



Coronavirus Vehicle Disinfection Procedures

Overview

To ensure the safety of our teammates and customers vehicles, please ensure you are following the disinfecting procedures.

There are four steps in three process to ensure proper disinfection of the vehicle:

1. At Intake of Vehicle
2. During Pre-wash
3. During Detail
4. Upon delivery of vehicle

Materials required for proper disinfecting

- a. Disinfectant (read the label to ensure it properly disinfects surfaces and those that may be harmed if used)
- b. Disinfectant wipes (read the label to ensure it properly disinfects surfaces and those that may be harmed if used)
- c. Alcohol or alcohol pads
- d. Clean cloth(s)
- e. Nitriles Gloves
- f. 3M 5000 Series Respirator
- g. Clear zip lock bag

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Step 1: Intake of Vehicle

The individual responsible for intake of vehicle is disinfecting the portions required to safely enter and drive the car to the pre-wash location. Prior to disinfecting the vehicle ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Nitrile Gloves

Disinfecting steps:

1. Wash your hands and put on nitrile gloves prior to taking keys/key fob.
2. Ask customer to place keys/key fob into the clear zip lock bag
3. Spray disinfectant onto clean rag and wipe off keys/key fob while in the bag
4. Before entering vehicle spray the door handle directly with disinfectant and properly wipe down with rag
5. Spray disinfectant onto rag and wipe down seat prior to entering vehicle.
6. Once you have entered the vehicle, wipe down steering wheel, shift knob, window switch and any buttons you may need to touch to start or drive the vehicle with disinfectant.
7. Roll down windows and proceed to move vehicle to be pre-washed.
8. If keys were required to run the vehicle, spray disinfectant on clean rag and once again wipe them off. If a key fob is used, leave in plastic bag.

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Step 2: Pre-wash Vehicle

Complete wash disinfectant process for the entire vehicle. Prior to disinfecting the vehicle ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Safety Glasses
- b. Nitrile Gloves
- c. 3M 5000 Series Respirator

Disinfecting steps:

1. Wash your hands, disinfect and put on PPE stated above.
2. Wash the exterior of the vehicle with soap and water.
3. Place all Personal items into a plastic bag and place in the trunk
4. Disinfect the interior of the vehicle by wiping down the following using a cloth and disinfectant (or a disinfectant wipe that clearly states it serves as a disinfectant on the label).
 1. Interior Door handles
 2. Steering wheel
 3. Dashboard
 4. Shifter Knobs
 5. Windows and window switches
 6. Plastic/metal on seatbelts
 7. Locks and handles
 8. All other parts of the vehicle that may have been handled previously
5. Use alcohol with a rag, or use an alcohol-based pad, to gently clean all screens in the vehicle
6. Use a window marker and paint a "D" with a circle to confirm the car has been disinfected.
7. Inform GM pre-wash disinfecting step is complete for confirmation/logging of completed step
8. Let vehicle stand for 10 minutes
9. Vehicle is now ready to be sent to Tear Down.
10. If keys were required to run the vehicle, spray disinfectant on clean rag and wipe them off. If a key fob is used, leave in plastic bag.



Step 3: Detail of Vehicle

Once you have received the vehicle back, you will follow similar steps as you did to disinfect the vehicle and continue to wash the vehicle. Prior to disinfecting the vehicle ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Safety Glasses
- b. Nitrile Gloves
- c. 3M 5000 Series Respirator

Disinfecting steps:

1. Wash your hands, disinfect and put on PPE stated above.
2. Wash the exterior of the vehicle with soap and water.
3. Disinfect the interior of the vehicle by wiping down the following using a cloth and disinfectant (or a disinfectant wipe that clearly states it serves as a disinfectant on the label).
 1. Interior Door handles
 2. Steering wheel
 3. Dashboard
 4. Shifter Knobs
 5. Windows and window switches
 6. Plastic/metal on seatbelts
 7. Locks and handles
 8. All other parts of the vehicle that may have been handled previously
4. Use alcohol with a rag, or use an alcohol-based pad, to gently clean all screens in the vehicle
5. Drive vehicle to waiting location
6. Let vehicle stand for 10 minutes
7. If keys are required to run the vehicle, spray disinfectant on clean rag and wipe them off. If a key fob is used, leave in plastic bag.
8. Place keys in key box.



Step 4: Delivery of Vehicle

Upon customer arrival and return of the vehicle the individual responsible for returning the vehicle to the customer must take the following steps. Prior to disinfecting the vehicle ensure you have the proper Personal Protective Equipment and are wearing it properly, to include:

- a. Nitrile Gloves

Disinfecting steps:

1. Wash your hands and put on nitrile gloves prior to removing key bag from the key box.
2. If keys were required to run the vehicle, spray disinfectant on clean rag and once again wipe them off. If a key fob is used, leave in plastic bag.
3. Before entering vehicle spray the door handle directly with disinfectant and properly wipe down with rag
4. Spray disinfectant onto rag and wipe down seat prior to entering vehicle.
5. Once you have entered the vehicle, wipe down steering wheel, shift knob, window switch and any buttons you may need to touch to start or drive the vehicle with disinfectant.
6. Inform GM pre-wash disinfecting step is complete for confirmation/logging of completed step
7. Let vehicle stand for 10 minutes
8. If keys were required to run the vehicle, spray disinfectant on clean rag and once again wipe them off. If a key fob is used, have customer remove from plastic bag.

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