

# MOTOR POOL PROTOCOL | COVID-19

In addition to our regular/ongoing motor pool policies, those using Pacific motor pool vehicles for occasional use will adhere to the following protocols intended to reduce the spread of COVID-19:

- All travelers must be symptom free with no fever at the time of travel.
- All travelers will wash or sanitize their hands before getting in the vehicle.
- Travelers will sit 3 feet apart (see attached COVID vehicle occupancy chart).
- All travelers will wear a face covering the entire time they are in the vehicle.
- All travelers will sit in the same seats traveling to and from their destination.
- Travelers will open windows to increase fresh air flow whenever possible.

If any member of the traveling party develops symptoms or becomes sick during travel, Facilities will be notified immediately upon return. In this case, the entire vehicle will be sanitized and will be taken out of circulation for a minimum of one day.

Motor pool vehicles will not be available for immediate turn around/repeat use due to required sanitation protocols.

Upon return of any vehicle, Facilities will sanitize all touchpoints in the vehicle including:

- Steering wheel
- Window and other control buttons
- Gear shift
- Wiper and turn-signal mechanisms
- Seat-adjustment levers
- Armrests
- Door handles, interior and exterior
- Cup holders
- Headrests
- Seat belts and seat-belt buckles
- Air vents
- Touch screens
- Stereo knobs

Keys, key packets, pens and credit cards are sanitized.

15 Passenger Minibus capacity during COVID = 8

12 Passenger Van capacity during COVID = 8

7 Passenger Minivan / Explorer during COVID = 5

6 Passenger Pickup capacity during COVID = 4

5 Passenger Car capacity during COVID = 4

*Approved June 29, 2020*