

INFORMATION SHEET

Vehicle Cleaning

Introduction

During the COVID-19 pandemic there has been specific information shared around keeping users of fleet vehicles safe in line with UK and Welsh Government guidance.

Although this guidance has mainly been produced for fleet vehicles, it can be helpful in keeping your own car clean to reduce the risk of transmission, especially if you need to car share. Please see the [Information Sheet - Private Cars and Other Vehicles \(Inc. Fleet Vehicles\)](#) for further guidance.

During this time it is important to keep University fleet vehicles clean in order that users of the vehicles are protected. Follow the advice below to help minimise the risk of transmission in the workplace.

Cleaning of Vehicle (Deep Cleaning)

A deep clean of a vehicle that is in use is to be carried out at least once every two weeks.

Both the inside and outside of all fleet vehicles are to be kept clean to avoid the risk of contamination.

1. When cleaning the vehicle it is recommended that gloves and a mask are worn, and that the inside of the vehicle is cleaned regularly with detergent or liquid soap.
2. After any deep cleaning of vehicle, shower and change clothing.
3. Use of an alcohol based disinfectant on a sponge to clean down all plastic surfaces is recommended. This includes:
 - Door handles inside and out vehicle;
 - Centre console;
 - Dashboard pillar between door and around windscreen;
 - Steering wheel and controls;
 - Gear stick;
 - Window buttons and handles;
 - Mirror;
 - Fuel lid operator;
 - Bonnet operator.
4. Keep exterior of vehicle clean, including regular cleaning of door handles, petrol cap and boot handle.

Advice for Fleet vehicle Users

1. Carry hand sanitiser and alcohol wipes with you on every journey.
2. Before and after each journey wipe down all surfaces you come into contact with within the vehicle during your journey including:
 - Keys;
 - Seatbelt;
 - Door handles (inside and out);
 - Boot handle;
 - Steering wheel and controls;
 - Dashboard;
 - Touch screens/ radio;
 - Switches;
 - Handbrake;
 - Fuel cap.
3. Remember to always wear use gloves when refuelling or charging vehicle, disposing of the gloves safely in line with the University Waste Management Guidance Notes.

Further Information

- [Health & Safety Staff Intranet](#)
- [Government Guidelines: Working Safely during Covid-19 in or from a Vehicle](#)