

# TOOLBOX TALK

## Car/Device Cleaning

### Current Environment

With the current COVID-19 (Coronavirus) Pandemic we need to think about areas that need cleaning to help prevent the spread of any illness. The areas we are going to cover here are vehicles (especially fleet vehicles) and our devices (mobile phones, tablets) we use every day.

### Vehicles

The following touch points of a vehicle need to be cleaned daily or when there is a change of driver throughout the day.

- Door handles and other touch points on door (inside/outside/boot)
- Elbow rests (on door and center console)
- Keys and push button (where applicable)
- Steering wheel
- Indicator/wiper/light controls
- Gear lever
- Handbrake
- Seatbelt (strap and buckles)
- Rear view mirror
- Window and mirror controls
- Air conditioning/radio controls
- Dashboard
- Cup holders
- Fuel lever/button, fuel card (when used)

### How to clean and what products can be used?

#### First:

Clean areas stated above with a detergent (neutral cleaner, neutral detergent wipes)

#### Second:

Sanitise areas stated above with disinfectant (sanitiser cleaner, disinfectant wipes)

Or 2 in 1 wipe such as: Tuffie 5 Clean & Disinfectant Wipes

*Tip: When using wipes clean keys and fuel card last when they are not so moist to avoid damage*

### Other Infection Control Considerations for Vehicle use

- Try and reduce the number of staff using fleet vehicles
- Cough and sneeze into elbow/upper arm
- Put bags in the boot and not on seats
- Use hand sanitiser before and after entering vehicle
- Remember if you are not well to stay home
- Don't place used tissues on seats
- Use your own pen when filling out log books

- Have air conditioner setting on fresh air not recirculate



**Tip:** if the service is running low on packets of wipes, decant into several zip lock bags

### Mobile Devices

The same directions and products apply as stated in the vehicle section.

- Try not to use a product that is too wet
- If the wipe is quite wet – clean the cover or screen first to use up some of the moisture prior to wiping the rest of the device/stylus
- Take particular care around access points eg. power button/buttons on the sides/open ports, clean these last when the wipe is less wet
- If the device is still wet, dry with paper towel/clean cloth
- If staff only have a spray product available please spray onto paper towel and wipe the device do not directly spray onto the device – the screens/cover will be okay, but if moisture gets into any of the access points it will potentially cause issues

### OTHER CONSIDERATIONS

Think about other high touch point areas that need cleaning, eg. Work stations: phone, mouse, keyboard, chair arm rests, desk, laptop

Reduce clutter in your work areas

When you get home from work, change clothes and shower (especially care workers)

### Transporting Clients

- Ensure clients are not showing any symptoms of any illness before transporting in car
- Have client sit in rear passenger side of vehicle to help adhere to social distancing
- Clean all touch points where client has been in contact with as per above instructions.

### For more information

Contact your Supervisor, Infection Control Rep or Hospitality Outcomes Officer