

 <p><b>Policies and Procedures</b></p>	Number: <b>2020</b>	Title: <b>COVID-19 SAFETY PLAN</b>		
	Last Revision:	June 2, 2020		
	Effective:	(date came into effect)	Next Review:	(date of next review)

## Safety Plan – COVID-19 Exposure Prevention, Preparedness, and Response

Mountain Transport Institute Ltd. (MTI) takes the health and safety of our employees and students very seriously. With the spread of COVID-19 MTI must remain vigilant in mitigating the outbreak. In order to be safe during the continued operations of the trucking aspect of MTI and the re-opening of our driver training aspect we have developed this COVID-19 Safety Plan to be implemented to the extent feasible and appropriate throughout MTI premises, inside and outside, and all MTI vehicles and areas in which they work.

This plan is based on information available from BC Ministry of Health, Public Health Agency of Canada, BC Centre for Disease Control, WorkSafe BC and BCTA (British Columbia Trucking Association).

### Scope:

The COVID-19 Safety Plan applies to all staff and students of and visitors to Mountain Transport Institute Ltd.

### Definition of COVID-19:

COVID-19 is a mild to severe respiratory illness that is caused by the coronavirus (a large family of viruses which may cause illness in humans and animals). It is transmitted through direct contact with respiratory droplets of an infected person (usually generated through coughing, sneezing, or speaking). Individuals may also become infected by touching surfaces contaminated with the virus and then touching their face (eyes, nose, mouth). COVID-19 may survive on surfaces for several hours, but simple disinfectants can kill it.

The most common symptoms of COVID-19 can include:

- fever,
- new or worsening dry cough,
- tiredness;

Other symptoms that may occur are:

- aches and pains,

- nasal congestions,
- sore throat,
- headaches,
- chills.

The symptoms are usually mild and begin gradually. They are similar to symptoms of a cold or flu and may take up to 14 days to appear after contact with the virus. There are some who are at risk of a more severe illness and these include, but are not limited to, anyone over 60 or with compromised immunity or underlying chronic medical conditions.

### **Principles:**

#### *Responsibilities of Management:*

All management must be familiar with this Plan and be ready to answer questions from employees and students. Management must set a good example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Management must encourage the same behaviour from employees and students.

#### *Responsibilities of Employees:*

MTI is asking every one of our employees to help with our prevention efforts while at work and at home. In order to minimize the spread of COVID-19 at work, MTI has instituted various personal hygiene, housekeeping and other best practices.

All staff are responsible for fully understanding and following this Safety Plan and for being able to inform students and any visitors to MTI property of policies that need to be adhered to.

Staff are to report immediately to management if they are or any student is experiencing any signs or symptoms of COVID-19, as listed under the 'Definition of COVID-19'. If any staff or student develop any of the symptoms while at home, they are not to come to MTI. Call MTI office to inform us of your situation. Refer to the COVID-19 Self-Assessment and Resources at [www.HealthLinkBC.com](http://www.HealthLinkBC.com) or call 811 or contact your health care provider.

### **Risk Assessment:**

To understand the risk at MTI we reviewed and discussed the following:

1. Where do people congregate?
  - Classroom, both staff and student lunchrooms, reception area, offices, truck cabs, in MTI yard.

2. What job tasks or processes require staff and students to come into close proximity with one another or members of the public?
  - Teaching in the classroom; teaching in the trucks and buses; student and staff lunchrooms; trucking hauls.
3. What tools, machinery, and equipment do staff and students come into contact with during the course of their work/training?
  - Classroom – computer equipment; truck parts; air brake system;
  - In truck – the inside and outside of the truck and exterior parts of the trailers; hand tools; dollies;
  - Student area – (this includes the lunchroom, sim room, computer room, dispatch, and washrooms) simulator; computer equipment; bathroom fixtures. The microwave, coffee machine, fridge, pop and snack machines are not available for use at this time.
  - Front office area – (this includes reception, offices, file room, staff lunchroom, dispatch, conference room, mechanical room and washrooms) all computer equipment; photocopy machine; coffee machine; dishwasher; microwave; fridge; file cabinets; shredder; binding machine; water cooler; bathroom fixtures;
  - In the yard – all equipment and supplies in the storage trailer, shop and garage.
4. What surfaces are touched often?
  - Classroom – computer equipment including keyboard, mouse, smart board, smart board brushes and pens; light switches; doorknobs; chairs; desks; manuals; truck parts; air board parts;
  - In truck – door handle and grab bar; seat belt and seat adjustment switches; steering wheel; gear shifter; knobs and switches on the dash; turn signals; cb radio; log book (electronic or paper); pre-trip inspection book; clipboard; pens/pencils; parts on the exterior of the truck; all parts used when hooking or unhooking a trailer on both the truck and trailer; hand tools;
  - Student area – doorknobs on doors and kitchen cabinets; kitchen faucet; computer equipment including keyboard, mouse, printer; chairs and computer desks; bathroom fixtures; light switches;
  - Office – computer equipment including keyboard and mouse; phones; desks; doorknobs; light switches; photocopy machine keyboard and panels; file cabinet drawer handles; cupboard door knobs and handles; coffee machine buttons; fridge door handle; microwave door handle and buttons; coffee mate container; chair arm rests and chair backs; table tops; water cooler taps;
  - In the yard – all equipment and supplies used to maintain and repair the trucks and trailers.

