



# COVID-19 RESPONSE

CITY OF PORTLAND  
EMERGENCY COORDINATION CENTER



## Guidelines for Vehicle Use

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Issued By: Emergency Coordination Center

The Oregon Governor's Executive Order 20-12 requires 6 feet of physical distance between individuals not of the same household. Oregon OSHA expects that employers will comply with the Governor's executive order to maintain a 6-foot distance between employees.

Oregon OSHA expects employers to eliminate, substitute, or postpone non-critical tasks involving employees where there is close contact. Employers should document an evaluation process to clearly identify how tasks were deemed to be critical. Once tasks are deemed critical, engineering controls, administrative controls, and safe work practices should be used to maintain physical distancing in the workplace. PPE and cloth face coverings should be used as a last resort and cannot be the single solution to minimize risk of exposure.

Many City bureaus use shared vehicles for employee travel to job sites. Bureaus should develop vehicle use policies that outline expectations and procedures related to tracking vehicle use, physical distancing, and cleaning. It is recommended bureaus keep a log of employees who use or occupy each vehicle. Options for bureaus to consider in deciding how to manage vehicle use for critical work activities include:

- Have a policy of one person per vehicle.
- Allow employees to drive personal vehicles to job sites.
- Rent additional vehicles for employee use.
- Consider work activities and potentially modify work schedules to allow for shift work. (Factor in time for cleaning at the beginning and end of each shift.)
- Consider employee placement in vehicles and vehicle size. Develop a procedure to address how to place the driver and passengers in various types of vehicles
  - Measure six feet of distance in larger vehicles, such as a van. Keeping in mind all passengers must be secure during travel with a seatbelt.
  - Note Oregon OSHA developed [OAR 437-001-0749 Temporary rule addressing the COVID-19 emergency in employer-provided housing, labor-intensive agricultural operations, and agricultural transportation](#). This rule is applicable to activities which normally fall under OAR 437, Division 4, Agriculture. OAR 437-001-0749 (13) Section 3: Disease prevention in employer-provided transportation outlines the following:

*(a) During the current emergency and for activities covered by Section 1 of this rule, employers must ensure that the following disease prevention measures are implemented, at a minimum, when transportation is provided to and from the workplace or used to move individuals between workplaces:*

*(A) The vehicle operator and any passengers must be separated by at least 3 feet during the operation of the vehicle. Seats that do not allow for such separation cannot be used, regardless of the vehicle's normal capacity.*

*(B) The vehicle operator and any passengers must wear cloth facial coverings that cover their nose and mouth.*

*(C) All high-contact surfaces (door handles, seatbelt buckles, armrests, steering wheel, etc.) must be sanitized before each trip, or at least twice each day when in continuous use.*

*(b) For workers who may commute to and from the worksite with individuals outside their household, the employer must advise them of the risks presented by close contact and encourage them to employ practices similar to those described in subsection (1) above.*

Portland Police Bureau and Portland Fire & Rescue first responders should follow bureau specific vehicle use policies.

OMF City Fleet Services requires employees sanitize all frequently touched surfaces in each vehicle being brought for services. City Fleet has procedures in place for sanitizing vehicles between users and before returning vehicles to service. Bureaus should also have vehicle cleaning and sanitization procedures in place that follow the CDC guidelines.

#### References

CDC Vehicle Cleaning and Disinfection Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

Federal OSHA- Guidance on Preparing workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>