



Guidelines for Cleaning, Disinfecting, and Sanitizing Executive Vehicles

Purpose: To provide professional security drivers and other protection practitioners with best practices for cleaning, sanitizing, and disinfecting executive vehicles in an effort to minimize the risk of exposure to contaminants for drivers and passengers.

Glossary of Terms:

- **Cleaning:** The physical removal of dust, soil other foreign material from the various surfaces of a vehicle. Cleaning physically removes rather than kills microorganisms.
- **Disinfecting:** Process of destroying the largest possible amount of microorganisms or pathogens present on the interior surfaces of a vehicle, to include those which are difficult to reach and/or generally inaccessible during normal operations of the vehicle. (i.e. vents and ducts, foot wells, etc.) Disinfecting typically involves the use of antimicrobial chemicals applied for a period of several minutes or high levels of heat for longer periods.
- **Sanitizing:** Process of reducing the presence of microorganisms to a level considered safe by public health standards, typically 99.9% on both high touch and readily accessible surfaces, such as steering wheel, controls and switches, visors, door and grab handles, etc. Sanitizing typically involves the use of antimicrobial chemicals applied for a period of 10 – 20 seconds.

Recommended Frequency: It is recommended that cleaning and disinfecting of each executive vehicle be performed as follows:

- **Cleaning:** At a minimum, once every 7 days provided disinfecting is performed at the same time and sanitization is being performed on a frequent and regular basis (see below). Cleaning should be performed more frequently in environments where vehicle is exposed to heavy dirt and dust on a regular basis. It is preferable to clean every 3 – 5 days if a variety of drivers and/or passengers are utilizing the same vehicle.
- **Disinfecting:** At a minimum, and in conjunction with cleaning, once every 7 days provided sanitization is being performed on a frequent, regular basis. It is preferable to disinfect every 3 – 5 days if a variety of drivers and/or passengers are utilizing the same vehicle.
- **Sanitizing:** On a daily basis, prior to any passengers entering the vehicle; multiple times a day if different drivers and passengers are intermittently utilizing the same vehicle throughout the day.

Personal Protection Equipment (PPE): Individual responsible for performing any cleaning, disinfecting or sanitizing of a vehicle MUST wear appropriate PPE at all times. At a minimum, that equipment will include:

- Wrap Around Protective Eyewear
- Protective Face Mask
- Nitrile or Latex Gloves

Please Note: Prior to donning PPE, thoroughly wash hands with soap and water for at least 20 seconds. Immediately upon removal of PPE, hands must also be thoroughly washed for at least 20 seconds as well.



Guidelines for Cleaning, Disinfecting, and Sanitizing Executive Vehicles (cont)

Required Materials/Products:

- **Cleaning:**
 - Vacuum with attachments for carpet, fabric, and extensions for difficult to reach areas
 - Small Bucket (1 – 2 Gal. capacity)
 - Warm water
 - Small sponge
 - Mild detergent soap (such as dish soap)
 - Glass cleaner
 - Microfiber cloths
- **Disinfecting:**
 - Disinfecting Spray (avoid products which contain bleach)
 - Disinfecting wipes (avoid products which contain bleach)
 - Leather Conditioner (for seats, steering wheel, dash pad, and gear shift knob, if applicable).
 - Microfiber cloths
- **Sanitizing:**
 - Disinfecting wipes (avoid products which contain bleach)

Appendices

- **Appendix A: Cleaning**
- **Appendix B: Disinfecting**
- **Appendix C: Sanitizing**

