

# COVID-19 Guidance

## Employee Use of College Vehicles

### Purpose:

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread primarily through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others within a 2m area.

### Scope:

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This protocol applies to all Fleming employees using College owned fleet vehicles. ALL staff will be required to complete COVID-19 screening, prior to campus access or prior to taking part in any off-campus activity.

The recommendations and guidance in this document are subject to change, based on the evolution of transmission of COVID-19, as well as risk-assessments and advice from local and national public health officials.

### For Fleet Managers:

- Minimize the number of vehicles shared by employees to limit the spread of the virus between different users of the same vehicles where possible.
- Ensure that drivers have access to appropriate disinfectants, hand sanitizer, personal protective equipment, and other material needed to clean high-touch surfaces in their fleet vehicles and implement recommendations made in this guideline.

### General Advice to Protect Employees Using College Fleet Vehicles:

Fleming College recognizes the need for some employees to make essential trips to various locations while doing their work using Fleming College Fleet Vehicles. To ensure that physical distancing is practiced during these trips, it is recommended that:

1. Each employee travels in a vehicle (either their own or the college-owned) without a passenger.
2. If travel alone is not possible, employee travel is recommended in vehicle that is able to accommodate physical distancing of at least 2 meters from other passengers.

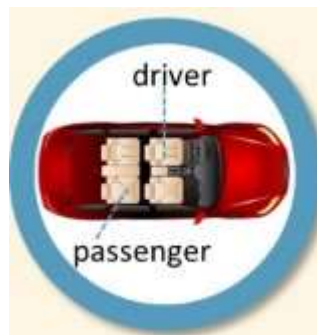
If these options are not possible, and employees must travel together in a vehicle where 2m physical distancing cannot be achieved, the following precautionary measures should be followed:

In addition to the tools, parts and/or equipment required, take the following for the job/travel:

- Access to a vehicle sanitation supplies
- All occupants to use non-medical face masks for duration of travel.

Keep Your Distance:

- Minimize the number of passengers (e.g., the driver and only one passenger in a four door or standard-sized vehicle, including a king cab pickup truck, and two passengers in a van with two benches).
- Maximize the distance between the individuals inside the vehicle.
- The passenger in a four door or standard-sized vehicle should sit in the back seat opposite to the driver.
- Avoid using the recirculated air option for the car's ventilation. Use the car's vents to bring in fresh outside air.
- If possible, drive with the windows open to maximize the air flow.
- Avoid unnecessary contact with frequently touched surfaces such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.
- All personnel should handle their own personal bags and belongings during loading and unloading.



Wear a Non-Medical Mask

- **Everyone inside the vehicle must wear a non-medical mask during each trip** as it can reduce the spread of their own respiratory droplets to others.
- Review and follow the Public Health's instruction video on "[How to wear a non-medical mask or face covering properly](#)".
- Follow the [Public Health guideline](#) on the use of non-medical masks, including the precautions below:

## Before Each Trip

- Fleming employees must screen onto campus as per normal procedure.
- Clean hands and don facial covering.
- Ensure proper sanitation supplies are available.
- Make sure vehicle interiors are clean and hygienic by wiping surfaces with disinfectant following the Fleming College [Vehicle Cleaning Checklist](#).
- Dispose of soiled cleaning clothes, disinfection cloths, and any other items in contact with respiratory tract secretions in a waste disposal bag.
- Wash hands when finished using proper hand washing techniques.

## At the End of the Trip

- Repeat a thorough cleaning of high-touch surfaces with proper disinfectants following the Fleming College [Vehicle Cleaning Checklist](#).
- Dispose of soiled cleaning clothes, disinfection cloths, and any other items in contact with respiratory tract secretions in a waste disposal bag.
- Wash hands when finished using proper hand washing techniques.

## Additional Resources:

- [COVID-19 Guidance for Taxi and Ride Share Vehicles](#)
- [World Health Organization: Getting your workplace ready for COVID-19](#)
- [Government of Canada: Resources for Canadian Businesses](#)
- [Government of Canada: Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#)
- [Trucking HR Canada - COVID-19 Resource Guide for Trucking and Logistics Employers](#)
- [CUTA COVID-19: Guidance for the Public Transit Industry](#)
- [International Association of Public Transport \(UITP\): Management of COVID-19 – Guidelines for Public Transport Operators](#)