## **Protective Measures to Reduce Risk:**

The following protective measures have been instituted by MTI at all locations of MTI business:

### *First and foremost:*

All staff and students are required to self-assess daily for symptoms. MTI will be using the BC COVID-19 Self-Assessment Tool at <https://bc.thrive.health/covid19/en>. If at any time the result of the assessment is anything other than “You don’t appear to have symptoms of COVID-19”, they are to remain at home. They must contact MTI at 250-365-3748 or toll free at 1-877-965-3748 to report your symptoms and for further advice regarding your future attendance at MTI. They must also follow the steps provided on the self-assessment or call 811 or contact their current health care provider for information on the next steps.

### *General Rules and Guidelines:*

The following is a list of rules and guidelines that all staff and students at MTI are to follow to reduce the risk of airborne transmissions:

1. Routine screening of all staff and students:
  - a. Initially all staff will complete MTI’s ‘COVID-19 Assessment Tool & Declaration’ form;
  - b. All students will complete one on their first day of training, when signing their contract;
  - c. All staff and students will be asked to download the ‘BC COVID-19 Support’ app onto their phones; if they are not able to, they will be asked to self-assess and report any changes back to management;
  - d. On each day at MTI, both staff and students will complete a self-assessment using the BC COVID-19 Support app; if there have been changes they must report to management;
  - e. Management is also responsible for self-assessment; management is also responsible for ensuring that safe practices continue and if any one reports changes to any of the questions, they will make the recommendation for the staff / student to go home and follow the protocol recommended in the COVID-19 Self-Assessment and Resources at [www.HealthLinkBC.com](http://www.HealthLinkBC.com) or call 811 or call their current health care provider.
  - f. Any changes must be documented and placed in MTI’s COVID-19 Protocols binder.
2. All staff and students will practice the following:
  - a. No handshaking as the new norm;

- b. Good hygiene –
  - i. hand washing with soap and water regularly;
  - ii. use of hand sanitizers regularly, especially in the truck as there is no access to soap and water;
  - iii. avoid touching one's face;
  - iv. avoid touching as many surfaces as possible;
  - v. recommended respiratory etiquette – sneezing/coughing into tissue or elbow and away from anyone.
3. Maintain reasonable physical distancing – 2 metres (6 feet) minimum;
4. Where physical distancing is not possible wear a mask and gloves and/or stay separated with a plexiglass partition;
5. If one has any symptoms of a cold, flu or COVID-19 (these include fever, new cough, sneezing, runny nose, sore throat, fatigue, difficulty breathing) they must stay home and keep a safe distance from family until the symptoms disappear;
6. Those who are at risk of a more severe illness (ie, over 60 or compromised immunity or underlying chronic medical conditions) are to assess their own risk-tolerance and take extra precautions.

*MTI Occupancy Limits:*

MTI has implemented limits on the number of people at the workplace to ensure physical distance whenever possible:

1. MTI has established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

The occupancy for MTI's office building at one time is 20. This is not the total of each common area or space, but the total that will be in the entire building and yard at one time.

