



PROTOCOLS ON USE OF g-FLEET VEHICLES

1. BACKGROUND

The transport industry has a critical role during the COVID-19 pandemic by enabling essential workers to continue providing services as well as helping the general population to travel for various essential matters. Public transport and private cars used for e-hailing/metered taxis as well as carpooling have been associated with transmission of airborne infectious disease such as Influenza and Tuberculosis. Factors associated were proximity, duration of travel, ventilation etc. Therefore, appropriate preventive, screening and testing measures need to be introduced to mitigate the spread of the COVID-19.

2. SCOPE

This guidance is targeted towards g-Fleet vehicles to introduce interventions to help prevent the transmission of COVID-19. All other relevant guidance from the national and provincial department of health need to be adhered to in conjunction with this.

3. OBJECTIVES

- 1) Provide guidance on infection prevention and control measures to be introduced to limit transmission of SARS-CoV-2.
- 2) To recommend standard precautions to be undertaken by government officials using g-Fleet vehicles and passengers thereof.
- 3) Provide guidance on maintaining internal and external communication to ensure there are no knowledge gaps.

4. INFECTION PREVENTION AND CONTROL

4.1 Vehicles

- 1) Regular disinfection with appropriate solutions ($\geq 70\%$ Alcohol based sanitiser) after every trip is recommended.
- 2) All surfaces that are frequently touched (e.g. door frames and handles - both inside and outside the vehicle; steering wheels, windows, seat frame/seatbelt buckles, gearshift, signaling levers, hand brakes, etc.), need to be wiped down in between trips.
- 3) Daily cleaning of all vehicles using soap/detergent and water should be done. Fogging using Hydrogen Peroxide is recommended where feasible.
- 4) **Limit the number of passengers** - the risk of exposure increases the more passengers travel with in a vehicle. The passengers must keep distance. *(This must be in line with directives from the National Department of Transport that are issued from time to time)*
- 5) **Wash hands or use hand sanitizer frequently to not contaminate the inside of the vehicle** - the general-purpose recommendations for avoiding the COVID-19 virus apply to the vehicle travel as they would any other part of life. The use of hand sanitizer immediately after getting in the vehicle to avoid contaminating it with germs is recommended.
- 6) **Disinfect vehicles high-touch areas frequently** - disinfect high-touch areas every time an official get in and out of the vehicle. The steering wheel, interior door handle, gear-shift knob, seatbelt, radio, and cup holder are all potential hot spots for contamination and should be disinfected regularly

- 7) **Don't forget to disinfect your dashboard too** - the dashboard is considered one of the most germ-prone surfaces found inside the vehicle.
- 8) **Disinfect areas where airborne particles could land** - anytime you bring foreign, germ-prone objects into a vehicle — such as laundry or groceries — there is a chance of bringing the novel coronavirus in with them.
- 9) **Crack the windows to air out the vehicle between rides** – studies show that the novel coronavirus can live in the air for up to three hours, so leaving vehicles windows open between rides for at least a few minutes a day can reduce the risk of getting sick.
- 10) **Make sure anyone who shares the vehicle takes the same precautions** - each driver should disinfect high-touch surfaces after each use.
- 11) **For best results, clean high-touch areas with soap before disinfecting them.**
- 12) **Try to avoid ride-shares, but take extra precautions if they're necessary**

4.2 Mini/Midi Busses

- 1) Drivers must not allow any officials to enter their facilities without wearing a cloth face mask, homemade item, or another appropriate item that covers the nose and mouth.
- 2) Drivers must wear such faces masks or appropriate item that covers the nose and mouth, together with a face shield.
- 3) Mini/midi buses local trips will now be permitted to increase their capacity to 100%, while long distance taxis will not be allowed to exceed 70% occupancy, on condition that new risk mitigation protocols related to masks, vehicle sanitising and open windows are followed.
- 4) To this end, bus, taxi and e-hailing, meter taxis, shuttle services, chauffeur-driven vehicles and scholar transport vehicles are permitted to carry 100% of licensed carry capacity for any trip not regarded as long distance travel.

4.2.1 Long Distance Travel

- 1) Long distance travel refers to any trip that is 200 km or longer.
- 2) Mini and Midibus Taxi vehicles may not carry more than 70% of their maximum licensed passenger carrying capacity for long distance intra-provincial travel and permitted inter-provincial travel.
- 3) Long distance bus services are permitted to carry a maximum of 70% of their permissible passenger carrying capacity for intra-provincial and permitted inter-provincial travel.

4. AIR CONDITIONING

- 1) Windows need to be kept open to ensure ventilation and circulation of fresh air where possible. Air-conditioning system should not be used in public vehicles with windows that can be opened.
- 2) Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.

5. FOOD AND DRINK

- 1) No eating, drinking and chewing of gum will be allowed inside the public transport vehicles except for drinking of water for medical reasons.
- 2) All passengers/drivers need to ensure they wash their hands with soap and water (or alcohol-based hand rub) as per the national guidelines after they disembark.

6. STANDARD PRECAUTIONS

- 1) All employees; should practice the standard cautions of hand hygiene; cough etiquette and social distancing.
- 2) If a vehicle may have been exposed to someone with COVID-19 do not touch it for 24 hours, then disinfect it.

7. PASSENGERS AND/OR OFFICIALS USING THE VEHICLE

- 1) All passengers should wear face masks or a homemade item or another appropriate item that covers nose and mouth throughout the journey.

8. VEHICLE EXPOSED TO OFFICIAL(S) TESTED POSITIVE TO COVID-19

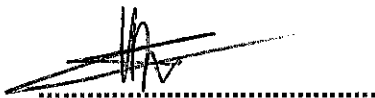
1) If a vehicle may have been exposed to someone with COVID-19 do not touch it for 24 hours, then disinfect it.

9. COLLECTING PERMANENT LEASE VEHICLES FROM g-FleeT PREMISES

- 1) All documentation pertaining to the collection of a vehicle from gFleeT's premises must be submitted electronically, e.g. via email, with all the necessary approvals/signatures appended.
- 2) No vehicle will be released to client if documentation is not received prior to collection of vehicle.
- 3) Where logistically permissible, new vehicles will be delivered to clients upon arrangement and documentation received.

10. DELIVERY OF NEWLY PURCHASED VEHICLES FROM SUPPLIERS TO g-FleeT:

- 1) Documents necessary for the receipt/acceptance of a newly purchased vehicles from suppliers should in all instances be sent electronically prior to such vehicles being delivered to g-FleeT. Original Natis documents can be delivered physically but taking guidance on proven science on the handling of paper under COVID19.



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