

## COVID-19

### VEHICLE TRAVEL WITH PASSENGER

Revision Date: September 11, 2020

When you receive approval to travel, you may travel with passengers in a vehicle. The following requirements must be met. Please avoid travel with multiple persons in a single vehicle, but if they necessary, please follow the following:

***Driver/Passengers may not travel on University business if they are sick or have health concerns related to COVID-19. Employees are expected to self-monitor for COVID-19 symptoms before reporting to work. Self-Monitoring shall follow the most recent Wisconsin Department of Health Services (WIDHS) guidance, which can be found at: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>***

#### ***Wear a cloth face covering***

- *A reusable cloth face covering, or single-use disposable mask is required when more than one person is riding in a University vehicle or personal vehicle that is being used for University business, even when physical distancing is possible.*
- *Be mindful of State and local face covering mandates on stops along the way and at your travel destination.*

#### ***Limit contact***

- *Avoid close contact with passengers, when possible.*
  - *Keep a distance of at least 6 feet from passengers when you are outside the vehicle.*
  - *Ask that passengers sit 6 feet from the driver (and each other where possible) when transporting passengers in larger vehicles such as vans and buses.*
  - *Passengers should handle their own personal bags and belongings.*
- *Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.*
- *Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.*

#### ***Clean and disinfect***

- *Carry cleaning and disinfectant spray or disposable wipes and disposal trash bags with you in your vehicle.*
- *Follow the directions on the cleaning product's label.*
- *For personal and public health, wash/sanitize your hands regularly. Key times to wash/sanitize hands include:*
  - *Between rides and after handling/exchanging money*
  - *After putting on, touching, or removing cloth face coverings*
  - *Before wearing and after removing gloves*

- *Before and after pumping gas*
  - *Switching drivers*
- *Carry tissues in your vehicle to use when you cough, sneeze, or touch your face. Throw used tissues in the trash.*

***Passengers***

- *All passengers are required to wear reusable cloth face covering, or single-use disposable mask and cover their mouth and nose with tissues if they cough or sneeze. Passengers must collect and dispose of their own tissues when exiting the vehicle.*
- *Passengers should sit in the same seat traveling to and from the destination.*
- *Traveling as a passenger is voluntary. Passengers may take a different vehicle if uncomfortable traveling with multiple people in the vehicle.*