



July 15, 2020

## Travel Guideline for Multiple Passengers in Shared Vehicle

**Purpose:** Reduce exposure to COVID-19 during travel

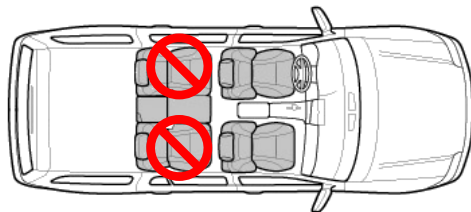
**Scope:** Applies to faculty, staff and students traveling on approved university business.

**Background:** In accordance with Oregon Health Authority all personnel must strive to meet 35 ft<sup>2</sup> to maintain safe distancing. This applies to interior spaces, including vehicles. This document is intended to set specific guidelines to meet the OHA requirements within the various vehicles.

### Recommendations:

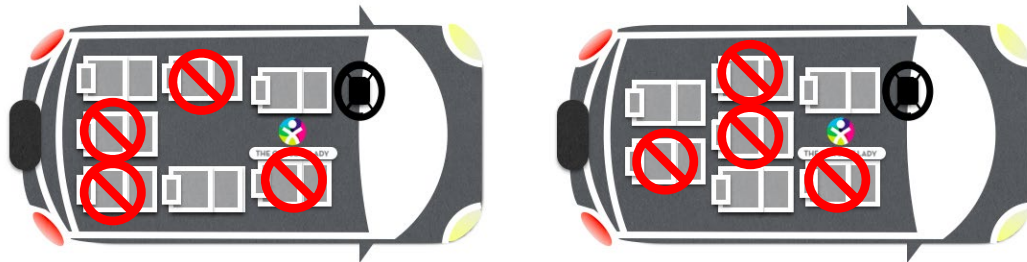
#### Sedan/SUV

- a. Max occupancy= 2 people
- b. Driver and passenger in front seat (see diagram)
- c. Both occupants wear facial coverings throughout duration of travel
- d. Air on at 50%, outside air, (not recirculating)
- e. Back windows cracked open to create draft



#### 2. Minivan/Small SUV (7 person)

- a. Max occupancy = 3
- b. One person in each row, alternating sides (see diagram)
- c. All occupants, including driver, wear facial coverings throughout duration of travel
- d. Air on at 50%, outside air, (not recirculating)
- e. Where back window are openable, crack both sides open to create draft

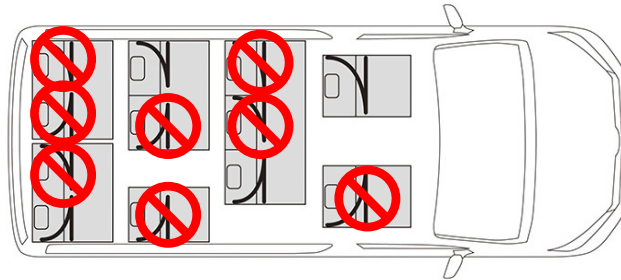


#### 3. Passenger Van (12 person)

- a. Max occupancy = 4
- b. One person in each row, alternating sides (see diagram)
- c. All occupants, including driver, wear facial coverings throughout duration of travel

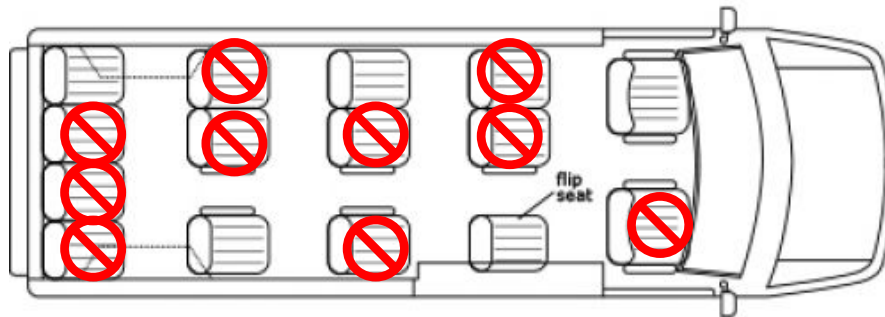


- d. Air on at 50%, outside air (not recirculating). Ensure that all vents are open, including vents that service the back rows.
- e. If back windows are openable, travel with windows cracked open.



4. Large Passenger Van (15 person)

- a. Max occupancy = 4
- b. One person in each row, alternating sides (see diagram)
- c. All occupants, including driver, wear facial coverings throughout duration of travel
- d. Air on at 50%, outside air (not recirculating). Ensure that all vents are open, including vents that service the back rows.
- e. If back windows are openable, travel with windows cracked open.



**All Vehicle Travel**

- 1. All travelers are expected to practice everyday preventive actions:
  - a. Stay home if experiencing fever, chills, cough, sore throat, difficulty breathing, muscle pain or recent loss of taste or smell.
  - b. Stay home if you have recently had close contact (closer than 6' for at least 15 minutes) to a person with COVID19.
  - c. Wear a face covering at all times during the travel.
  - d. Hand hygiene (washing where available, sanitizer when soap and water is not available) especially before travel, during and after preparing food, eating food, using toilet, after blowing nose, coughing or sneezing and after you reach your destination.
  - e. Avoid touching eyes, nose and mouth with unwashed hands.
- 2. All vehicles should have:
  - a. Cleaning wipes or spray to wipe down high touch surfaces (steering wheel, door handles, seatbelt, console, etc.)
  - b. Facial tissues
  - c. Trash bag for immediate disposal of used tissue and cleaning wipes
  - d. Hand sanitizer