



DCNR COVID-19 Safety Fact Sheet # 10 5/8/2020

Vehicle Refueling

The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.

DCNR is committed to reducing the hazards associated with potential infectious diseases. This protocol provides DCNR employees with basic information on best practices when refueling Commonwealth vehicles and equipment.

Refueling at Commonwealth facilities.

- 1) The same person assigned to turn pumps on at the beginning of the shift, should turn them off at the end of the shift.
- 2) Disposable gloves should be worn while pumping gas and properly disposed of when finished (See Fact Sheet #2, PPE)
- 3) Before fueling, the pump operator should wipe down or spray with following with disinfection solution:
 - a. pump handles
 - b. locks on pumps
 - c. the knob to reset the pump
 - d. the lever that turns the pump on
 - e. any other surfaces they may touch
- 4) After fueling, the operator should wipe or spray down all parts of the pump they touched.
- 5) Using their own pen or pencil, they should record the amount of fuel pumped on the mileage report recorded on the DCNR Daily Log of Gas, Oil, and Diesel sheet.
- 6) If personnel do not have disposable gloves they should wash or disinfect their hands as soon as possible, preferably before they touch any other surfaces such as vehicle doors or the steering wheel.

Refueling curbside

- 1) Before exiting the vehicle, staff should have on a face mask or face covering and disposable gloves (See Fact Sheet #2, PPE).
- 2) Before fueling, the pump operator should wipe down or spray the following with disinfection solution:
 - a. pump handle
 - b. keypad
 - c. screen
 - d. pump lever that turns pump on and any other surfaces they may touch
- 3) After fueling, wipe or spray down all parts of the pump they had touched, including the credit card.
- 4) If personnel do not have disposable gloves they should wash or disinfect their hands as soon as possible, preferably before they touch any other surface such as vehicle doors or the steering wheel.

Refueling equipment from pickup truck mounted tank

- 1) Follow guidelines from "Refueling at Commonwealth facilities" section at top of fact sheet.
- 2) When possible, the operator should refuel their machine from the pickup truck mounted tank in their assigned truck.
- 3) When possible, the heavy equipment operator running a specific piece of equipment should refuel that machine themselves at the end of shift.

Please follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information, and to stay informed, reference the Centers for Disease Control or the Pennsylvania Department of Health websites.

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