

Panorama Tours, Inc
Cleaning and Disinfecting Standard Operating
Procedure for routine cleaning and viral outbreak
prevention for Motorcoach

Introduction

The cleaning and disinfection (C&D) of the interior of buses, seats, hand and arm rests/rails, walls, floors, restrooms, etc. is done to prevent or mitigate the spread of dangerous pathogens that can cause serious illness. This standard operating procedure (SOP) provides cleaning personnel with guidance on choosing and using optimal C&D methods during routine servicing of vehicles.

Cleaning and Disinfection/Virus Elimination Overview

During routine maintenance of buses, C&D activities are conducted as a part of regular cleaning operations (e.g., to disinfect vehicles) as well as to C&D previously infected premises to prevent the spread of disease. The latter—the C&D of previously infected premises—can also be termed virus elimination. C&D is an effective means of lessening the threat of transmission by reducing the presence of pathogenic microorganisms and preventing the spread of disease agents. These C&D methods account for the physical characteristics of the bus and other factors, such as environmental conditions, which may influence the effectiveness of virus elimination. Furthermore, the solution creates an anti- microbial shield which prohibits pathogens and viruses from surviving on those surfaces.

Standard operating procedure for cleaning

1. Policy

Buses must be cleaned and disinfected during all outbreak situations as well as all regularly scheduled cleanings.

2. Objective

To ensure that all buses are maintained at the highest level of Cleanliness and Disinfection.

3. Scope

To describe the methods by which the cleaning and disinfecting of ceiling, walls, windows, seats, restrooms, drivers compartment, etc. will be done in the bus.

4. Responsibility and oversight of Process

To be conducted by Dept. Head for Maintenance and Sanitation.

5. Implemented by

Cleaning or Maintenance Staff

SOP Process	Product	Qty	Equipment
DAILY			
<p>6.0 Procedure: Cleaning and Disinfecting of interior of bus</p> <p>6.0.1 Make a schedule for the cleaning of all buses on availability basis</p> <p>6.0.2 Provide the equipment and chemicals required for cleaning</p>	<p>Cleaner</p> <p>Disinfectant</p>	<p>Varies per application</p> <p>Roughly ¼ Gallon</p>	<p>Cloths</p> <p>Mop</p> <p>Sprayer</p>
<p>6.1 Ceiling, walls and window Cleaning</p> <p>6.1.1 Remove free dust and dirt using dry cloth</p> <p>6.1.2 Lightly apply cleaner to spot areas on ceiling and walls.</p> <p>6.1.3 Lightly apply cleaner to windows, wipe dry with cloth</p>	<p>Cleaner</p>	<p>Varies per application</p>	<p>Cloths</p> <p>Sprayer</p>
<p>6.2 Seat Cleaning</p> <p>6.2.1 If seat requires dirt removal, apply cleaner directly to soiled area. Wipe.</p> <p>6.2.2 For deep stains steam clean</p> <p>6.2.3 Use cleaner and cloth to clean hard seat surfaces (handrails, seat backs, foot area, etc.)</p>	<p>Cleaner</p>	<p>Varies per application</p>	<p>Cloths</p> <p>Steam Cleaner</p> <p>Sprayer</p>
<p>6.3 Cleaning Floors</p> <p>6.3.1 Sweep off all seats onto enter of floor</p> <p>6.3.2 Sweep/Vacuum floor area</p> <p>6.3.3 Start sweeping from furthest point of the bus</p> <p>6.3.4 Apply light coat of cleaner to the floor of the bus</p> <p>6.3.5 Use mop to remove dirt and moisture from the floor</p>	<p>Cleaner</p>	<p>Varies per application</p>	<p>Broom</p> <p>Mop</p> <p>Sprayer</p>

Monthly

7.1 Disinfecting the bus

After cleaning (physical removal of dirt) the bus, Disinfecting must be done every month to ensure the elimination of all harmful pathogens through re-application of shield. This is done by applying solution with an Electrostatic Sprayer while bus is off. This process will take approximately 30 minutes to treat all surface areas inside the bus. After treatment the bus should be left to cycle through HVAC for 15 minutes while bus is on and then to air dry for another 15 minutes with bus off. After this, if there happens to be any moisture, a clean cloth can be used to spot treat a wet area (however this should be very uncommon).

Disinfectant –
Antimicrobial
Shield

1 Gallon
per 10
coaches

Electrostatic Sprayer