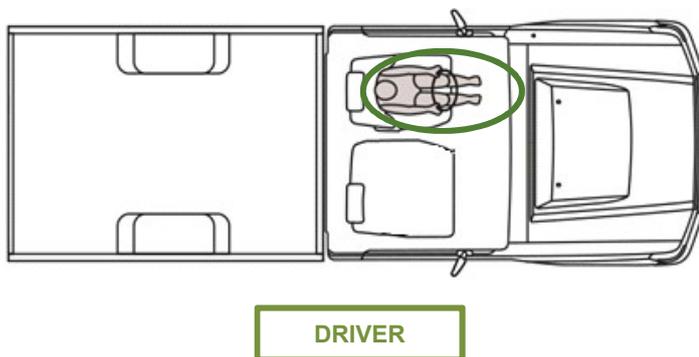
Seat Allocation in a Land Cruiser HZJ76 or HZJ79 "Double Cabin"

Maximum of 2 people per vehicle (driver - passenger/patient), unless a care taker is absolutely necessary for the well-being of the patient.



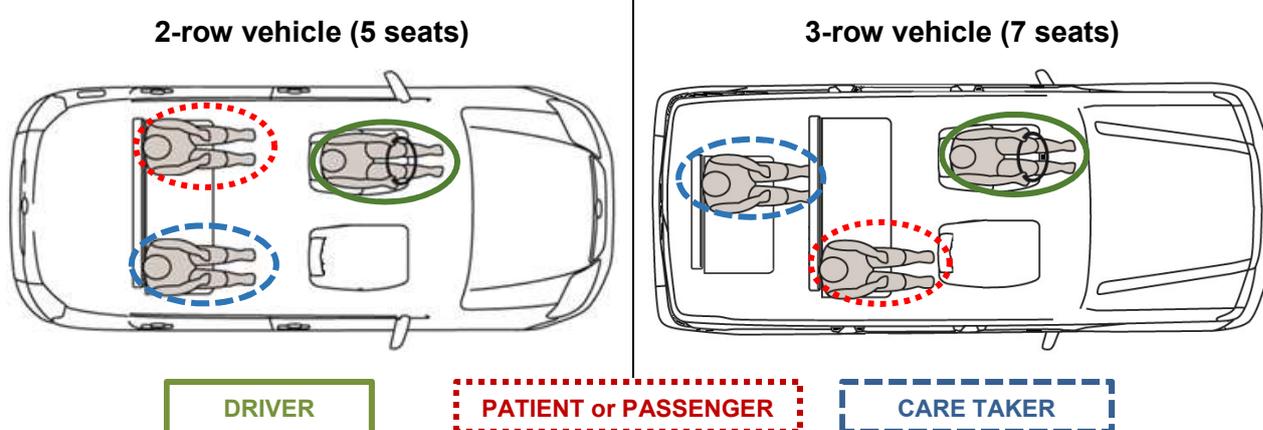
Seat Allocation in a Land Cruiser HZJ79 "Single Cabin"

Maximum 1 person (driver) per vehicle



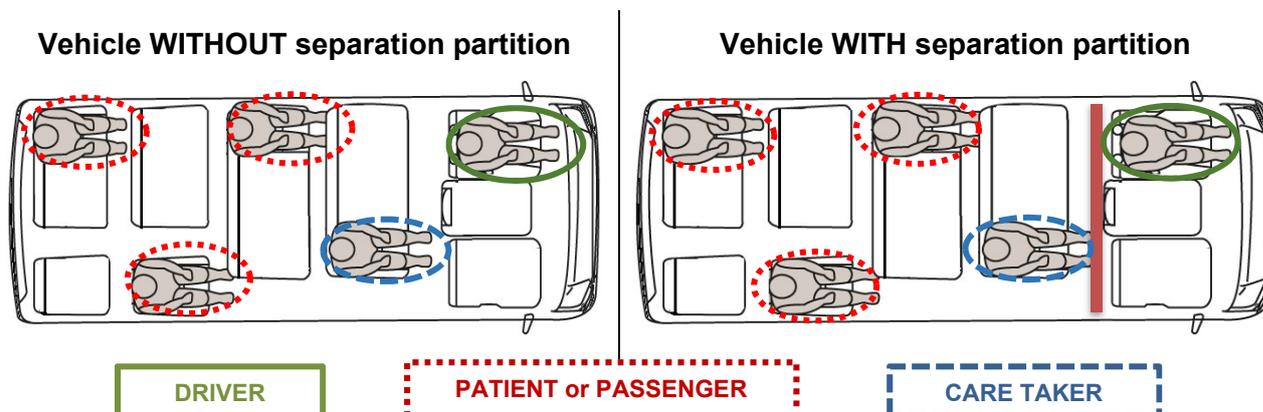
Seat Allocation in a city vehicle

Maximum of 2 people per vehicle (driver - passenger/patient), unless a care taker is absolutely necessary for the well-being of the patient.



