

Guidance for Vehicle Use

1 Document framework

This document is intended for all users of MSF Vehicles or **rental vehicles** used for the movement of **MSF staff** or for transporting **patients in a sitting position** (suspect/confirmed, with or without care taker).

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Version	Date	Name / Position	Validation
Initial OCP	20 April 2020	Daniel Moglia; motorized fleet technical referent	Validated

3 Preparation

3.1 Operational

Vehicle use will be impacted by the pandemic, so it must be included in the strategy of movement and use of vehicles.

It is therefore essential to assess the real need and capacity of your fleet of vehicles by considering the following:

- Reduction of HR capacity due to confinement context
- The reduction in transport capacity per vehicle due to the reduction in available seats (respect for distances between passengers).
- The time it takes to clean-disinfect vehicles
- Should the driver be isolated or not, should he actively help with the loading of patients, availability of PPE
- Other specific contextual criteria.

Note:

Avoid sharing vehicles between several drivers as much as possible in the same day.

3.2 Of vehicles before 1st use in a Covid 19 context

- Clean and disinfect the vehicle using the "daily" and "weekly" procedure (see "maintenance and disinfection of the vehicle").
- Remove from the vehicle anything that is not absolutely necessary.
- If possible, protect the vehicle's seats with machine washable or waterproof protective covers. It is also possible to use single-use covers. See examples in Appendix.
- Set up the on-board equipment, see next paragraph.
- Make on-board access plans, determine the number of passengers and seats to be occupied, display them.
- display available prevention signs inside and outside the car.

4 On-board equipment

In addition to the mandatory on-board equipment, provide:

4.1 PPE (Personal Protective Equipment)

- Masks provided by your MSF medical service
- Disposable gloves
- Household gloves (reusable after cleaning)

4.2 Other equipment

- Hydro-alcoholic gel
- Hand sprayer with disinfectant cleaner (see Appendix 2)
- Hand sprayer with water for rinsing if necessary (see Appendix 2)
- Disposable wipes or fabrics
- If possible, handwashing water in an easy-to-handle container
- soap
- Garbage bags
- This document
- If several drivers in the same day: the maintenance registration sheet (see Appendix 1)



5 Use of the vehicle

5.1 Special precautions

In addition to the usual barrier gestures in this context (safety distance, coughing/sneezing in the elbow hollow or a disposable handkerchief thrown immediately after use, hand hygiene), it is important to respect the following gestures:

Before each daily use or between each transfer / after transporting suspected or confirmed patients / soiled

- The driver cleans and disinfects the vehicle using the "daily" Protocol (see paragraph 7 - Cleaning/maintenance and disinfection of the vehicle)

Before getting into the vehicle

- Driver and passengers wash their hands with a hydro-alcoholic solution or water and soap.
- The driver tells the passengers their respective seats by respecting 1 m of distance between each person. See paragraph 5.2 *People's placement in Vehicles*.

On board the vehicle

- **Drive windows open:** Each passenger open his window to enable the air flow.



- **Use of heating and air conditioning:** only if windows open; never activate inside air recycling.



Before getting out of the vehicle

- **The driver will communicate the arrival** at the health center so that staff can prepare and minimize contact between patients.
- Driver and passengers close their windows.

After getting out of the vehicle

- Driver and passengers wash their hands with a hydro-alcoholic solution or water and soap.
- The driver may eventually clean/maintain/disinfect his vehicle as well as dispose of waste if necessary (see criteria in paragraph 7 - *Cleaning/maintenance and disinfection of the vehicle*).

5.2 Seat allocation in Vehicles

The space and distance between people must be considered to minimize the risk of transmission.

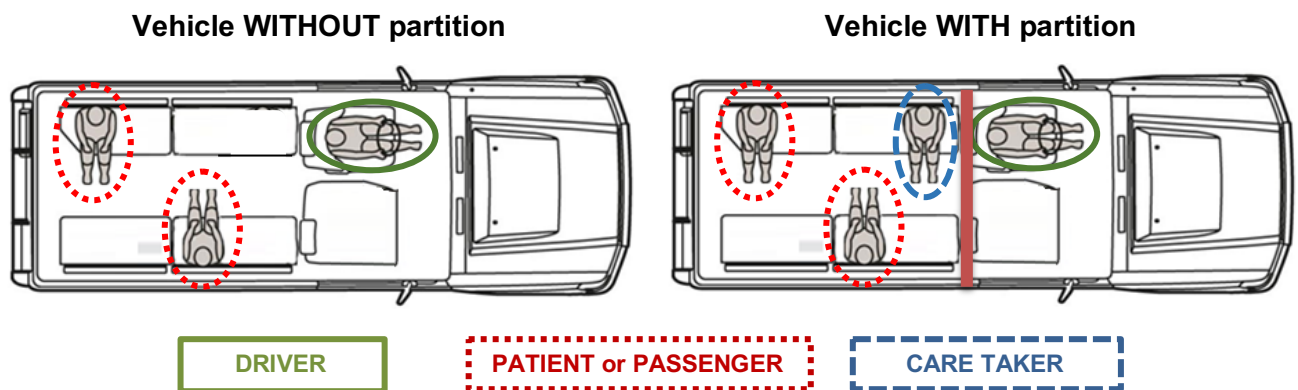
The rule is to respect at least 1.00 m distance between each person on board.

