

# Vehicle Cleaning SOP

**Version 1.0**

Guidance on Cleaning Home Visiting  
Vehicles

**Associated Documentation:**

Document Name (inc Version)	Hyperlink to document
CQC and Data Security Guideline V1.0	<a href="#">IT Governance - All Documents</a>

**Reviews & Amendment History:**

Date	Reviewer/editor	Job Title	Comments	Version
03/04/2020	Kay Darby	ALDQ		1.0

**Review and Approval Authorities:**

This document must be approved by the following:

Date**	Committee/Person	Type *	Notes/Comments	Version	Next Review

Changes to this SOP will need to be reviewed by persons listed below.

\* = Reviewer or Approver (R or A).

\*\* = should be completed either for date of approval by authorised person or date of committee meeting.

**Distribution:**

## Contents

- 1. Introduction .....3
- 2. Daily Clean.....3
- 3. Deep Clean.....3
- 4. Procedure for Cleaning car .....4
- 5. Personal Protective Equipment (PPE) .....6
- 6. Donning & Doffing PPE .....6

Appendix 1 Donning and Doffing of PPE poster

DRAFT

### 1. Introduction

This guide has been developed to ensure home visiting cars are cleaned appropriately to reduce exposure to Covid-19 contagion. It highlights where the worst of the infected areas could be, what supplies are needed, and how to properly clean the interior of a home visiting car.

### 2. Daily Clean

- Door handles and releases
- Steering wheel, including horn and infotainment controls
- Ignition
- Keys
- Gearstick
- Heating Controls
- Seatbelts and Clips
- Window switches
- Perspex divider ( if present)

### 3. Deep Clean

If a car is thought to be contaminated by body fluids or has transported a person who is confirmed as Covid-19 positive, a deep clean should be carried out

#### 3.1 Car Cleaning Checklist

- **Driver's seat**
  - Steering wheel, including horn and infotainment controls
  - Control stalks
  - Ignition and power button
  - Keys
- **Dashboard**
  - Air vents – passenger and central
  - Gear stick
  - Infotainment/radio
  - Heating controls
- **All seats**
  - Seatbelts and clips
  - Seat adjust controls
  - Head rests
  - Seat pockets
- **Roof and doors**
  - Door handles and releases
  - Door pocket
  - Window switches

- Interior lights
- Grab handles
- **Boot**
  - Parcel shelf
  - Boot floor tab
- **Other**
  - Perspex divider ( if present)
  - Glove box and log-book
  - Central storage
  - Cupholders
  - Bonnet release lever

### 4.0 Procedure for Cleaning the Car

Before using a Home Visiting car, and at the end of every shift, the common touch points on the home vehicle should be wiped clean.

Ensure the air conditioning/ventilation is set to extract and not recirculate

Use Clinell wipes (or disinfectant wipes) for hard surfaces and preferably a disinfectant spray and clinell wipes on soft fabrics.

Before you start with the interior, make sure you give all the door handles (including the boot!) a good wipe down first

#### 4.1 Driver's seat

- Steering wheel, including horn and infotainment controls
- Control stalks
- Ignition and power button
- Keys

Of all the parts in the car, the steering wheel is probably the most exposed to human touch. Use disinfectant wipes around the whole of the wheel, including those out-of-sight areas where fingers tend to grip.

Don't forget to wipe the horn and any infotainment controls found on the steering wheel. You'll also need to clean the full length of all control stalks for indicators, headlights and windscreen wipers.

Although they're technically not part of the car, you'll also need to clean the keys. Make sure you clean the handle, metal and the ignition itself, as these are the parts most often touched. If the car uses a button to start, clean this too.

#### 4.2 Dashboard

- Air vents – passenger and central
- Gear stick
- Infotainment/radio
- Heating controls

We come into contact with the dashboard when using radios and infotainment systems. Heating controls are also a major touchpoint and you should pay particular attention to the knobs and buttons found here.

Don't forget the air vents. Grips found on the vents are used to manually change the direction of air flow and are regularly touched by both drivers and passengers, so these will need to be wiped too.

Gear sticks are among the most touched areas of the car - make sure you clean these thoroughly, and the remainder of the dashboard towards your windscreen.

