

# Procedure for the use of Light Sanitary Vehicles

## Scope of the document

In the context of the CoVid-19 crisis, this document is intended for all users of Rental Vehicles or MSF vehicles used for the movement of MSF staff or for the transport of patients in a seated position (suspects/confirmed, with or without accompanying persons).

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## 1. Vehicle Reception (before 1st use)

- Carry out a complete cleaning and disinfection of the vehicle (see "vehicle maintenance and disinfection").
- Remove all unnecessary items from the vehicle.
- Protect the vehicle seats with machine-washable or cleanable (waterproof) protective covers.
- Fitting the on-board equipment

## 2. Onboard equipment:

List of on-board equipment to be carried on board the vehicle (front passenger seat and/or boot) :

- Masks
- FFP2 masks (to transport suspected or confirmed patient of COVID-19)
- Hydroalcoholic Solution (if available)
- Disposable gloves
- Disinfectant wipes / alcohol swabs (see Appendix 2)
- Disinfectant spray (see Annex 2)
- Disposable wipe + closed dispenser
- Reusable cleaning gloves
- Water Jerrican with tap
- Soap
- Bucket
- Garbage bags
- If necessary, box for medical waste (sharps, needles...).
- This document
- Maintenance Record Sheet (see Appendix 1).

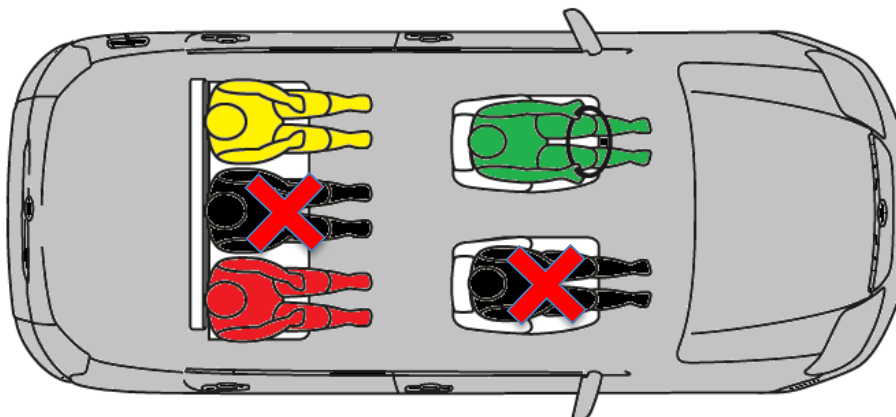
## 3. Vehicle use

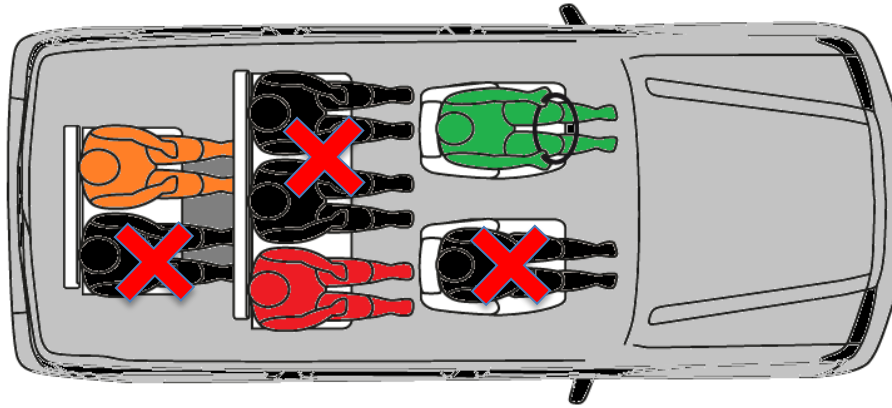
### Number of persons :

**Maximum of 2 people per vehicle** (driver + Passenger/patient), unless an accompanying person is absolutely necessary **for the patient's well-being**.

**Maximum 1 person per bench seat** when using a minibus or a van.

### Placement in the vehicle





Driver

Passenger/patient

Accompanying person (if necessary)

## Hand and Respiratory Hygiene Precautions:

- **Before getting into the vehicle:** Driver and passenger wash their hands with a hydro alcoholic solution. If hands are visibly dirty, use soap and water first.
- **Once in the vehicle:** open the window
- Keep a **safe distance** of at least 1m between passengers.
- **Don't look at each other** while talking
- Avoid touching **your eyes, nose and mouth.**
- **Do not eat or drink** in the vehicle
- **Respiratory hygiene:** When coughing or sneezing, cover your mouth and nose in the crook of your bent elbow, or in a tissue. Dispose of the tissue immediately in the trash and perform hand hygiene.
- **Before getting out of the vehicle:** Close the window.
- **After getting out of the vehicle:** all occupants wash their hands with a hydro-alcoholic solution. If hands are visibly dirty, use soap and water first.

## Special Precautions :

- **Avoid** as much as possible **the sharing of a vehicle** between several people **in the same day!**
- **Drive with open window:** Front right window and two open rear windows.
- **Use of heating and air conditioning:** only if windows are open;
- 
- **Caution: Never use the vehicle's air recirculation system.:**



## 4. Personal Protective Equipment (PPE)

Persons Concerned	Activity	Type of procedure or PPE
Driver/ Passenger not under suspicion	Assist in the loading and unloading of patients suspected of COVID-19.	Mask Gloves
	No direct contact with patients suspected of COVID-19	Mask
Suspected or confirmed patient of COVID-19.	Transportation to the referral health care facility.	FFP2 Mask Gloves
Cleaning staff	Cleaning after and between transports of patients suspected of COVID-19 to the referral health care facility.	Mask Gown Cleaning gloves Eye protection Closed work boots or shoes

## 5. Cleaning/Maintenance and Disinfection

### General:

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

The cleaning of the vehicle is done with reusable and clean cleaning gloves (disinfection of gloved hands with a hydroalcoholic solution or an alcoholic gel). Do not forget to disinfect your hands with a hydroalcoholic solution.