Mini bus

Maximum 1 person per seat when using a minibus, unless a care taker is absolutely necessary for the well-being of the patient.



6 Personal Protection Equipment (PPE)

Concerned people	Activity	Type of procedure or PPE
Driver	Vehicle equipped with a separation partition, or driver alone on board	No PPE unless required by the national government Perform hand hygiene
	Help load and unload suspected or confirmed patients	Medical mask Gown Gloves Eye protection
	Vehicle without separation partition, no direct contact with suspected or confirmed patients	Medical mask Perform hand hygiene
Suspected or confirmed patient	Transportation to the reference health facility	Medical mask Perform hand hygiene
Non-suspected person	Vehicle not equipped with a separation partition	Respect 1-meter distance Mask if required by the national government
	Vehicle equipped with a separation partition	Respect 1-meter distance Mask if required by the national government
Caretaker	Intervenes on patient during transfer	Medical mask Gown Gloves Eye protection
Cleaning staff	Cleaning after and between transporting suspected or confirmed patients	Facial shield or non-medical mask Gown Gloves Eye protection Closed work boots or shoes

7 Cleaning and disinfection

7.1 Generalities

The cleaning of the vehicle is done by **trained personnel and equipped with the appropriate PPE**. This may be the driver if he/she was trained for it.

The cleaning of the vehicle is done with the **doors open** (allows a good air renewal), and empty of **any equipment**.

The cleaning of the vehicle is done with **clean reusable cleaning gloves**.

If wipes are used, single-use gloves can be used.

Don't forget to wash and disinfect your hands with a hydro-alcoholic solution or water and soap after taking off the **gloves**.

7.2 Waste disposal

Common waste: (masks, gloves, gown, decontamination waste, wipes, disposable seat covers...) are deposited in a clearly marked yellow medical waste bag for contaminated PPE or, if not available, a solid garbage bag. This garbage must be destroyed according to the same procedures as medical waste from a health care structure. The reason being that if contaminated gloves and masks that still look good are found by others, they may be tempted to collect and sell them, and this bears the risk of cross contaminating themselves and others.

If **medical waste** (needles, sharps, etc.) is present, the medical staff will take care of its waste, or, it is arranged in a safety box type "safety box" and stored separately in the vehicle (in a garbage bag). This waste must be **disposed of in a suitable structure (hospital)**.

7.3 Recommendations on cleaning and disinfection

You only disinfect what's clean

- All frequently touched interior surfaces (seats, hand rests, interior/exterior door handles, belt buckles and driver controls, interior dashboard and door panels, radio) shall be sprayed with a 0.5% bleach solution and left in the open air to dry for 10 minutes.
- After disinfection all surfaces should be wiped with a damp cloth or sponge soaked in water.
- Be careful not to put water on risk areas such as radio or dashboard selectors.
- Disinfect with a suitable product ([see Appendix 2](#)).
- **Beware** that too much water or chlorine will damage the equipment.
- When the decontamination procedure has been completed, a sticker or tape marked with the date and time of decontamination shall be affixed to the dashboard.
- Vehicles that are disinfected and ready for use must be clearly separated from those that are to be disinfected.

***** Attention***:** Sites must ensure that the bleach solution has been properly diluted to 0.5% concentrate. The use of undiluted bleach (bleach directly from the bottle) can stain and damage vehicle components. Mix only the amounts needed for daily activities and try to store in a cool place away from direct sunlight when not in use, as diluted bleach loses its strength if stored for a long period of time.

Frequency	Type of equipment	Action
Daily OR Between each transfer OR After transporting suspected or confirmed patients OR Soiled	<ul style="list-style-type: none"> • Dashboard • Steering wheel • Selectors and control buttons • Radio, GPS screen • Rear-view mirror • Gear shifter • Handbrake • Seat belt tongue and buckle • Seat adjustment handles/controls • Inside doors (glass lift, handle...) • Interior windows • Outdoor handles • Mobile phone • Vehicle keys • Pens 	Disinfect
Weekly After transporting suspected or confirmed patients OR if soiled	<ul style="list-style-type: none"> • Seats • Ground • Carpet • Cleanable seat covers (waterproof) 	Disinfect Vacuum cleaning if possible
Weekly Soiled	<ul style="list-style-type: none"> • Fabric seat covers • Work clothes 	Machine wash at 60°C

