

# Guidance for Client Transportation during Social Distancing (COVID-19) - Standard Operating Procedure (SOP)


All yourtown

**DO NOT** use this equipment unless you understand how to use it correctly

## Personal Protective Equipment



### Potential Hazards

 Exposure to viral infection			
			

### Pre-Operational Safety Checks

- Ensure that hand sanitiser and wipes are available in the vehicle.
- Ensure disposable gloves are available in the vehicle (where supplies permit).
- Ensure a supply of disposable masks are available in each vehicle (where supplies permit).
- Ensure plastic garbage bags are available in the vehicle (where supplies permit).
- Ensure seat covers are available and used (where supplies permit).
- Determine the number of persons that need to travel in each vehicle. Depending on the type of vehicle and the number of passengers the vehicle can accommodate, please limit passengers where possible. As a maximum, there should not be more than four persons per vehicle, including the driver. If there are four persons, two should sit in the front and two in the back.
- Where weather permits, please ensure the windows of the vehicle are down, to ensure adequate air flow.
- Deliver a safety briefing prior to entering the vehicle around safe hygiene practices. Ask if any passengers are feeling unwell.

### Procedure

- Line up in a safe place adjacent to the vehicle.
- Wait for the driver to put on their disposable gloves.
- Wait for the driver to hand each passenger a mask. (This process will differ slightly depending on whether the passengers all board at the same time, or separately). Where masks are not available, it is the passenger's discretion as to whether they wish to continue travelling in the vehicle.
- Each passenger must then wear their mask. This must occur and is not a matter of individual preference.
- Place the empty garbage in a secured area at the rear of the vehicle, allowing access to all passengers upon completion of their journey.

### Cleaning the interior of the vehicle after use

- Once each passengers alights from the vehicle at the end of the shift, they must remove the seat cover from the seating area and place it in the disposable garbage bag.
- The passenger must use hand sanitiser and wipes where possible to clean the area where they were sitting (if cloth seats, a gentle wipe down will suffice)
- The passenger can then remove their mask and place that in the disposable garbage bag also.
- At the end of shift the driver, whilst wearing disposable gloves, will dispose of the garbage bag in a larger site bin. An attempt must be made to dispose of this bag on a daily basis.

### Don't

- Re-use the equipment for a second task, eg masks, seat covers, gloves,
- Try and wash the equipment in the washing machine for re-use
- Pass on the used equipment to a second person to use after your task.

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.