### 4.3 All seats

- Seatbelts and clips
- Seat adjust controls
- Head rests
- Seat pockets

Seatbelts are another most commonly touched part of the cars, yet very easy to overlook during a clean.

Pull the length of the seatbelts out to ensure you clean the full surface that people come in contact with whilst wearing them. Don't forget the buckles and clips too.

Move on to the seats, adjust controls before targeting head rests and seat pockets.

### 4.4 Roof and doors

- Door handles and releases
- Door pocket
- Window switches
- Interior lights
- Grab handles

Car doors are filled with germ hotspots. Concentrate on the handles and pockets plus any window controls.

Wipe down any interior lights and grab handles on the roof and give the rear-view mirror a thorough clean on the glass and all around.

### 4.5 Boot

- Parcel shelf
- Boot floor tab
- Boot contents, i.e. equipment and drug bags

Make sure you wipe down the parcel shelf and any floor tabs that conceal the spare tyres.

### 4.6 Other

- Glove box and log-book
- Central storage
- Cupholders

- Bonnet release lever

There are a few more areas you'll need to focus on. The glove box should be cleaned inside and out, along with any items inside.

Be sure to clean the central storage compartment fully, including the lid, any levers and the inside of the compartment to reduce contamination.

Cupholders are a spot often forgotten during a clean, so try to reach right down into them.

Finally, use a disinfectant wipe on the bonnet release lever.

## 5. Personal protective equipment (PPE)

It is recommended that you use personal protective equipment (PPE) when cleaning

As a minimum you should wear:

Disposable gloves

Disposable apron

Fluid Resistant Face Mask

If an area has been contaminated with bodily fluids you should consider wearing goggles to protect your eyes

### 5.1 After Cleaning

Disposable gloves and aprons should be double bagged in a yellow clinical waste bag

Wash your hands as recommended for at least 20 seconds after removing gloves, aprons and other protective clothing.

## 6.0 Putting on (donning) PPE

For visual guide see page 8 below.

Perform hand hygiene before putting on PPE

Put PPE on in the following order:

1. disposable plastic apron
2. Type IIR (Fluid Resistant Surgical Facemask) FRSM. This should be close fitting and fully cover the nose and mouth. Do not touch the front of the mask when being worn
3. Position the upper straps on the crown of your head, above the ears and the lower strap at the nape. Ensure that the mask is flat against your cheeks. With both hands mould the nose piece from the bridge of the nose firmly pressing down both sides of the nose with your fingers until you have a good facial fit.
4. Disposable gloves. There is no requirement for double gloving

The order given above is a practical one; the order for putting on is less critical than the order of removal given below.

### Removal of PPE

PPE should be removed in an order that minimises the potential for cross-contamination. Before leaving the room where the patient is, gloves, apron and FRSM should be removed (in that order, where worn) and disposed of as infectious clinical waste. Guidance on the order of removal of PPE is as follows:

#### Gloves

- grasp the outside of glove with the opposite gloved hand; peel off
- hold the removed glove in the remaining gloved hand
- slide the fingers of the un-gloved hand under the remaining glove at the wrist
- discard as clinical waste

#### Apron

- unfasten or break apron ties
- pull the apron away from the neck and shoulders, touching the inside of the apron only
- turn the apron inside out, fold or roll into a bundle and discard as clinical waste

#### Fluid Resistant Surgical Facemask (FRSM)

- untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only and discard as clinical waste.
- lean forward slightly
- Perform hand hygiene immediately after removing all PPE



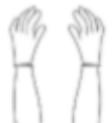
Public Health  
England

# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p><b>1</b> Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p><b>2</b> Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p><b>3</b> Put on your eye protection if there is a risk of splashing.</p> 	<p><b>4</b> Put on non-sterile nitrile gloves.</p> 	<p><b>5</b> You are now ready to enter the patient area.</p> 
---	---	---	--	--

### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p><b>1</b> Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand. Insert the finger underneath and peel off second glove.</p> 	<p><b>2</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>3</b> Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p><b>4</b> Once outside the patient room. Remove eye protection.</p> 	<p><b>5</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>6</b> Remove surgical mask.</p> 	<p><b>7</b> Now wash your hands with soap and water.</p> 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)  
 If you require the PPE for aerosol generating procedures (AGPs) please visit:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

© Crown copyright. Reference number: 2018285, version 1 April 22 2020

DRAFT