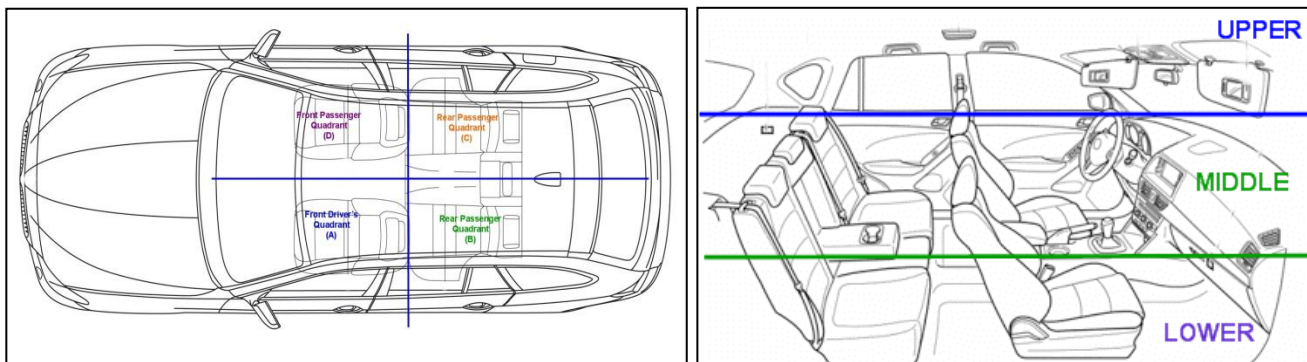


Appendix A: Cleaning

***Please Note:** If it is suspected that a vehicle contains infectious matter which the driver and any passengers may be, or may have been, exposed to, **IMMEDIATELY** consult a reputable medical practitioner to assess the risk posed to those individuals, and follow any guidance or direction they may provide for addressing the possible exposure as well as cleaning, disinfecting, and/or sanitizing the vehicle in question.

Recommended Practices

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Cleaning:** Once hands have been washed and PPE properly donned, perform the following tasks in the order described:
 - Clean the vehicle key or key fob with warm soapy water for at least 20 seconds and dry with a microfiber towel. Do not submerge key fobs or RFID keys in water.
 - Using soap, water and a sponge thoroughly wash the exterior door handles, starting with the driver's door handle for at least 20 seconds. Immediately dry each handle with a microfiber cloth. It is recommended that task be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's door handle).
 - As each door handle is cleaned, open that door and, using soap, water and a sponge, thoroughly wipe down the inside and outside edges along the top and open side of the door (where someone may place their hand when entering or exiting the vehicle). **LEAVE DOORS OPEN AFTER PERFORMING THIS TASK.**
 - It is recommended that the interior cleaning process begin with the driver's side front quadrant of the interior compartment and, once completed, be repeated for the other three quadrants (see diagram above). It is recommended that cleaning of the vehicle's interior be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side of the front compartment).



Guidelines for Cleaning, Disinfecting, and Sanitizing Executive Vehicles

Appendix A: Cleaning (cont)

Recommended Practices, Cleaning (cont)

- Utilizing the vacuum cleaner, after ensuring it is placed as far from the vehicle as possible, and that the exhaust port of the machine is pointed away from the vehicle, thoroughly clean the carpets of the vehicle, taking care to clean hard to reach spaces. It is recommended that this be performed in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side front quadrant).
- In an orderly fashion, starting with the upper tier, working down to the middle tier, then followed by the lower tier (see diagram above), use soap, water and a sponge to wash all hard surfaces and components of the vehicle for at least 20 seconds. Immediately dry each surface and component with a microfiber cloth once cleaned. **TAKE CARE TO NOT USE EXCESSIVE AMOUNTS OF SOAP AND WATER ON OR NEAR ELECTRONIC COMPONENTS.**
- The surfaces and components to be cleaned may include, but are not limited to:
 - Visors mirrors/light assemblies
 - Windshield
 - Rearview mirror
 - Grab handles
 - "A" Pillar Trim
 - Dashboard (from base of windshield to leading edge)
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Instrument panel
 - Dash mounted switches and knobs
 - Vent grilles and controls
 - Infotainment/Navigation System touch screen
 - Glove Box door and locking latch
 - Door Glass
 - Door mounted controls, switches and knobs
 - Interior door handles
 - Gear shifter
 - Console mounted switches and knobs
 - Console
 - Console Storage Compartment Lid and Latch
 - Cup holders
 - Seat belt buckles and latches
 - Seat surfaces and controls

