



# Information Procedures and Guidance

COVID-19 is a new disease caused by a new kind of coronavirus. (A coronavirus is a common type of virus that causes infection in the nose, sinuses, or throat.) COVID-19 is very contagious.

Most people who get COVID-19 will not be very ill and will recover without special treatment. People over 65 and people with other health conditions are more likely to be very ill. For example, people with heart or lung disease, diabetes, or cancer are at greater risk.

You can protect yourself and others by being informed about the disease and how it spreads. Reduce the risk of infection. Wash your hands often with soap and water or use an alcohol-based rub. Keep your hands away from your face.

### ***How the virus spreads:***

- Through droplets sprayed in the air by coughing or sneezing. The droplets can spread up to 2 metres or 6 feet and be inhaled by someone else. (Gross!) The virus enters the body through the eyes, nose, or throat.
- Close contact (within 2 metres or 6 feet) with someone who has the virus.
- By touch. If a person coughs or sneezes into their hands, the virus could transfer to whatever they touch.
- By transfer. If you touch something with the virus on it, then touch your mouth, nose, or eyes before washing your hands, you could become infected.

### ***Symptoms of the virus include:***

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Sneezing

Symptoms are usually mild and begin gradually. It takes 2 to 14 days for the virus to incubate in the body. A person could be infected but not know it and spread the virus to others for up to 14 days before they have symptoms. Some people become infected but don't develop any symptoms and don't feel ill. You can see how it is easy to spread the virus.

The BC Ministry of Health has developed a [BC COVID-19 Symptom Self-Assessment Tool](#). It can help you determine whether you need to be assessed further. It is available at <https://bc.thrive.health/>



## Safe Work Practices for Companies Operating During COVID-19

- Set up a company-wide policy for all employees to stay at least 2 metres or 6 feet apart. Avoid standard greetings that require physical contact, such as shaking hands or hugging. Wave or say hello instead.
- Increase the frequency of cleaning the work site. Use a disinfecting agent such as antimicrobial disposable wipes or a bleach solution. Pay particular attention to shared spaces and the inside of each power unit.
- Request that all drivers, as part of their post-trip inspection, use a disinfecting agent to wipe down the inside of the cab. This includes the steering wheel, dashboard, radio/telematics devices, door handles, gear shift, seat belt latch and latch plate, etc.
- Where it's workable, provide drivers with a suitable power unit and enough supplies to self-isolate during a trip. This would include food, water, disinfectant wipes, and hand sanitizer.
- Require drivers to wash their hands thoroughly with soap and water or an alcohol-based hand sanitizer immediately after fueling or visiting a public establishment.
- Request that all drivers avoid unnecessary public establishments or crowds, unless approved by dispatch.
- Request that all drivers self-isolate on their days off after returning to their home terminal from outside BC.
- Require drivers to inform dispatch and HealthLink BC or their health care provider if they have had contact with anyone with COVID-19. They must self-isolate if instructed by a health care provider. (Contact HealthLink by calling 811.)
- Require drivers with symptoms of COVID-19 to use the **BC COVID-19 Symptom Self-Assessment Tool** (<https://bc.thrive.health/>) and follow the directions of the tool. If the tool advises contacting a health care provider, the driver is required to follow the instructions of the provider, including self-isolating.
- If a driver cannot use the assessment tool for any reason and has symptoms of COVID-19, the carrier shall require the driver to call 811 or their health care provider immediately and follow the instructions given, including self-isolating for up to 14 days. If testing is required, the driver must follow the instructions of their health care provider.



## Exposure Control Measures for the Workplace

Preventing people from catching COVID-19 is key for the supply chain. British Columbians rely on drivers and terminal workers to deliver critical goods like food and medicines.

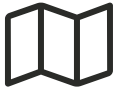
### *Measures for your organization*

- **Cleaning:** Consider increasing routine cleaning practices for surfaces that are touched often. If you are cleaning and disinfecting surfaces once a day, move to twice a day. Use the products you already use. This includes wiping down tools. Do not share cups, glasses, dishes, cutlery, or office supplies (pens, pencils). See: [https://www.ccohs.ca/oshanswers/diseases/good\\_hygiene.html](https://www.ccohs.ca/oshanswers/diseases/good_hygiene.html) for more information on cleaning.
- **Space:** If it applies, consider the density of your business. Provide more space for customers and employees to interact to make sure people can stay 2 metres or 6 feet apart.
- **Hand hygiene:** Ensure your washrooms always have plenty of soap. Consider offering hand sanitizer at entrances. Encourage everyone to wash their hands often.
- **Communication:** Show your clients and employees what you are doing to help slow transmission of COVID-19. Communicate online and at your place of business. Send out information on current measures and procedures for what to do if a worker gets sick.
- **Employees and visitors who feel ill:** Support your employees to stay home if they are sick. Do not allow anyone to enter the work site if they have symptoms. Do not allow entrance by anyone who has been in close contact with someone with symptoms or exposure to COVID-19. "Close contact" includes living with or visiting someone.
- **Business continuity:** If your BC business is essential, continue to operate as usual. Pay attention to common-sense practices to permit physical distancing (2 metres or 6 feet). Allow employees to work from home when possible.
- See the **BC Centre for Disease Control** Employers and Businesses information, found here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>

### *For employees, including truck drivers and workers, who are travelling*

The federal and provincial governments of Canada recommend that everyone avoid all non-essential travel outside Canada. As of March 13, 2020, those who do travel outside Canada must self-isolate at home for 14 days upon their return.

- 14-day self-isolation **does NOT apply** to service workers for whom travel outside the country is **essential** (e.g., **cross-border trucking/moving** and other people who work in BC and travel to the United States for work).
- All workers who travel outside of the country for essential services noted above **ARE required to self-monitor daily and report symptoms immediately** (drivers report to dispatch and HealthLink BC or their health care provider).



## Key Prevention Steps



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose and mouth with unwashed hands.



Avoid close contact with people who are sick.



Clean and disinfect objects and surfaces that are frequently touched



Cover your cough or sneeze with your elbow or a tissue. Throw tissue in the trash.



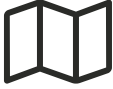
**Stay Home If You Are Sick !**



## Seeking Medical Advice

- If a worker begins to experience symptoms, it is important to have them self-isolate as quickly as possible.
- If the worker is providing an essential service, the current recommendation is to protect others from infection by wearing a mask if possible and covering your mouth and nose with your elbow when coughing and sneezing.
- Use the BC COVID-19 Symptom Self-Assessment Tool to help determine what you should do. <https://bc.thrive.health/>
- A worker with symptoms must self-isolate for a minimum of 10 days, or 72 hours after their fever breaks, whichever is longer.
- If visiting a doctor's office or walk-in clinic, it is important to call ahead and notify them of your symptoms.

## COVID-19



See the following link from the BCCDC for people with symptoms:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

The BCCDC has set up a toll-free information line for non-medical COVID-19 questions. Call 1-888-COVID19 or 1-888-268-4319 7:30 a.m. to 8 p.m. every day. Information is available in more than 110 languages about travel recommendations, physical (social) distancing, and what kinds of support, resources and assistance are available from the provincial and federal governments.