



Abby Vans Inc.
1115 West Fourth Street
Neillsville, WI 54456
Phone: 715-743-3364 or 800-236-8438

Attention: All Drivers
From: Management
Date: March 24, 2020
Subject: COVID-19 Vehicle Cleaning Policy

Starting today and until COVID-19 Social Distancing recommendations are lifted we are asking all drivers to frequently during their shift to sanitize their vehicle and client seating areas to included interior and exterior door handles, seats and passenger securement belts.

We ask that you do this between clients and any time after transporting group of passengers.

Mandatory cleaning will be required prior to boarding any long term care facility resident.

If you are unable or unwilling to clean your vehicle, we ask that you take a leave of absence until such time this epidemic passes.

You must have the following in your vehicle to clean your hard surfaces and seatbelts.

- Micro fiber cloth (must be cleaned with soap and water at the end of each day)
- paper towels
- Spray bottle with disinfectant.

Disinfectant: Abby Vans recommend the diluted household bleach solution, as it is very effective and cost efficient and easy to mix and maintain. Return your receipts with your paperwork

Prepare a bleach solution by mixing:

5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water

Wiping Seatbelts: Spray your cloth and wipe down all shoulder and lap belts for any position you transport a client.

Please be reminded to **frequently and properly wash your hands with soap and water** and/or use a hand-sanitizer with at least 60% alcohol, and keep your hands away from your face. If you have to cough or sneeze do so into a tissue, your elbow or your shoulder, and practice social distancing.

Abby Vans will continue to re-evaluate and update you and our clients as recommendations change. We appreciate your help in these matters.