



Five Minute Meeting:

Topic: Operating or Traveling in a PG&E Vehicle, Sharing Vehicles Within a Department or Using a PG&E Pool Vehicle During the COVID-19 Pandemic

Date: July 8, 2021

Audience: Employees operating or traveling in a PG&E vehicle, sharing vehicles within a department or using a PG&E pool vehicle

The key thing you need to know

Cal OSHA revised the [Emergency Temporary Standard \(ETS\)](#) for COVID-19 Prevention on 06/17/21 and requirements for sharing vehicles have changed significantly. Maintaining at least six feet of physical distance is no longer required and requirements for wearing face coverings have been relaxed. Employees using vehicles for work purposes may now ride together, with certain precautions and exceptions. PG&E will be recalling vehicles that were rented for the purpose of complying with the previous regulations that mandated physical distancing and limited vehicle occupancy.

Why it matters to you

These guidelines should be followed for all employees operating vehicles, traveling as a passenger in a PG&E vehicle, or sharing vehicles within your department or any pool vehicles. Taking these precautions will help minimize exposure and the spread of COVID-19 to fellow PG&E employees, while allowing greater flexibility and efficiency in how we work.

Key discussion points

These guidelines should be followed for all employees operating vehicles, traveling as a passenger in a PG&E vehicle, or sharing vehicles within your department or any pool vehicles:

- Employees are required to complete the LiveSafe or on-line health screening tool prior to reporting to work or entering a vehicle for work-related reasons. Employees with symptoms of COVID-19 must not report to work.
- Any employee who has not attested to being fully vaccinated against COVID-19 **MUST** wear a face covering when inside a vehicle with others. They **MAY** opt to wear an N95 respirator instead of a cloth face covering.
- If feasible, vehicle occupants should be members of the same crew or work team.
- Any employee who wants to wear a face covering, even if fully vaccinated, may still do so.
- Hand sanitizer should be kept in each vehicle and vehicle occupants should sanitize their hands before entering and after exiting the vehicle.
- Disinfectant wipes should be kept in each vehicle and high-contact surfaces should be wiped down periodically and between different employees occupying the vehicle.
- Vehicle ventilation should be maximized if more than one person is in the vehicle and local weather and air quality conditions allow:
 - ✓ Keep windows open.
 - ✓ Set the air intake to fresh air, not recirculated air.

“Best practices” for vehicle use should still be followed, including:

- Keeping vehicles tidy and personal items to a minimum.
- Identifying spare or unused vehicles in the yard for assignment.
- Utilizing PG&E pool cars based on availability.
- Calling Rental Central at (530) 757-5959 and requesting rental vehicles as needed. (Note: Director approval is required for utilization of rental vehicles and every effort should be made to leverage PG&E spare vehicles and pool cars first.)
- Ensuring that all operators of vehicles are fully qualified and properly licensed to operate the available vehicle.

Frequently asked questions

Q: Why is it important to follow these guidelines?

A: Taking these precautions will help minimize exposure and the spread of COVID-19 to fellow PG&E employees. Effective vaccinations are available, but not everyone is willing or able to get vaccinated, and no vaccine is 100% effective.

Q: If I am nervous about riding in a vehicle with someone else because of COVID-19, what should I do?

A: Consider wearing a face covering and asking the other vehicle occupants to do the same. Be diligent about washing or sanitizing your hands and periodically wiping down high-contact surfaces in the vehicle.