

**Standard Operating Procedure: Van Use to Prevent the Spread of COVID-19**

It is the responsibility of the person checking out the van to ensure compliance with the guidelines below. This document provides best practices to prevent the spread of COVID-19 and serves as a contact tracing tool if necessary.

Driver’s Name: Van Number:

Driver’s License Number:

Brief Description of Use:

**PPE Use (Required)**

Face coverings are always required for the driver (even when alone) and all passengers in the vehicle. At the field or service site, once unloaded and social distancing is met, face coverings are recommended.

**Capacity**

While we do not have specific capacity limits in place we recommend limiting passengers in order to maintain physical distancing and prevent the spread of COVID-19.

**Disinfection (Required)**

After use, all high touch areas including the steering wheel, dashboard controls, a/c vents, door handles, seat belt buckles and keys are to be wiped down with the disinfectant wipes and disinfectant spray provided. It is recommended to disinfect the high touch areas prior to driving as well. All shared field equipment is to be disinfected between participant use. By signing this SOP, driver affirms this step will be completed. In between van uses a CCESL staff member will disinfect the van, thereby insuring three layers of security against COVID-19.

Dispose of disinfectant wipes in the black bag provided, knot it and discard it in the trash receptacle near the building entrance. As a final step, disinfect your hands and thoroughly wash them when complete. Notify the Center if supplies are running low.

**Passengers**

Please list each person (faculty, staff, &/or student) travelling in the van during your trip:

|  |  |  |
| --- | --- | --- |
| PRINT NAME (FIRST & LAST) | 92# | DATE |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |