

Vehicle Cleaning & Disinfecting Policy and Procedures

Mitigation of the Transmission of COVID-19 and Other Pathogens

The safety and wellbeing of our passengers, clients and employees is a core value of Black Tie Transportation, Black Tie Transportation Bus Charters, Blue Diamond Transportation, Blue Ridge Transportation.

This procedure and guidance is to help mitigate the spread and transmission of COVID-19 and other pathogens through exposure from the daily operation of our fleet of vehicles and equipment.

Cleaning and disinfecting these surfaces with approved cleaners and disinfectants removes most bacteria and viruses that cause illnesses, ultimately reducing the probability of transmission.

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers, and clean water before using a disinfecting method.

Disinfecting: refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

Guidance for motorcoach operators during the trip:

- 1) Clients will have the responsibility to “clean” the vehicle prior to their exiting the vehicle at each destination. Debris and left over tangible articles are to be properly be disposed of waste containers (trash bags) within the vehicle.
- 2) Operators, utilizing provided PPE and the supplied aerosol distribution system with the provided hospital grade disinfectant solution, the operator will be responsible to apply and wipe down the aerosol solution to all surfaces within the vehicles, and any touch point on the outside of the vehicle.
 - Clean commonly touched surfaces that are heavily soiled or dirty before and after operation and before disinfecting; wearing chemical gloves (i.e. nitrile gloves) is highly recommended.

Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.

- All commonly touched surfaces used in the vehicle should be cleaned and disinfected at the end of the day; common surfaces include but are not limited to:

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|---------------------------|--|
| a. Passenger tray tables | e. Arm Rests |
| b. Passenger grab handles | f. All restroom surfaces, doors, and handles |
| c. Tops of all seats | g. Passenger lights and air controls |
| d. Entrance handrails | h. Window ledges |

- 3) Once the aerosol solution is applied and dispersed throughout the vehicle, the operator is to exit the vehicle and secure it for at least 10 minutes to allow the solution to dissipate.

- a. If necessary, the vehicle is safe to enter, and surfaces are safe to touch, though it is recommended the solution be given time to evaporate.

- Approved Disinfectants

Diluted household bleach solutions and alcohol solutions with at least 70% ethyl or isopropyl alcohol may be used to meet the intent of this guideline.

Note: Never mix alcohol and bleach into a single solution. Never mix bleach with ammonia or any other cleanser. Use one or the other. Use either an alcohol solution or use a bleach solution but never mix the two together.

- Bleach Solution

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. After using bleach, ensure the vehicle cabin is well ventilated before using the vehicle again.

✓ Prepare a bleach solution by mixing:

- Buckets: 5 tablespoons (1/3rd cup) bleach per gallon of water.
- Small Spray bottles: 4 teaspoons bleach per quart of water.
- 1 Gallon Portable sprayers 6 oz. (3/4 cup) of bleach per gallon of water

- Alcohol Solution

Alcohol is effective against many viruses. Isopropyl alcohol or ethyl alcohol (70%) is a powerful broad-spectrum germicide and can be used to disinfect plastic, glass, and metal vehicle surfaces. Since alcohol is flammable, limit its use as a surface disinfectant to small surface-areas and use it in well-ventilated spaces only away from ignition sources.



- Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses.
 - ✓ Facemask
 - ✓ Protective eyewear
 - ✓ Non-sterile clean nitrile gloves

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