
COMMUNITY DAY SERVICES PROGRAM
Vehicle Disinfecting Policy during COVID-19

I. Purpose

To establish and describe policy and procedures for New Star vehicles to be disinfected before and after transporting consumers to community day services during the COVID-19 pandemic and recovery period.

II. Policy

The following procedures must be adhered to in order to ensure transport vehicles for New Star consumers are safe during the COVID-19 pandemic and recovery period.

III. Procedures

A. General Guidelines

- Effective immediately, all Pace and IDOT vehicles need to be disinfected each time they are used; this includes transportation of consumers or staff. When disinfecting the vehicles, you are required to wear a mask. This includes disinfecting the following:
 - Seat/seat cover
 - Safety belts and securements
 - Upright belt attachments
 - Grab bars and door handles
 - Wheelchair lift
 - Steering wheel and controls
 - Radio and dashboard
 - Other surfaces touched by passengers and/or vehicle operators
- Should a consumer or staff member who has ridden in a vehicle become sick or test positive for COVID-19, the vehicle will be shut down for a period of no less than 72 hours from the last trip. In addition to the above listed cleaning the inside of the vehicle will be sprayed with EPA approved disinfectant utilizing an electrostatic sprayer to ensure no areas are missed.
- PPE/Cleaning kits will be provided to ensure that you have everything to properly sanitize the inside of the vans and for daily consumer screenings. All PPE/cleaning kits will need to be picked up from and returned to the transportation office at the beginning and end of each route. PPE/cleaning kits will include the following:
 - No-contact thermometer
 - Hand sanitizer
 - Sanitizing aerosol spray
 - Vinyl gloves

- Sign in sheets for route
- Please turn in all checklists, filled out and signed to the box in the transportation office to confirm that all areas of the vehicle have been disinfected.

Checklist for Disinfecting Vans

Van Number: _____

Route: _____

Driver: _____

1. Seat/seat covers	
2. Safety belts/securements	
3. Upright belt attachments	
4. Grab bars	
5. Wheelchair lift	
6. Other surfaces touched by passengers/vehicle operators	