



ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: *COVID-19 AND FLEET SAFETY*

Fleets are on the front lines dealing with the coronavirus disease 2019 (COVID-19). The Occupational Safety and Health Administration's (OSHA) General Duty Clause requires employers to provide a workplace free from recognized hazards likely to cause death or serious physical harm, under which COVID-19 would fall. For many employees, the company vehicle is their workplace.

As fleet manager, your mission is to lower potential infections among those using fleet assets and to minimize the risk of spreading the virus to others with whom drivers interact. The virus is primarily spread via person-to-person contact; however, it is also possible to be infected by touching a surface, such as a company vehicle, that has living COVID-19 virus on it and then touching your mouth, nose, or eyes.

It is important to wipe down with a sanitizer and/or disinfectant frequently touched vehicle surfaces, such as the steering wheel, gear shifter, radio, armrest, power window buttons, and door handles.

Personal Hygiene: Drivers should sanitize their hands after the completion of each delivery or service call. Encourage respiratory etiquette by covering a cough or sneeze with a tissue or sleeve to avoid expelling viral secretions on vehicle surfaces. Encourage drivers to sanitize all commonly used surfaces multiple times a day.

Transporting Crews: "Social distancing" is the key to slowing the spread of the virus by breaking the chain of transmission. Fleet policy guidance is recommended when multiple people or work crews drive together to a job site. For example: Limiting the number of passengers in a single vehicle or if there are two passengers in a vehicle, have the passenger sit in the back seat to practice a degree of social distancing.

Refueling: Instruct drivers to wipe down the fuel pump handle and keypad prior to inputting their odometer and driver ID. If you do not have wipes, then consider using a paper towel to grab the fuel dispenser handle. Ask drivers to wipe down fuel cards, especially if it is a shared card. Consider assigning a fuel card to each driver to avoid sharing. If drivers wear gloves when refueling, be sure to instruct them to dispose of them before re-entering the cab.

HIPAA Restrictions: The Health Insurance Portability and Accountability Act of 1996 (known as HIPAA) makes it a criminal act to divulge medical information without the employee's permission. If you are informed that an employee has tested positive, inform HR and clean the vehicle. Violating HIPAA regulations could legally comprise yourself and your company.

Resources: As fleet manager, you need to stay abreast of guidance from governmental health agencies and consider how to incorporate these recommendations into your fleet.

- The CDC provides the latest information about COVID-19 at www.cdc.gov/coronavirus/2019-ncov
- OSHA offers information specific to workers and employees – www.osha.gov/covid-19

Provided by the ASA – Houston Chapter Safety & Health Committee

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