Be careful, you have to respect rules to apply in your country concerning the transportation.

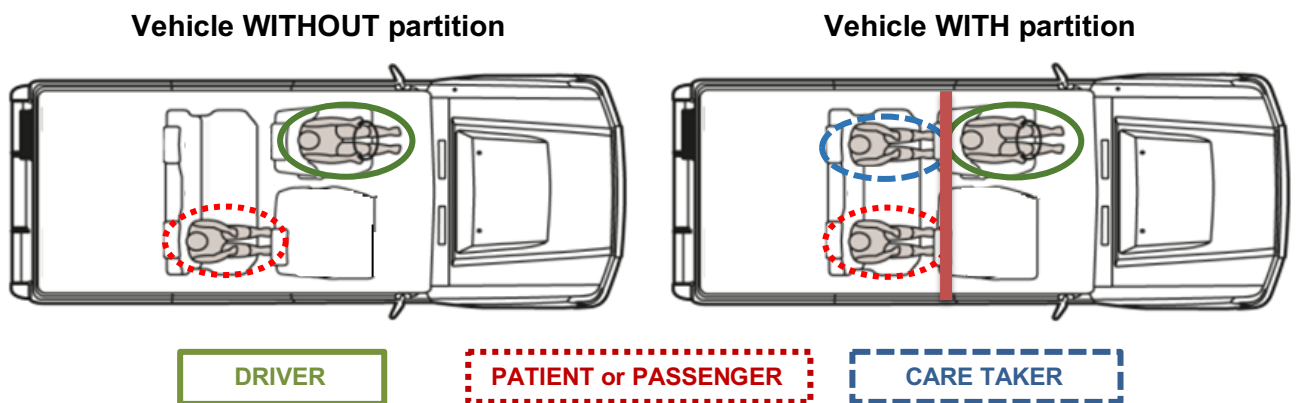
Separation in the vehicle

The driver has to be alone in the front. The physical separation of the driver from its passengers using a fixed or removable wall is to be encouraged (to see example on appendix 3). This allows him to avoid the wearing of PPE and to have to disinfect his cabin after each passenger/ patient journey.

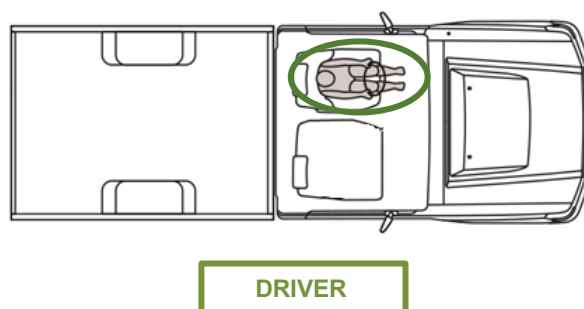
Example of seat allocation in Land Cruiser HZJ78 "Hard Top"

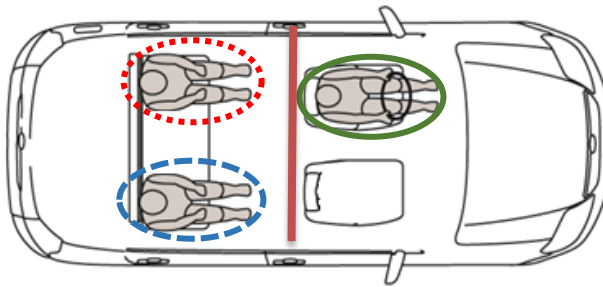
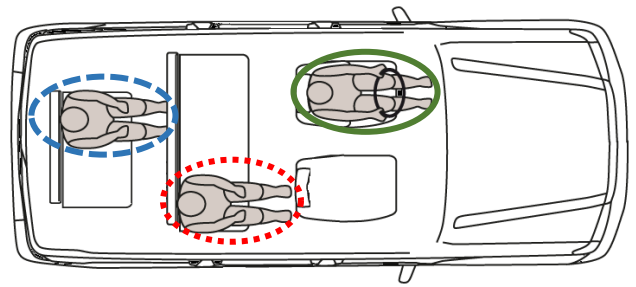