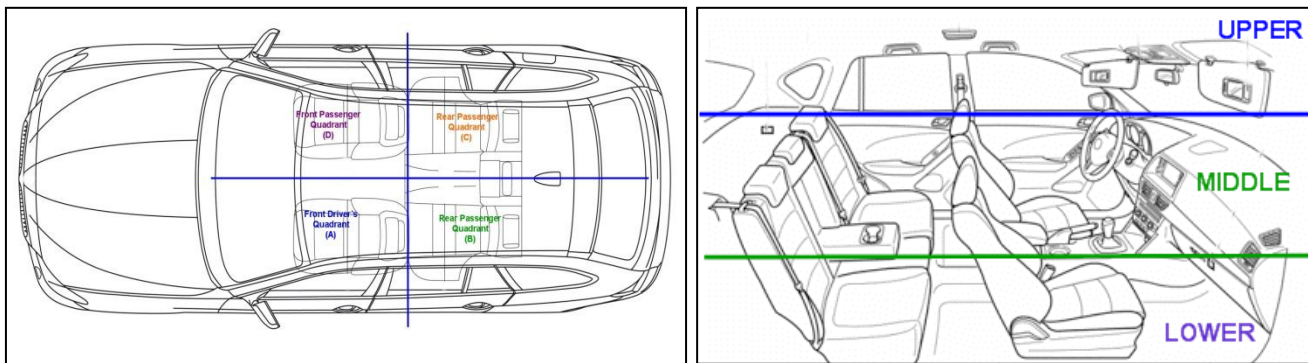


Appendix B: Disinfecting

***Please Note:** If it is suspected that a vehicle contains infectious matter which the driver and any passengers may be, or may have been, exposed to, **IMMEDIATELY** consult a reputable medical practitioner to assess the risk posed to those individuals, and follow any guidance or direction they may provide for addressing the possible exposure as well as cleaning, disinfecting, and/or sanitizing the vehicle in question.

Recommended Practices

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Disinfecting:** In order to be most effective, the disinfecting process should be performed immediately upon completion of the cleaning process.
 - It is recommended that disinfecting the vehicle's interior be performed by quadrant, in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side quadrant of the vehicle's interior compartment).
 - Prior to starting the full disinfecting process, conduct a test in discrete areas of the vehicle's interior using a small amount of disinfectant (spray or wipe) on the various materials to ensure that the disinfectant is not going to cause discoloration of any components.
 - Utilizing spray disinfectant, liberally spray the interior of the vehicle in an orderly fashion, working from the upper tier, through the middle tier and down to the bottom tier. After surfaces have been wet with disinfectant for 2 – 3 minutes (this may require multiple applications of the spray), wipe down all hard surfaces with a microfiber cloth
 - In addition to all of the surfaces previously cleaned with soap and water (reference *Appendix A: Cleaning*), attention must be paid to ensure that surfaces which are difficult to reach in the cleaning process are disinfecting. These areas include, but are not limited to:
 - openings between seats and consoles
 - areas underneath seats
 - interior of consoles and other storage compartments
 - the pedal area and underside of the dashboard



Guidelines for Cleaning, Disinfecting, and Sanitizing Executive Vehicles

Appendix B: Disinfecting (cont)

Required Tasks and Recommended Sequence, Disinfecting (cont)

- Particular attention must also be paid to introducing disinfectant into the vents and ducts to the fullest extent possible, Spray disinfectant should be directed into each of the vent openings throughout the vehicle, to include the defroster vent or vents at the base of the windshield. **When spraying disinfectant into the defroster vent it is recommended that a piece of cardboard or other material be used to protect the windshield from overspray.**
- Following the application of spray disinfectant, high touch surfaces should also be treated thoroughly with disinfectant wipes, once again ensuring the surfaces stay wet for 2 – 3 minutes (this may require multiple passes with the wipe). Those surfaces include, but are not limited to:
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Infotainment/Navigation System touch screen
 - Dash mounted switches and knobs
 - Vent grilles and levers
 - Door mounted controls, switches and knobs
 - Interior door handles
 - Gear shifter
 - Console mounted switches and knobs
 - Console
 - Console Storage Compartment Lid and Latch
 - Cup holders
 - Seat belt buckles and latches
 - Seat controls
- Upon completion of the disinfecting process, all leather surfaces MUST be treated with leather conditioner to counter the effects that some chemical compounds may have on the leather.