Annexe 1: Example of cleaning and disinfecting record sheet

Follow-up sheet for daily cleaning

(All Types)

ICRC VEHICLE ID N°:

WEEK:

Week / / To / /

One sheet per Week / Vehicle

<i>Operation carried out each day when using the vehicle</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
Vacuum floor and seats							
Cleaning and disinfection with a detergent and disinfectant solution.							
Dashboard							
Steering wheel							
Handbrake							
All handles inside / outside							
Gear lever							
Ventilation controls							
On-board communication kit							
Seat and seat handles/controls							
Floor							
Door interior							
Disposal of waste and washing and disinfection of the cleaning agent							
Cleaning agent	Name:	Name:	Name:	Name:	Name:	Name:	Name:

Annexe 2: Common cleaning and disinfection products

Consult your WATHAB, or Medical referent in case of doubts.

For all products, follow the manufacturer's or your referent recommendations for:

- Concentration and mode of dilution
- Contact time

How to prepare a 0.5% bleach solution?

1. Note the % of sodium hydrochloride noted on the undiluted bleach bottle
2. To obtain the mixing ratios between bleach concentrate and water, you can use the following formula:

Undiluted bleach concentration (XX%) / Desired Bleach Concentration (0.5%) – 1 = equal parts of water required for solution preparation

or for quick reference

Commonly found bleach in supermarkets	Ratio to prepare 0.5% bleach solution
2.5%	1-part bleach/ 4 parts of water
5%	1-part bleach/ 9 parts of water
8%	1-part bleach / 15 parts of water
12%	1-part bleach / 23 parts of water

Bottle with 0.5% chlorinated solution + rinse:

Provide 2 bottles, 1 opaque for chlorinated solution, the other for water to rinse.

- Prepare 0.5% chlorinated solution in an opaque bottle in advance; If you use a spray bottle, do not spray directly on the surface to be cleaned but in the paper towel or cleaning cloth and then wipe it on the surface, **wait 5 minutes**.
- Rinse with water; if using a spray bottle, do not spray directly on the surface to rinse but in the paper towel or cleaning cloth and then wipe it on the surface to rinse.
- Discard the rest of the chlorinated solution at the end of the day.
- Risk of damages on dashboard and metal parts.

If available, alcohol 70% (isopropyl): Warning: highly flammable!

- Apply on paper towel or cleaning cloth, then wipe it on the surface to be disinfected.
- No rinsing needed.
- Preferable for electronic equipment (radio, GPS, screen, phone...).

If available, standard virucid wipes EN 14476:

- For example, ARSILOM; ARVO 21 SR; ASEPTIL; SANYTOL.
- Refer to the manufacturer's recommendations for application and contact time.

If available, standard virucid hand spray EN 14476:

- For example, Sanytol.
- Do not spray directly on the surface to be cleaned but on the paper towel or cleaning cloth and then wipe the surface.
- Some products require a rinse, in this case provide a bottle / bucket / sprayer with water. Do not spray directly on the surface to be cleaned but in the paper towel or cleaning cloth and then wipe it on the surface.

Annexe 3: Example of separator partitions

If installing a driver separator use a surface allowing to be cleaned and disinfected.

Low quality, temporary, installations (example: local plywood and plastic sheeting) should be used as such. Remove and dispose of when condition becomes too poor.



Separation in washable canvas



Clear plastic separation



*No separation in untreated wood (it must be painted or plastic cover, **washable**)*



Separation in plexiglass



Separation in transparent plastic sheeting

Annexe 4: Examples of seat protection covers



Washable waterproof covers



Non-waterproof, machine washable fabric covers



Washable waterproof covers



Disposable waterproof covers

Annexe 5: How to make a mask



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Annexe 6: Advise on the use of non-medical masks by the general population



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Annexe 7: PPE Quick Guide DONNING & DOFFING



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Reference documents

- WHO-2019-nCov-IPCPPE_use-2020.1-eng
- WHO-2019-nCoV-IPC-2020.3-eng
- <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19>
- https://collab.ext.icrc.org/sites/TS_RHOP/ layouts/15/DocIdRedir.aspx?ID=TSRHOP-22-109459
- https://collab.ext.icrc.org/sites/TS_ASSIST/ layouts/15/DocIdRedir.aspx?ID=TSASSIST-38496930-20051
- https://collab.ext.icrc.org/sites/TS_ASSIST/ layouts/15/DocIdRedir.aspx?ID=TSASSIST-38496930-19001