Example of seat allocation in a Land Cruiser HZJ76 or HZJ79 "Double Cabin"

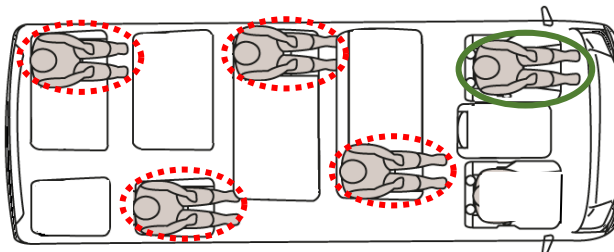
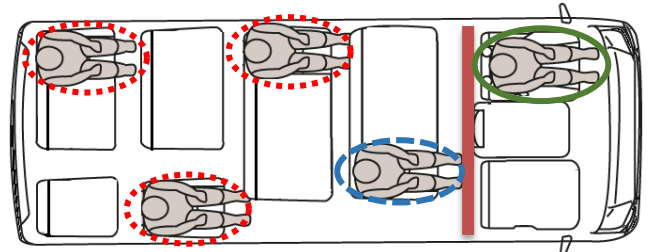


Seat Allocation in a Land Cruiser HZJ79 "Simple Cabin"



Example of seat allocation in city vehicles**2-row vehicle + partition (5 seats)****DRIVER****PATIENT or PASSENGER****CARE TAKER****3-row vehicle (7 seats)****Example of seat allocation in mini bus**

Maximum 1 person per seat row when using a minibus

Véhicule WITHOUT partition**DRIVER****PATIENT or PASSENGER****CARE TAKER****Véhicule WITH partition**

6 Personnel Protection Equipment (PPE)

Mask, surgical or tissue but has to be validated by medical MSF

Concerned people	Activity	Type of procedure or PPE
Driver	Vehicle equipped with a partition, or driver alone on board	No PPE
	Help load and unload suspect or confirmed patients	Mask Gown Gloves Eye protection
	Vehicle without partition, no direct contact with suspicious or confirmed patient.	Mask
Suspected or confirmed patient	Transportation to the reference health facility	Mask and respect 1 meter distance
Non-suspicious passenger	Vehicle not equipped with a partition	Mask and respect 1 meter distance
	Vehicle equipped with a partition	<u>1 passenger:</u> No PPE <u>From 2 passengers:</u> Mask and respect 1 meter distance
Care taker	Intervenes on patient during transfer	Mask Gown Gloves Eye protection
Cleaning staff	Cleaning after and between transporting suspected or confirmed patients	Mask Gown Gloves Eye protection Closed work boots or shoes

7 Cleaning and disinfection

7.1 Generalities:

The cleaning of the vehicle is done by **trained personnel and equipped with the appropriate PPE**. This may be the driver who was trained for it.

The cleaning of the vehicle is done with the **doors open** (allows a good air renewal), and empty of **any equipment**.

Don't forget to wash and disinfect hands with a hydro-alcoholic solution after taking out the **gloves**.

7.2 Waste disposal

Common waste: (masks, gloves, gown, wipes, disposable seat covers...) are left in a garbage bag and **disposed of in the single garbage can** (domestic waste).

If **medical waste** (needles, sharps, etc.) the medical staff will take care of its waste, or, it is arranged in a safety box type "safety box" and stored separately in the vehicle (in a garbage bag). This waste must be **disposed of in a suitable structure (hospital)**.

7.3 Recommendations on cleaning and disinfection

You only disinfect what is clean

If necessary, clean surfaces with detergent (soap) use a sponge, a cloth. Be careful not to put water on risk areas such as radio or dashboard selectors.

Then disinfect with a suitable product (see Appendix 2).

Beware too much water or chlorine will damage the equipment.

Technic: to do from the top-down and from the inside to out. From the cleanest to the dirtiest.

