



May 17, 2021\*

**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.

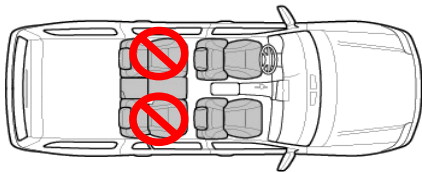
**Background:**

When employees are transported for work purposes, regardless of the travel distance or duration involved, employers must consider, to the degree practical, eliminating the need for employees to share work vehicles. When not feasible, use the following guidelines.

**Guidelines:**

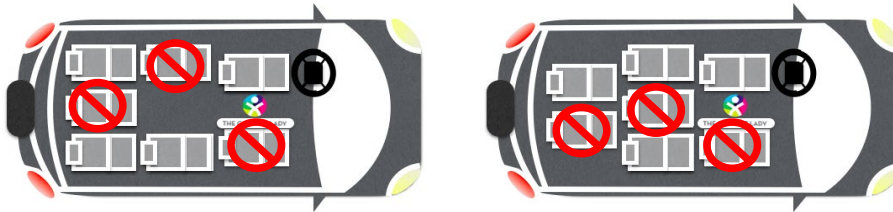
Sedan/SUV

- 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 = 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)
- e. Where back window are openable, crack both sides open to create draft

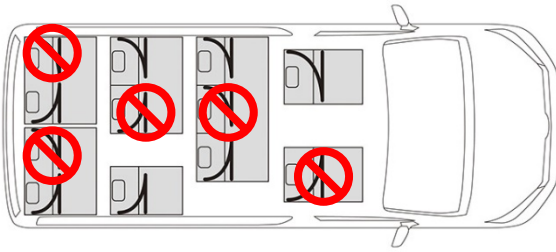


3. Passenger Van (12 person)

- a. Max occupancy = 7
- 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.

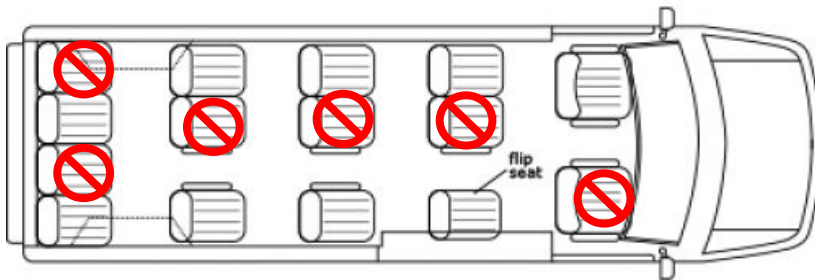


- e. If back windows are openable, travel with windows cracked open.



**4. Large Passenger Van (15 person)**

- a. Max occupancy = 9
- 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

\*This document was updated to reflect changes in Oregon Occupational Safety & Health Administration OSHA [OAR 437-001-0744](#) Rule Addressing COVID-19 Workplace Risks, effective May 4, 2021.