



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

Protocol For Vehicle Cleaning and Disinfection during COVID-19

This document is meant to provide guidance from the Chicago Department of Assets, Information and Services (AIS) to City departments and establish steps and additional precaution to be used with City vehicles during the COVID-19 pandemic. These guidelines include steps for department-assigned and pool vehicles for both daily use and when an employee that has tested positive for COVID-19. Departments with first responders should follow the more specialized guidance being provided to them.

When Passengers/Drivers Test Positive for COVID-19

If any department determines that a vehicle was used within the last three days to transport an employee that has tested positive for the COVID-19 virus, notify AIS immediately so that the enhanced cleaning and disinfection protocol is conducted. Leave the vehicle parked in its current location and remove the keys. Do not allow anyone else to enter the vehicle. Notify AIS by contacting the following:

1. Email John.Wedel@cityofchicago.org (AIS Fleet)
2. Email Julie.Bedore@cityofchicago.org (AIS Facility Ops)
3. Email Claudine.Parra@cityofchicago.org (AIS COVID Safety Officer)

Please include contact name, telephone number, vehicle ID and license plate number as well as where the vehicle and keys can be located.

Normal Daily Use

All employees are responsible for making sure that vehicles are cleaned at the end of their shift. This includes removal of trash and cleaning dirt from surfaces. Vehicles must be cleaned prior to disinfection. These steps are to be followed within the shift time at both the beginning and end of use.

Heavy duty and light duty vehicles

Vehicles assigned to specific departments are the responsibility of each department's employees. The procedure to be used is:

1. For hard (non-porous) surfaces including door handles (inside and out), steering wheel, control buttons, gear and signal shift, console, arm rests, and seatbelt hardware, clean the area or item with a detergent spray or wipes. Dry surfaces thoroughly.
2. For soft (porous) surfaces including fabric seats and carpet, remove visible contamination with cleaners indicated for use on these surfaces.

3. After cleaning, disinfect all hard and soft surfaces by using an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Follow the instructions on the label to ensure safe and effective use of the product. Please note that many products recommend:
 - a. Keeping the surface wet for several minutes to ensure germs are killed.
 - b. Wearing gloves and making sure you have good ventilation during use of the product.

Light-Duty Pool Vehicles

The Citywide Pool Vehicles housed at various light-duty vehicle garages are disinfected by the AIS Fleet Service Attendants when they are returned to the garage after each use. Vehicle interiors are sprayed down with an EPA-registered household disinfectant that is approved for use against COVID-19.

Vehicles brought in for Service

City vehicles brought to an AIS Fleet facility for service are disinfected by the AIS Fleet Service Attendants prior to bringing the vehicles into the garage. Vehicle interiors are sprayed down with an EPA-registered household disinfectant that is approved for use against COVID-19.

For questions on this policy, please contact one of the AIS contacts listed above.

Revision	Effective Date	Modification
0	04/21/2020	
1	04/12/2021	Changed 7 days to 3 days based on updated CDC guidance