Frequency	Type of equipment	Action
Daily OR Between each transfer OR After transporting suspected or confirmed patients OR Soiled	<ul style="list-style-type: none"> • Dashboard • Steering wheel • Selectors and control buttons • Radio, GPS screen • Rear mirror • Gear shifter • Handbrake • Inside doors (glass lift, handle...) • Interior windows • Outdoor handles • Mobile phone • Vehicle keys • Pens, logbook • Seat belt and buckle 	Clean and disinfect
Weekly OR After transporting suspected or confirmed patients OR Soiled	<ul style="list-style-type: none"> • Roof • Seats • Lateral panels and Doors • Carpet • Floor • Cleanable seat covers (waterproof) 	Clean and disinfect
Weekly OR Soiled	<ul style="list-style-type: none"> • Fabric seat covers • Work clothes 	Machine Wash at 60°C

8 Appendix 1: Example of cleaning and disinfecting record sheet

Vehicle		Week from / ... / 2020
Remark		at / / 2020

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DAILY	Clean and disinfect						
Dashboard							
Steering wheel							
Selectors and control buttons							
Radio, GPS, screens							
Mirrors							
Gear shifter							
Hand break							
Insides doors (glass lift, handles)							
Interior window							
Outdoor handles							
Mobil phone							
Keys							
Seat belt and buckle							
Pens and logbook							
Name Signature							
WEEKLY	Clean and disinfect						
Interior roof and doors panels							
Seats							
Floor and carpets							
Fabric seat cover and work clothes; to wash at 60°C							
Date / name / signature							

9 Appendix 2: Common cleaning and disinfection products

Consult your Watsan referent, IPC or Hospital Hygiene Manager in case of doubts.

For all products, follow the manufacturer or your referent recommendations for:

- Concentration and mode of dilution
- Contact time

Remark: when you use a spray, never spray directly on the surface but in the paper towel.

9.1 Hand sprayer with 0.1% chlorinated solution + rinse:

Provide 2 sprayers: 1 opaque for chlorinated solution, the other for rinse water.

- Prepare 0.1% chlorinated solution in an opaque sprayer in advance; **Do not spray directly on the surface** to be cleaned but in the paper towel and then wipe it on the surface, **wait 5 minutes**.
- Rinse with the other water-filled sprayer. Same process; **do not spray directly on the surface** to rinse but in the paper towel and then wipe it on the surface to rinse.

Discard the rest of the chlorinated solution at the end of the day.

Risk of damages on dash-board and metal parts.

9.2 Hand sprayer with Surfanios Premium solution at 0.25%

- 0.25% active product dilution, harder to find outside the hospital environment
- To be prepared in an opaque sprayer. **Do not spray directly on the surface** to be cleaned but on a paper towel and then wipe it on the surface, **let it act 15 minutes**.
- Do not rinse with water.
- Discard the rest of the Surfanios Premium solution at the end of the day.

9.3 If available, Alcohol 70% (isopropylic)

- Apply on paper towel, and then wipe it on the surface to be disinfected.
- No rinsing.
- Preferable for electronic equipment (Radio, GPS, Screen, Phone...).

Warning: highly flammable!

9.4 If available, standard virucide wipes EN 14476:

- For example, ARSILOM ; ARVO 21 SR ; ASEPTIL ; SANYTOL.
- Refer to the manufacturer's recommendations for application and contact time.

9.5 If available, standard virucide hand spray EN 14476:

- For example Sanytol.
- Do not spray directly on the surface to be cleaned but in the paper towel and then wipe it on the surface.
- Some products require a rinse; in this case provide a sprayer with water. Do not spray directly on the surface to be cleaned but in the paper towel and then wipe it on the surface.

10 Appendix 3: Example of separator partitions

Objective : Isolate the front part from the rear part of the vehicle.

If installing a driver separator, its surface should be washable and disinfectable.

Temporary installations: local plywood and plastic sheeting should be used as such. Remove and dispose of when washing and disinfection condition becomes degraded.



Partition in washable canvas



Clear plastic partition



The surface should be covered with washable paint or plastic sheeting



*Partition in plexiglass, not waterproof; the **vehicle is considered as not equipped of partition***

11 Appendix 4: Examples of seat protection covers



Washable waterproof covers



Non waterproof, machine washable fabric covers



Washable waterproof covers



Disposable waterproof covers

12 Reference documents

Check if there is the latest update,

- IPC Contact Group and WatSan Working Group, MSF Environmental Health guidance in COVID-19
- Personal Protective Equipment (PPE) Guidance in COVID-19
- MSF IPC WatSan Intersection Environmental Health Covid-19 Guidance FR
- WHO-2019-nCov-IPCPPE_use-2020.1-eng
- WHO-2019-nCoV-IPC-2020.3-eng