

# MHI-COVID-19 Shared Travel - Utilizing a Barrier Between the Front and Back Seat

Where employees must travel using the same vehicle during COVID-19.

**Commitment:** The Ministry of Highways and Infrastructure (MHI), is putting additional safety measures in place to minimize the risks/hazards associated with the potential infection of COVID-19 to employees while travelling.

**Purpose:** To provide awareness that identifies the risks arising from COVID-19.  
To provide a barrier option for two people travelling together when there is no other option for travelling alone.

## COVID-19 Awareness:

- Is believed to be spread by respiratory droplets;
- Symptoms are mild to severe respiratory illness with symptoms of fever, cough and/or shortness of breath;
- Practice good hand hygiene, sneezing and coughing techniques, and routine cleaning/disinfecting of equipment and environment.

## Guidelines & Recommendations:

Install a barrier between the front and back seat utilizing a transparent shower curtain, polyurethane, or something similar that will separate the front and back of the vehicle keeping in mind not to hinder the vision of the operator of the vehicle.

*Note: This is an additional protection (barrier), it is not a mandatory requirement and is not PPE. It is an additional "Hygiene" protection layer.*

*Your Safety and that of co-workers is always considered the priority, and travelling in the same vehicle should always be the last option.*

Assign a driver and **DO NOT** rotate between passenger and driver positions. Also, limit the passengers in the vehicle to the same two people at all times unless necessary

- **Installation of a plastic barrier requires area Manager/Supervisor prior approval.**
- Limit the occupants to one driver and one passenger in the back seat;
- Keep the distance as far as possible between the occupants (maintain the social distancing protocol as much as possible during travelling);
- Do Not (or minimize) the touching unnecessary parts of the vehicle;
- Keep the time you're in the same vehicle to an absolute minimum.

- Disinfect the vehicle before and after a shift, or more often if deemed necessary (follow the Disinfecting of equipment SOP found on MHI safety);
- If at any time the passengers of the vehicle change then the vehicle must be disinfected before entering the vehicle and when exiting the vehicle;
- Remove/Replace the barrier sheet/curtain on regular basis or when integrity is compromised;
- Remove and properly dispose of all PPE used during travel;
- Wash your hands with soap and water for 20-sec minimum or with sanitizer after removing the PPE; and,
- Follow the Government of Saskatchewan recommendations on additional PPE (i.e. gloves, etc...).

## **RESPONSIBILITIES:**

### **Manager Shall:**

- Ensure only needed travel is completed and determine if other options are possible, such as renting vehicles or using private vehicles (If approved by your supervisor).
- Ensure resources are available for PPE and all necessary items.
- Ensure guidelines are followed.

### **Supervisor Shall:**

- Ensure only needed travel is completed and determine if other options are possible, such as renting vehicles or using private vehicles (if approved by your manager/supervisor);
- Be aware of the Government of Saskatchewan's recommendations on PPE;
- Educate employees on the guidelines;
- Determine if travel is necessary;
- Provide other alternatives for travel whenever possible;
- Advise manager of insufficiencies as identified and correct as needed, and advise the manager of the reasons one vehicle was taken.

### **Worker Shall:**

- Stay home, if not feeling well;
- Read, review, understand and follow Guidelines;
- Report any concerns to their Supervisor;
- Check with your co-workers daily on how they are feeling and if a co-worker(s) are exhibiting any symptom of COVID-19 immediately contact/report to the supervisor and follow the supervisor's direction.

### **Additional Resources:**

- COVID-19 page on <https://www.saskatchewan.ca/>
- Visit Health Canada at [Canada Government Health](https://www.canada.ca/en/health-canada/services/covid-19.html)
- <http://www.mhisafety.ca/COVID-19.html>