



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

State Vehicle Use COVID-19 Guidelines

Any person who is either driving or riding in any UNC-owned or rented vehicle for UNC purposes (including, but not limited to work, field trips, athletic team travel, campus recreation events) shall follow these guidelines.

Health Screening

- A Health Screening shall be completed each day, by each driver/passenger, before operating or riding in a state vehicle
- Driver/passenger who has an elevated temperature or COVID-19 like symptoms shall not be allowed to operate or ride in any vehicle for UNC purpose and should leave and self-quarantine.

Requirements

- If there are multiple occupants, then face masks must be worn by all driver/passengers the entire time while in the vehicle
- Ventilation (A/C, heat, etc.) shall always be turned on, in the vehicle, with more than one occupant or roll down windows if possible

Vehicle Time, Use and Capacities:

If driver/passengers are in vehicle for 10 minutes or less, social distancing does not have to occur in the vehicle but all other requirements in this guideline shall be followed.

If driver/passengers are in vehicle for greater than 10 minutes, the vehicle capacities will be reduced to recognize physical distancing.

- Cargo Vehicles (2-3 Passenger Vehicles) – 1 occupant is preferred. 2 occupants may ride if absolutely essential to the work function
- Sedans (4-5 Passenger Vehicles) – 2 occupants (the driver and one other occupant who will be seated in the back seat)
- Minivans and Large SUVs (7-9 Passenger Vehicles) – 3 occupants (the driver, one occupant as far to the right in the second row, one occupant in the last row as far left)
- 12-Passenger Vehicles – 4 occupants (the driver, other occupants will stagger left or right as appropriate with one person per row)
- 15-Passenger Vehicles – 5 occupants (the driver, other occupants will stagger left or right as appropriate with one person per row)

Admissions Tour Trams

- If weather shields are not being used, then middle seats, in each row, shall not be occupied
- If weather shields are in place, then follow the “15-Passenger Vehicles” guide

Utility carts (i.e. golf carts, gators)

- If the cab is not enclosed, and the driver/passenger are in the vehicle for 10 minutes or less, no capacity restrictions.
 - If driver/passenger are in the vehicle greater than 10 minutes, only one person per row
- If cab is enclosed, only one person per row regardless of the drivetime

Cleaning of Vehicle

- Cleaning/sanitizing of the vehicle shall be the responsibility of the driver (and/or occupants). The driver shall use EPA approved disinfectant
 - Same driver only (no passengers) = daily cleaning recommended
 - More than one driver = daily cleaning required
 - Driver with passengers = daily cleaning required
- Vehicles rented specifically from the UNC Rental Fleet at Parsons Hall shall be cleaned/sanitized by Transportation Services personnel after each use