

MHI-COVID-19 Shared Travel Guidelines, Roles and Responsibilities

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

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

Purpose: To provide awareness that identifies the risks arising from COVID19;
To put forth guidelines and responsibilities when workers have no other options but to travel in the same vehicle during COVID-19 outbreak/pandemic.

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.

Additional PPE:

Gloves.

Follow the Government of Saskatchewan recommendations on for additional PPE.

<https://www.saskatchewan.ca/public-health-issues/2019-novel-coronavirus/public-health-measures/workplaces>

Cotton Face Mask:

See the Tool Box Topic “Use of Non-Medical or Homemade masks by MHI Employees “Issued on Friday April 17, 2020 for details at www.mhisafety.ca

Guidelines:

Your Safety and that of co-workers is to be always considered a first 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. Maximum 2 people in a vehicle and if the driver and passenger can not position in a front and back seat opposite to each other a Non-Medical mask or Homemade masks must be worn.

- Follow Government of Saskatchewan recommendations on additional PPE (i.e. gloves, etc...);
- Limit the occupants to one driver and one passenger on the back seat;
- Keep the distance as far as possible between the occupants (maintain social distancing protocol as much as possible during travelling);
- Do Not (or minimize) touching unnecessary parts of the vehicle;

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- Avoid touching your eyes, nose and mouth;
- Use proper coughing and sneezing etiquette; (Cough or sneeze into elbow)
- Keep the time you're in the same vehicle to an absolute minimum and set the vent on fresh air intake or keep the window open;
- Disinfect the vehicle before and after use (follow the Disinfecting of equipment SOP found on MHI safety);
- Remove and properly disposed of all PPE's used during travel; and,
- Wash your hand with soap and water for 20 sec minimum or with sanitizer after removing the PPE.

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,
- 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 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 your co-workers on daily, how they are feeling today;
- Check if a co-worker(s) exhibiting any symptom of COVID-19; and,
 - If he/she is, immediately contact/report to the supervisor and follow the supervisor 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/)
- <http://www.mhisafety.ca/COVID-19.html>

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