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](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.