



## MEMORANDUM

**TO:** Town of Clayton Employees  
**FROM:** Lance Peterson, Supervisor  
**RE:** Updated Standard Operating Procedure for Employees Sharing Vehicles  
**DATE:** November 19, 2020

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**UPDATED STANDARD OPERATING PROCEDURE FOR EMPLOYEE SHARING VEHICLES**

This updated Standard Operating Procedure is intended to address the present COVID-19 pandemic while we continue to provide the vital services and work of your departments.

In an effort to limit exposure to COVID-19 and align with the regulations of NYS DOH Section 66-3.2, Department Heads will follow the below guidelines when assigning vehicles:

- The goal is to have no more than one person per vehicle.
- When it is not possible the meeting that goal, no more than two people shall be assigned to a vehicle.
- No more than one person shall occupy a row in a vehicle. The passenger shall sit on the passenger's side of the vehicle in the furthest rear row from the vehicle operator.
- All passengers in the vehicle must wear masks at all times when they cannot be socially distanced at least six feet apart.
- Where available, respirators shall be offered to both persons in the vehicle in lieu of masks.

It is understood that these guidelines will impact certain important Department operations such as plowing. This policy is not intended to limit the Department's response to emergencies or mission critical work. Unforeseen emergency situations may warrant a deviation from this guidance, on a case by case basis.

Additionally, all vehicles must be cleaned before and after operation. Focusing on the vehicle touchpoints:

- Clean the places you come into contact with the most. Cleaning products have been made available to you for this purpose. Besides the obvious places such as a door handle, key fob, turn signal and steering wheel, the most important part of the interior to keep clean is the dashboard. Other places to clean include the inside door buttons, seat belts, gear shifters and touchscreens. Clean door handles and other exterior touch points as well. We recommend cleaning these surfaces before and after each use of the vehicle.
- Set the climate control settings so that air is brought in from outside air and air inside the vehicle is not being circulated.
- Use hand sanitizer after touching gas pumps and keypads at fuel stations.

We are all in this together. These practices may not seem critical, but they are all very important. Working together we can have a big impact and a more positive outcome. Please do not hesitate to let me know if you have any questions.

**Lance Peterson**  
**Town Supervisor**