2. Because of the type of work completed, MTI staff are unable to consider work-from-home arrangements (except for Natalie Roberts who is able to complete computer related tasks from home) or provide virtual classrooms, as this is not allowed yet by the truck driver training industry governing body – ICBC.
3. Class size has been reduced to the following:
  - a. Air Brakes – Classroom – 8 – 6 students and 2 instructor (includes instructor in training); Pre-trip – 6 students for 3 vehicles or 2 per vehicle and 1 instructor;
  - b. In vehicle – 1 student & 1 instructor;

- c. In yard – 6 students for 3 vehicles or 2 students per vehicle and 1 instructor;
4. Established occupancy limits for common areas are as follows:
  - a. reception – 3 – 1 behind the desk, 1 at exterior doorway, 1 at interior doorway;
  - b. Sales/Accounting office – 3 - 1 in chair at Natalie’s desk, 1 in chair at the sales desk; 1 in doorway;
  - c. Andy’s office – 3 – 1 in chair behind the desk; 1 by small filing cabinet; 1 in doorway; recommendation is only 2 in this room due to orientation of furniture;
  - d. Conference room (Craig’s office) – 3;
  - e. Staff kitchen – 1;
  - f. Staff lunchroom – 6 – 4 seated and 1 in each doorway;
  - g. Dispatch – 1;
  - h. Staff washrooms – 1;
  - i. Student lunchroom – 4;
  - j. Student washrooms – 1;
  - k. Classroom – 8 – 2 instructors and 6 students;
  - l. Simulator room – 2 – 1 instructor and 1 student;
  - m. Computer lab – 3;
  - n. Small office – 2;
  - o. Student dispatch – 1;
  - p. MTI yard – 12 – this includes a class or drivers returning from trips or equipment being maintained and/or repaired;
  - q. In cab – 2 – 1 instructor and 1 student; exception is instructor training where there will be 1 instructor, 1 instructor-in-training and 1 student;
  - r. In cab on a haul – 1 – exception is the Sysco delivery run where there will be 1 driver and 1 swamper.

*Physical Barriers and/or Partitions:*

MTI has installed polycarbonate partitions in the following:

1. Reception – a polycarbonate (clear heavy weight plastic) partition has been added to the counter of the reception desk as a barrier between the receptionist and anyone entering from the outside;
2. Dispatch – there is already a glass window as a barrier between the instructor and the student; this window slides open to pass information to the student but will be limited as to how far it will be open.
3. In truck cab – a sheet of lighter weight polycarbonate has been hung between the driver’s seat and the passenger’s seat as a barrier; it is the correct shape and in the correct placement so as not to introduce any other risks to both the instructor and student or both employees in the case of the Sysco Delivery run.

4. In a bus – a polycarbonate partition will be added around the driver’s seat in the correct placement so as not to introduce any other risks to either the student or instructor; this has not yet been tested and may change to ensure safety for the instructor and student.
5. Classroom – there will be no barrier set up in the classroom as the furniture has been arranged and class size limited so that all will keep a minimum of 2 metres (6 feet) apart.

When instructing in the yard, instructors and students will maintain the 2 metre (6 feet) distancing. If not able to maintain the social distance then both instructor and student are to wear masks and gloves for protection.

When instructing in cab instructors and students the polycarbonate barrier acts as protection between the student and instructor. The instructor and/or student may choose to wear masks and gloves for further protection.

The Sysco Delivery run driver and swamper are to follow Sysco’s protocol or the protocol of the customer. They are to follow the safe hygiene practices at all times.

#### *Personal Protective Equipment (PPE):*

MTI management has reviewed the information on the WorkSafeBC handouts – ‘Selecting and using masks’ and ‘How to use a mask’ and has incorporated the following policy on the wearing of masks and gloves:

- The instructor and student are to wear masks and gloves when not able to keep the 2 m (6 ft) safe distance. The instructor must change his mask with each change in student;
- The driver and swamper of the Sysco Delivery truck must follow Sysco and/or customer protocols and wear masks and gloves as required;
- Individual drivers do not have to wear a mask and gloves while in the cab alone; when they are outside of the cab and dealing with customers / other staff and are not able to keep the 2 m (6 ft) safe distance, they are to put on a mask and gloves;
- Those who are at a higher risk and other individuals may choose to wear a mask and gloves throughout their workday or training session.

All staff and students are to use a mask as per Appendix A – *WorkSafe BC – How to use a Mask*.

#### *Cleaning & Hygiene Practices:*

##### Cleaning:

MTI has reviewed the information on cleaning and disinfecting surfaces provided by

WorkSafeBC and created the following cleaning practices using the wipes (Lysol or Saber) and the spray cleaner/disinfectant (Saber spray).

