



# Transportation

## Protecting Yourself and Others

- Continue to follow all safe work procedures. If it is unsafe to work, talk to your supervisor, health and safety committee or representative, and/or union.
- Practice physical distancing by staying more than 2 metres (6 feet) apart from others.
- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Wash your hands at the start of your shift, before eating or drinking, after fueling, after touching items such as boxes, clipboards, pens, and papers, after using the washroom, and at the end of your shift. Remove jewellery while washing.
- Do not share communication devices, personal protective equipment, cigarettes, or vaping equipment.

## On the Road

- Safety is still a priority, even if traffic is lighter. Make sure drivers take required breaks for their physical and mental health.
- Keep hand sanitizer, wipes, or soap and water stocked in vehicles.
- Provide disposable gloves for fueling.
- Provide personal protective equipment such as a respirator, face shield, gloves, and long-sleeved shirts, if appropriate.
- Provide an "essential worker letter" that explains that essential deliveries are being made. While this letter is not legally required, it may be useful when dealing with law enforcement personnel enforcing a local "shelter in place" declaration.

### Tips for drivers:

- Have credit cards ready. Some border crossings and toll roads are electronic to reduce the need to handle cash and coins.
- Check the expiry date of any necessary licenses and your passport. Contact the appropriate agency to see if extensions are available. Note that passports are still required and Canadians can apply online.
- Stay in regular contact with the office.
- Send texts or call to alert of your arrival when reaching a client.
- Clean your truck daily, including the phone, cab, radio, tablets, cargo door handles, seat belts, steering wheels, mirrors, gear shift, control knobs, buttons, latches and handles, personal protective equipment, clipboard, and pens.
- Consider packing portable foods, or even cooking/camping gear to prepare food if it is hard to get meals on the road.
- Wipe down commonly touched surfaces in hotel or bunk/shower rooms, including tables, chairs, phones, handles, and doorknobs.
- Try to shower and change clothes each day.
- Limit visits to drivers lounges, truck stops, repair shops, and other gathering places.



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## When Making Stops

- Reduce contact with others. Where possible, stay in the cab when talking to others. Keep people out of the cab.
- Maintain physical distance from others when outside of the truck. Wear personal protective equipment if available and appropriate.
- Send documents electronically or place them against the window if possible.
- Don't shake hands. Wave or nod to greet others. If it helps, keep your hands in your pockets.
- Some organizations may have changed their site entry docking and delivery procedures. Follow their recommendations while maintaining your distance.
- Ask about hand washing facilities for drivers.
- Always wash your hands after each delivery or stop, especially in public areas.

## Administration and Management

- Assign drivers to the same equipment for as long as possible to minimize switching.
- Communicate any policy changes such as site access or required personal protective equipment to all staff, drivers, and customers.
- Work remotely with clients via phone or online and avoid unnecessary visitors.
- Update and communicate policies on sickness, staffing levels, hours of work, expectations, roles, confidentiality of information, expenses, etc.
- Keep up-to-date emergency contact information for all drivers should they become sick while on the road and need medical assistance.
- Share information on rest stations that have suitable personal hygiene facilities.
- Train drivers on how to work with and care for personal protective equipment, and to understand its limitations.

**Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.**



**For further information on COVID-19, refer to the Public Health Agency of Canada**

<https://www.canada.ca/coronavirus>

**Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.**