

Vehicle cleaning and decontamination rules

To limit the risk in cases that it's not possible to leave a vehicle without handling for more than 3 hours, a decontamination of the vehicle is mandatory.

Before conducting the decontamination process, the employee must be equipped with a mask, protective gloves, protective glasses and a disposable coverall. Being careful to avoid all contact with the face.

Care should be taken regarding the different materials which we can find in a vehicle some of which are sensitive to alcohol or bleach solutions. Different products may therefore be required:

- Composite material, metal, leather, fabrics and glass.
- Products must be applied by spraying on a microfiber (lint-free cloth).
- Cloths should be used uniquely for one vehicle decontamination and must be thrown away after each cleaning/decontamination in the hazardous waste bins provided.
- Disconnect all electrical equipment which could be plugged into the vehicle.
- The cleaning and the decontamination of a vehicle must be done with the ignition switch in the off position.

| STEPS | INSTRUCTIONS |
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| 1. Individual protective equipment | Before entering the vehicle, it is necessary to : <ol style="list-style-type: none"> 1. Wash your hands 2. Have a mask, protective gloves, protective glasses and a disposable coverall |
| 2. Vehicle preparation | <ol style="list-style-type: none"> 1. Open all doors and the boot to air the vehicle as much as possible 2. Check that the ignition switch is off 3. Close front air flow vents |
| 3. Cleaning / decontamination | <ol style="list-style-type: none"> 1. Clean and decontaminate the steering wheel 2. Clean and decontaminate buttons/controls on the dashboard 3. Clean and decontaminate the gear lever, brake park lever and bonnet release 4. Clean and decontaminate buttons/controls of all doors 5. Clean and decontaminate all door panels 6. Clean and decontaminate the rear view mirror 7. Clean and decontaminate the inside of the front and rear windows 8. Vacuum the foot wells, seats, central console, boot, ... 9. Spray the foot wells and the boot with a decontamination product and leave to act 10. Clean and decontaminate front / rear seats, and the rear shelf 11. Put the 5 protective elements in the vehicle (Steering wheel, driver's seat, foot's cellar, gear lever, brake park lever if concerned) |
| 4. Outside the vehicle | <ol style="list-style-type: none"> 1. Doors and the boot are now closed 2. Clean and decontaminate outside door handles and boot switch/handle 3. Clean and decontaminate the fuel flap and the cap. Close them. |
| 5. Removal of individual protective equipment | When the vehicle is closed and decontaminated <ol style="list-style-type: none"> 1. Decontaminate the vacuum 2. Decontaminate protective glasses 3. Throw away or wash cloths used for the cleaning and decontamination 4. Throw away gloves 5. Wash one's hands at the end of each cleaning/decontamination of a vehicle |

The information set out within this document lists a number of recommendations. This list is not exhaustive. They do not bind York, Ward & Rowlatt and are likely to change as the situation develops.