**In Truck -**

- Prior to and upon completion of a lesson and upon completion of a haul trip, the driver, instructor and student must wipe all parts that can be touched on the driver's side of the cab; for Sysco delivery trips, the swamper must wipe the passenger side of the truck; this includes, but is not limited to:
  - door handle,
  - grab bar,
  - window locks,
  - window opening/closing button/handle,
  - steering wheel and adjusting knobs/levers,
  - all dashboard switches,
  - gear shifting knob,
  - seat belt and seat adjustment knobs,
  - any hand tools used during the lesson,
  - the truck keys,
  - anything else that was handled during the course of the lesson / trip.
- If the instructor is continuing with another student, the passenger side does not need to be wiped down. If not continuing, then all parts that can be touched on the passenger's side must also be wiped down. The plexiglass is to be cleaned with a non-abrasive cloth and disinfectant. This is the same procedure for in bus, as well.

**In the Yard –**

- When in the yard either working at repairs/maintenance or instructing, any and all equipment and parts used must be wiped down. This includes door handles and locks to the storage trailer and shop, as well as, all of the parts, equipment, supplies used.

**In Classroom -**

- Prior to and upon completion of a class the instructor must wipe all the equipment and items handled during the training session. This includes, but is not limited to:
  - computer keyboard, mouse and any other computer parts/pieces handled (ie, dvd's, usb keys),
  - Smart board using the appropriate cleaner for smart boards; smart board brushes and pens,
  - desks and chairs used;
  - manuals;
  - truck parts;
  - air board parts – if used;
  - light switches and doorknobs.



In the Front Office area –

- The Administrative Assistant will be responsible for cleaning / disinfecting the following areas throughout her workday:
  - reception area including desk, counter, chair, all computer equipment and supplies used; chair back, seat and arm rests; the front door handles – in and out; light switches and doorknob on interior door;
  - staff and student kitchen areas – counters, microwaves, fridge door handles, sink taps, cupboard doorknobs, and any other items that are handled throughout the day;
  - staff lunch table and chair backs and arm rests; light switches; interior doorknobs that are used regularly;
- The Vice-President will be responsible for cleaning / disinfecting the Sales/Accounting office throughout her workday:
  - both desks and equipment and supplies used at each; both chairs – backs, arm rests; the file cabinet drawer handles; the doorknobs and light switches;
  - the VP will also assist the Administrative Assistant with cleaning other areas throughout the front office;
- The President will be responsible for cleaning / disinfecting his office throughout his workday including:
  - the desk area, computer equipment and supplies used; chair back and arm rests; doorknobs and light switch; other furniture used during the day.
- All staff are responsible for cleaning / disinfecting the washrooms / sinks after use. This includes wiping the following:
  - doorknobs,
  - light switch,
  - sink taps,
  - toilet paper holder,
  - toilet flush handle,
  - soap dispenser.

Cleaning products, both wipes and spray bottles with paper towels, have been placed in all the rooms used regularly by staff and students, as well as, all the vehicles. When the last wipe / or all the spray is used please replenish from the supply / file room. If unsure where to find any of the products please see the Administrative Assistant.

#### Hygiene Practices:

All staff and students are required to apply good hygiene practices throughout the day while at MTI. This includes:

- wash hands often with soap and water for at least 20 seconds;

- if soap and water are not available use the alcohol-based hand sanitizers that are placed at every doorway;
- avoid touching your eyes, nose and mouth;
- cough and sneeze into a Kleenex or paper towel and discard into the garbage; if neither are available sneeze/cough into the bend of your arm;
- avoid touching surfaces as much as possible;
- instead of a handshake, give a friendly wave or nod.

MTI has 7 easily accessed handwashing sites for the staff - two kitchen sinks (one in the student lunch area, one in the staff kitchen), four washroom sinks (two in the student area, 2 in the front office area) and one sink in the mechanical room. In the student area there are three - one kitchen sink and two washroom sinks – all available for the students.

Mounted on the walls beside each room entrance/exit are hand sanitizers (Purell – wall mounts; X-Pure – spray bottles). These can be used at any time but must be used when washing is not available.

Posters have been posted in various highly visible locations to promote proper hygiene and how to apply it.

*Questions and/or Concerns:*

If staff and/or students have any questions and/or concerns regarding any situations, conditions or tasks that they feel may increase the risk of exposure they are to bring them to the attention of management immediately.