



Standard Operating Procedure (SOP002) for: Use of and Cleaning of a vehicle during coronavirus pandemic	
Staff groups SOP applies to:	All Care Services Maintenance and Transport Manager
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1 AIM

The aim of this Standard Operating Procedure (SOP) is to provide guidance on supporting its staff on using and cleaning their own vehicle or one of the Hospice vehicles during the coronavirus pandemic.

2 CONTEXT

There are five main service areas that make up the total service offer from the Hospice. These are: traditional day therapy, wellbeing service, hospice at home, and carer and bereavement support.

This SOP describes the Nottingham Hospice's response in relation to supporting staff working in the community travelling to and from their own home and patients homes during the coronavirus pandemic that is affecting the health of millions of people worldwide.

The Nottinghamshire Hospice is committed to the safety of its employees and volunteers in order to reduce the likelihood of contracting the illness. Car sharing should be avoided where possible.

This SOP should be used in conjunction with strict hand hygiene and use of appropriate PPE (SOP - Personal Hygiene and use of PPE)

3 PRINCIPLES

To minimise the risk of transfer of the COVID-19 virus for staff using their own vehicle for work or using one of the Hospice vehicles.

4 PROCEDURE

- **Car sharing should be avoided when travelling for work purposes.**
Where this is not possible both occupants should be wearing a surgical mask and seated with a driver and passenger diagonally behind. The windows should be open to provide ventilation during the journey.
- Before leaving the house ensure you wash your hands in accordance with the hand hygiene principles.
- Before setting off in the vehicle ensure that you have gloves, antiseptic wipes or a disposable cloth and disinfectant in the vehicle.
- Prior to starting work ensure that you have enough fuel for your journey.
- When filling up at a petrol station ensure that you are wearing a vinyl glove and discard in a bin straight after filling up the vehicle.
- Before entering the vehicle, clean the outside of the door handle with an antiseptic wipe or use disinfectant with a disposable cloth.
- On entering your own vehicle or one of the Hospice vehicles, please wipe down the dashboard, steering wheel, gear stick, handbrake, seatbelt fixings and door frames with an antiseptic wipe or use a disposable cloth with disinfectant. This cleaning principle should be applied to all areas of the vehicle that have been touched on entering.
- If you are visiting any person that is suspected or confirmed of having COVID-19 then wipe down the door handle of the vehicle, gear stick, handbrake, dashboard and steering wheel after the visit and perform further hand hygiene with sanitiser gel.
- After using your own vehicle or one of the Hospice vehicles please clean the door handles (inside and outside), gear stick, dashboard, steering wheel, handbrake, seatbelt fixings and door frames with an antiseptic wipe or disinfectant and disposable cloth and throw these away in a secure bin. (This applies to any areas of the vehicle that have been used or touched).
- If using one of the Hospice vehicles please complete the log stating that this has been cleaned.
- Complete all necessary paperwork for the vehicles. Following the completion of the cleaning of the vehicle ensure hand hygiene using either a hand sanitiser or soap and water takes place.

5 **Applicable:** 24 hours per day when using a vehicle