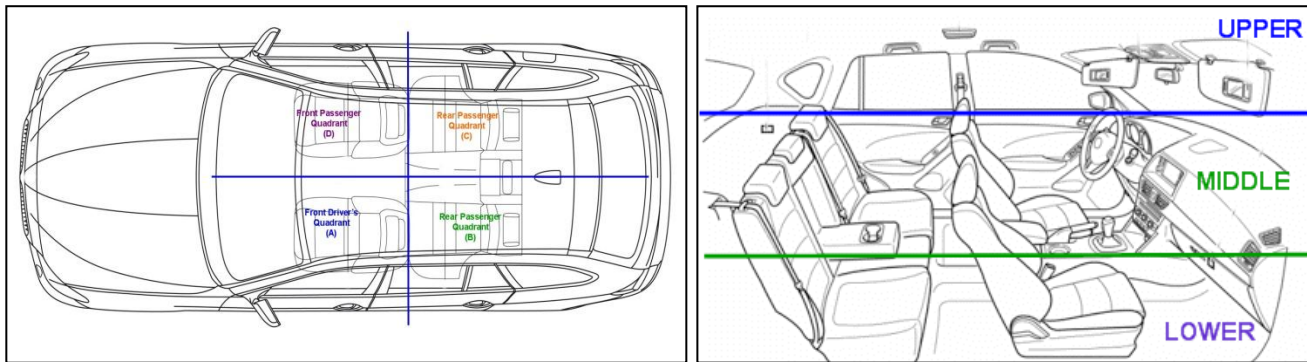


Appendix C: Sanitizing

***Please Note:** If it is suspected that a vehicle contains infectious matter which the driver and any passengers may be, or may have been, exposed to, **IMMEDIATELY** consult a reputable medical practitioner to assess the risk posed to those individuals, and follow any guidance or direction they may provide for addressing the possible exposure as well as cleaning, disinfecting, and/or sanitizing the vehicle in question.

Recommended Practices

IMPORTANT! Performing cleaning, disinfecting, and sanitization tasks in a manner which ensures that no surfaces are overlooked or missed during the process is the key to minimizing the risks of exposure to any potential contaminants for drivers and passengers. The diagrams below depict how to divide the interior compartment of a vehicle into an organized framework for cleaning, disinfecting, and sanitizing; the tiers and quadrants described in the diagrams are also referenced in the task lists that follow.



- **Sanitizing:** While similar to the disinfecting process, sanitization is intended as an interim measure intended to reduce the risk of exposure to viruses, bacteria and other contaminants, but is not a replacement for either the cleaning or disinfecting process.
 - It is recommended that sanitizing the vehicle's interior be performed by quadrant, in the same sequence every time (i.e. counterclockwise rotation starting with the driver's side quadrant of the vehicle's interior compartment).
 - Prior to starting the sanitizing process, and if the disinfectant wipes are in anyway different from those used in the disinfecting process, conduct a test in discrete areas of the vehicle's interior to ensure that the disinfectant is not going to cause any discoloration.
 - Prior to starting the full sanitizing process, conduct a test in discrete areas of the vehicle's interior using a small amount of disinfectant (spray or wipe) on the various materials to ensure that the disinfectant is not going to cause discoloration of any components.
 - To sanitize the interior of the vehicle, all high touch surfaces must be treated thoroughly with disinfectant wipes, with the surfaces remaining wet for at least 10 -20 seconds. Those surfaces include, but are not limited to:
 - Steering wheel
 - Wiper/Turn Signal/Light Control Stalks
 - Infotainment/Navigation System touch screen
 - Dash mounted switches and knobs



Guidelines for Cleaning, Disinfecting, and Sanitizing Executive Vehicles

Appendix C: Sanitizing (cont)

Recommended Practices, Sanitizing (cont)

- Vent grilles and levers
- Door mounted controls, switches and knobs
- Interior door handles
- Interior grab handles
- Gear shifter
- Console mounted switches and knobs
- Console
- Console Storage Compartment Lid and Latch
- Cup holders
- Seat belt buckles and latches
- Seat controls