Minnesota State Vehicle Operations – Interim Guidance

College, university, and system-office employees and students should review and apply the following measures as a minimum when preparing for and using state-owned or -leased vehicles for official Minnesota State business and supported activities to reduce the potential spread of COVID-19. Colleges, universities, and the system office may choose more stringent practices based on their individual settings.

Pre-Travel Planning

- Confirm the need for travel. Minimize the need for individuals to travel through the use of technology and other measures
- For those that must travel:
  - Assign an individual responsible for planning and overseeing the travel
  - Consider using larger vehicles than normal to increase social-physical distancing
  - Consider taking more trips with fewer passengers in each vehicle to increase social-physical distancing
  - All travelers must wear a mask or face covering
  - Have a plan should someone get sick or develop symptoms
    - Passenger(s)
    - Driver
  - Limit seating to 2 per row
    - Example - Sedan:
      - Driver and Passenger Side
      - One behind driver, one behind passenger
    - Example - Van:
      - Driver and Passenger Side
      - 2 per row behind driver and passenger
    - Example - Bus:
      - Driver
      - 2 per row behind driver and passenger
      - Row 1: Occupy Driver Side Window Seat/Right Side Aisle Seat
      - Row 2: Occupy Driver Side Aisle Seat/Right Side Window Seat
  - Have adequate cleaning and disinfection supplies and extra masks or face coverings
  - Assign cleaning and disinfection duties to travelers
  - Assign/document seating

Travel

- Clean/sanitize high touch surfaces
- Screen all travelers before getting into vehicle
- Use hand sanitizer before loading
- Practice hand hygiene and respiratory etiquette
- Maximize ventilation as practicable
  - Open windows as weather permits
  - Use outside air setting on vehicle ventilation system
- Minimize movement around vehicle (bus) while underway
• Limit or prohibit eating and drinking while in the vehicle

Post Travel

• Remove and dispose of any trash, used masks, and cleaning items
• Clean/sanitize high touch surfaces
• Monitor health after traveling
• Report any health issues to the individual responsible for planning and overseeing the travel