In the event of accidental exposure to biological fluids (wounds) with a risk of contamination: wash and disinfect the wound and report immediately to the personnel medicine department or the hospital emergency department.

### Waste disposal :

**Routine waste:** (masks, gloves, face cloth, decontamination waste, wipes, alcohol swabs) are placed in a 35-litre rubbish bag and **disposed of in the normal rubbish bin** (if possible at the patient's home), or failing that, in a building rubbish bin, or in MSF's rubbish bin.

**If medical waste** (needles, sharps, etc.): they are placed in an identified box and stored separately in the vehicle (in a 35-litre bag). This waste is disposed of in **a suitable structure (hospitals)** with the mention "infectious waste from healthcare activities"..

### Recommended equipment and frequency of vehicle maintenance

The last step involves cleaning the vehicle. This cleaning must be done with a surface disinfectant and detergent.

Always keep in mind that **you should only disinfect what is clean**.

The handling and use of detergent/disinfectant products **requires the use of gloves** (reusable household or single-use (SU) nitrile).

At the end of cleaning, do not forget, after removing the gloves, **to disinfect gloved and then bare hands** with a hydro-alcoholic solution.

Cleaning and disinfection of environments where patients suspected and/or confirmed COVID-19 are treated should be performed **by trained personnel** wearing **appropriate PPE** and using **dedicated cleaning equipment**.

Technique - always from the dirtiest to the cleanest, top to bottom and inside to outside..

Type of equipment	Action	Frequency
<ul style="list-style-type: none"> <li>- Dashboard</li> <li>- Steering wheel</li> <li>- Selectors and control buttons (lights, turn signals, windows, handbrake, rear view mirror)</li> <li>- Radio, GPS screen</li> <li>- Central rearview mirror</li> <li>- Gear lever</li> <li>- Handbrake, (even if electrically operated button)</li> <li>- Interior doors (window lift, handle...)</li> <li>- Interior windows (side windows, windshield)</li> <li>- External handles</li> <li>- Mobile phone</li> <li>- Vehicle keys</li> </ul>	Disinfect with either : - Swabs soaked in a 70° ethanol solution... - Disinfectant wipes - - Disinfectant spray and wipes	Daily OR Between each handover OR After transporting at-risk patients OR If stain...
<ul style="list-style-type: none"> <li>- Seats</li> <li>- Sol</li> <li>- Carpet</li> <li>- Cleanable covers (waterproof)</li> </ul>	Disinfectant spray Aspiration	Weekly OR After transporting at-risk patients OR If stain...
<ul style="list-style-type: none"> <li>- Seat covers</li> </ul>	Machine wash at 60°C	Weekly OR If dirty

## 6. Annexes

### Annexe 1 : Cleaning record sheet

# Fiche d'enregistrement de l'entretien quotidien et hebdomadaire

1 fiche par semaine.

Immatriculation / call sign : .....

Semaine du ...../...../200.....

commentaires

au ...../...../200.....

Opérations à effectuer chaque jour	Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi	Dimanche
Aspirer sièges et sols							
	<b>NETTOYAGE-DÉSINFECTION AVEC UNE SOLUTION DÉTERGENTE-DÉSINFECTANTE</b>						
Tableau de bord							
Volant							
Levier de vitesse							
Frein à main							
Portes intérieures							
Poignées							
Nécessaire de communication fixe							
Téléphone portable							
Sièges							
Sol							
Aspiration complète de l'intérieur du véhicule * à effectuer un jour/semaine							
Lavage des mains après chaque entretien							
Nom et signature de la personne ayant effectué l'entretien	Nom Prénom Signature	Nom Prénom Signature	Nom Prénom Signature	Nom Prénom Signature	Nom Prénom Signature	Nom Prénom Signature	Nom Prénom Signature

\* Si nécessaire, nettoyage complémentaire.

## *Annexe 2 : Common disinfection products*

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## **Annexe 3 : PPE Indications in Transmission-Based Precautions:**

**GLOVES:** reduce hand contamination (contact with microorganisms in PBTs)

**CASTLE** (and TABLE, if necessary): reduce contamination of health care/cleaning personnel's clothing (contact/splash with microorganisms in PBTs)

**EYE PROTECTION** (face shield/panoramic goggles): to reduce contamination of mucous membranes of health care/cleaning personnel during patient care (risk of splashes or droplets in PBT). For health care/cleaning personnel we prefer face protection and panoramic goggles over protective glasses.

**MASK:** to reduce contamination of mucous membranes of health care/cleaning personnel during patient care (risk of splashes or droplets in PBTs). Limit transmission of exhaled infectious agents through the nose/mouth of the wearer.

- Healthcare/cleaning personnel should always use splash-resistant masks.
- For health care workers/cleaners, the use of surgical masks with fasteners is preferred.
- For accompanying persons and patients, we prefer the use of surgical masks with ear fixation (care mask), which is easier to put on and take off.

### **How to use the mask correctly with Covid-19 patients**

- Always perform hand hygiene before application and removal.
- Place the mask carefully to cover the mouth and nose and fasten securely to minimize gaps between the face and the mask.
- During use, avoid touching the mask.
- Disposable article. Discard the mask after each use and dispose of it immediately upon removal.
- Remove the mask using the appropriate technique (do not touch the front, but remove the fasteners from behind).
- Change the mask:
  - o As soon as it is wet/moist or becomes difficult to breathe through (maximum every three hours)
  - o In case of contamination or splashes
  - o If placed on the forehead and/or under the chin