
Purpose

In order to protect staff and passengers from potential exposure to COVID-19 and other communicable diseases during transport of individuals served to appointments and/or for other outings, the following requirements must be adhered to:

- The vehicle must be clean and disinfection of high touch surfaces prior to use must be completed
- Seating restrictions as identified below must be clearly marked
- Where possible, individuals must be seated separately
- CLTO staff must wear a face shield and a procedural mask at all times
- Individuals served will only travel in vehicles with others with whom they live
- Individuals served are encouraged to wear a mask at all times; if a mask cannot be tolerated, the individuals must sit as far from the driver as safety permits
- There is absolutely no eating or drinking permitted by anyone in the vehicle
- A window within the vehicle must be left slightly open/ajar during the drive
- The vehicle must be cleaned and disinfection of high touch surfaces must be completed at the end of the excursion. Documentation must be completed to confirm disinfection has been completed before and after use of the vehicle

Guiding Principles

Cleaning and disinfection

- Before travel and at the end of the excursion, the driver must ensure that the vehicle is clean and high touch surfaces within and on the vehicle are disinfected
- Use CLTO's enhanced cleaning protocols for high touch surfaces and use cleaning products which have been deemed appropriate for use within and on the vehicle
 - Examples of high-touch surfaces in vehicles include door handles and frames, arm rest, windows and controls, clear hard plastic barriers, keys/fobs, seatbelt buckles, steering wheel, gearshift, signal levers, ventilation and radio controls and passenger seats
- Refer to the manufacturers' instructions on product use
- All disinfectants must have a drug identification number (DIN)

Seating restrictions

- Attempts should be made to limit the number of individuals in the vehicle, keeping the size of the vehicle in mind
- Individuals and passengers are to only travel in vehicles with others with whom they live/work
- Seating restrictions must maintain maximum distance between passengers that the vehicle will allow, for safety of the driver and all occupants.

- The driver must ensure that seats that are not to be occupied are clearly marked (e.g., use X in duct tape or signage)
- In a car, the seats directly adjacent to and behind the driver must not be occupied to maintain physical distancing
- In a van, the seats directly adjacent to or directly behind the driver, are to be sectioned off and must not be occupied

Use of facial protection during transport

- The driver must wear a procedural mask in addition to a face shield. If the face shield obstructs the driver's view, a procedural mask must be worn as a minimum
- Individuals in service that are not able to tolerate wearing a mask are to be seated at the back of the vehicle, appropriately distanced from one another, and may not sit in the front passenger seat or directly behind the driver

Other requirements during transport

- A window within the vehicle must be left slightly open/ajar during the drive. When choosing the window to leave ajar, take into consideration comfort for the driver and passengers.
- Absolutely no eating or drinking while in the van – pull off to safe area, exit the vehicle to consume beverage or snack where appropriate distancing measures can be followed.

Post Ride:

- The driver must ensure that the vehicle is cleaned and disinfected once all passengers leave the vehicle, this includes:
 - Enhanced cleaning protocols of high touch areas
 - All garbage is removed and disposed of in plastic garbage bag.

Related Documentation

Enhanced cleaning protocols

Vehicle checklist form

Toronto Public Health COVID-19 Guidance for Taxi and Ride Share Vehicles

<https://www.toronto.ca/wp-content/uploads/2020/03/8d19-COVID-19-Guidance-for-Taxi-Ride-Share-Employers-Drivers-Vehicle-Owners.pdf>

Government of Ontario Resources to prevent COVID-19 in the Workplace [resources-prevent-covid-19-workplace](#)