



Vehicle Recovery and Repair

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.

This document provides guidance to DCNR staff on how to limit the risk of spreading an infectious disease during a breakdown or repair of vehicles. Staff should avoid situations when two or more individuals will need to ride in a vehicle together.

Vehicle Recovery

- In the event an operator has a vehicle/equipment breakdown – contact your supervisor and then contact the mechanic if he or she is working.
- In situations where the work unit has a roll back/tilt bed truck:
 1. Mechanic/EOB/Maintenance Supervisor should load a replacement vehicle on the roll back/tilt bed and deliver it to the stranded employee while picking up the disabled vehicle.
 - All vehicles involved must be cleaned and disinfected according to the DCNR COVID 19 Fact sheet # 7 (Vehicle Cleaning) before the next driver can enter the vehicle.
- In situations where the work unit doesn't have a rollback truck:
 1. Plan to pick up a working DCNR replacement vehicle and deliver it to stranded employee when picking up disabled vehicle. Towing needs to be initiated by DGS by calling the CSD 800 number first. The caller should explain the situation to DGS CSD and request the towing contractor to pick up the replacement vehicle before the vehicle to be towed.

or

 2. If all other options have been exhausted, and option 1 is not possible, arrange for the vehicle to be towed back to the District/garage and send another employee to pick up the stranded employee. If two employees are forced to ride back in same vehicle:
 - A face covering must be worn at all times.
 - Whenever possible, set ventilation to “non-recirculated air mode” in both the driver and passenger compartment. Open windows if this is not an option.
 - Don't touch your eyes, nose or mouth.

- Maintain as much distance as possible in the vehicle.
 - Use hand sanitizer with at least 60% ethanol or 70% isopropanol (isopropyl alcohol) and wash hands with soap and water when you get back to the shop.
 - The vehicle used to pick up the employee will be cleaned and disinfected upon arrival to the shop.
- The operator of the stranded vehicle should make every effort to clean and disinfect the stranded vehicle according to the DCNR COVID 19 Fact sheet # 7 (Vehicle Cleaning) prior to leaving.
 - If you were unable to disinfect the vehicle, it is important the mechanic is made aware of this. The mechanic must keep disinfecting supplies on hand.
 - If the vehicle needs to be picked up later, be sure to disinfect vehicle and keys. Then, leave the keys in a predetermined spot,

Vehicle Repair and Maintenance

- Vehicles that require to remain overnight at mechanic's garage should be transported to the garage by a roll back or tow truck to prevent two people from riding in a vehicle together on the return trip.
- Care should be taken not to tie up a roll back during a high fire danger day if it is to be used to transport equipment used in fire suppression.
- All maintenance tasks except essential maintenance to continue operational effectiveness should be deferred. Oil changes, etc. should be delayed if possible. Inspection requirements have been waived/extended, and districts should not be performing inspections presently.
- Routine Maintenance of vehicles which are not broken down should be performed by the employee driving the vehicle and as instructed by the mechanic.
- Upon completing necessary tasks with the vehicle, the mechanic should wipe down all surfaces touched within the cab of the vehicle or on exterior vehicle surfaces (including keys) prior to allowing the employee assigned the vehicle to operate it. See DCNR COVID 19 Fact Sheet #7 (Vehicle Cleaning).

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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