



## CANADIAN TRUCKING ALLIANCE

### COVID-19 TIP SHEET: TIPS FOR CARRIERS WHEN REVIEWING AND UPDATING INTERNAL POLICIES

March 2020

***NOTE:** The below represents a sample of just some of the adjustments carriers are considering when updating their internal policies. These tips do not represent a comprehensive set of best practices or an exhaustive list of recommendations. Carriers are encouraged to update and consider their own policies based on their own individual needs.*

Dear members,

These are unprecedented times for Canadians.

Truck drivers move all of the essential products Canadians depend on, including all the medical and sanitation supplies to combat the spread of this virus, emergency relief and food products, as well as the vital operating components and raw materials used to manufacture and process essential goods, the fuels that move them, and a multitude of items that support the supply chain, which is at the core of the Canadian economy.

Although COVID-19 has forced entire industries to rethink their operations and exposed some vulnerabilities, one thing remains absolutely certain: The Canadian supply chain's ability to withstand these very trying and unpredictable times highly depends on the trucking industry and shippers and receivers working cohesively and sensibly together.

We recognize that all businesses are working hard to avoid disruptions due to the COVID-19 virus, while also acting responsibly to protect employees, their families and mitigate further spread of the virus in our communities. As an essential service, the trucking industry knows it is being counted on to ensure the safe transportation and distribution of goods. Although the situation is changing constantly, we are confident the risk to our drivers and your employees is being managed effectively. We encourage all companies to take the necessary measures to maintain the efficiency of your operations and to monitor the health of your employees.

Governments at all levels have recognized that truck drivers are indispensable, front-line workers who are critical in the fight against the spread of the disease. They are also keeping the wheels of North America's economy moving. Since the beginning of this crisis, employees in our industry have demonstrated their willingness to continue working for the good of the country. We would like to thank all of the hard working men and women in our industry for their dedication in these difficult times.

Canadian Trucking Alliance (CTA)

## INTRODUCTION

In the wake of the COVID-19 pandemic, many carriers in the trucking industry have been reviewing their internal policies. Carriers from across the country have shared with the Canadian Trucking Alliance (CTA) information on the kinds of things they are reviewing in their workplaces. Below represents a cross section of just some of the policies and specific considerations carriers are reviewing. As such, the below does not represent a complete checklist or a comprehensive set of best practices. Rather, the below represents a starting point for carriers while they look at their own internal policies in the wake of the COVID-19 pandemic.

## CONSIDERATIONS FOR OFFICE STAFF:

- Consider suspending all work related public travel (airplanes, buses, trains, etc...)
- Attempt to limit the frequency of face-to-face contact (minimum of 2-metre distance).
- Attempt to limit casual (social) interactions that normally occur at work.
- Advise employees not to report to work if they (or) a member of their household is sick.
- Consider asking non-essential staff to work from home if practical.
- Consider asking staff to take staggered breaks to avoid large groups in small areas.
- Consider promoting the use of text messaging, mobile phones, email, etc. in place of face to face communications where possible.
- Avoid conferences and group gatherings during the outbreak period, this includes at work and off work hours.
- Instruct employees to practice cough/sneeze etiquette (covering mouth, away from co-workers, using one's sleeve, etc.).
- Consider increasing signage relating to hand-washing and promoting cleanliness at workstations.
- Provide sanitized wipes to clean all contact surfaces at workstations. This includes clip boards, pens, phone, keyboards, mouse, desk, etc.
- Review procedure and priorities with cleaning staff and ensure they are using appropriate products.
- Consider having management and designated staff familiarize themselves with the signs of COVID-19 to help identify signs in the workplace.

## CONSIDERATIONS FOR DRIVING STAFF:

- Consider instructing driving staff to limit the frequency of face-to-face contact during pickups and deliveries, minimum of 2-metres.
  - Consider instructing driving staff to avoid places where other people congregate to the best of their ability. This could include interactions at truck stops, repair shops, driver lounges, etc....
  - Instruct them to not report to work if they or a member of your household is sick.
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- Encourage the use of text messaging, personal mobile phones, and satellite to communicate instead of face-to-face contact with office/ maintenance staff.
- Promote the practice of cough/sneezing etiquette (always cover your mouth and nose with a tissue or coughing and sneezing into your shirt sleeve at the inside of your elbow).
- Promote the washing of hands any time after sneezing or coughing, touching someone else's hands, or touching potentially virus-contaminated surfaces (commonly touched surfaces). Promote the avoidance of handshaking or other unnecessary physical contact with customers, office staff, and other drivers.
- Promote the use of sanitized wipes to clean cab and cargo door handles, seat belts, steering wheels, mirrors, gear shifts, control knobs, buttons, latches and handles, satellite, PPE, clip boards, and pens at least once per day.
- Promote the use of hand washing and use of waterless alcohol-based sanitizing gels (at least 60% alcohol) throughout the day.

### **OTHER CONSIDERATIONS:**

- Consideration for office staff. Make sure the necessary people are equipped with the necessary equipment (cell phones, computers, etc.) and are available to continue working from home, if required.
  - If staff is currently working from home, ensure they know their responsibilities (working hours, responsibilities, etc.).
  - Dock workers and drivers will need to be managed to the best of your ability. This will change as the situation changes.
  - Implement formal procedures to monitor absenteeism and staffing levels for all positions.
  - Review policies regarding slip-seating trucks.
  - To the best of your ability, obtain sanitizing agents and implement wipe down procedures as these products are available.
  - Consider establishing regular and clear channels of communication, providing regular updates on the business and providing information on operations.
  - Contingency plans for staff. Take inventory of those available to perform other roles (dock work, dispatch, etc.) and have a plan to cover absences.
  - Consider establishing a visitor policy in your workplace. Elements of a policy could include the prohibition of unnecessary visitors, or the implementation of a visitor declaration (sample provided in appendix).
  - Consider drafting emergency contact lists for management and (or) customers. Such a list would provide contact information for staff that has been designated to respond to certain situations, or to fill in if staffing disruptions were to occur.
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## RESOURCES FOR CARRIERS

The Canadian Trucking Alliance (CTA) has established a site dedicate to posting updates related to the trucking industry and the COVID-19 pandemic. CTA member carriers are encouraged to monitor this site for regular updates – <http://cantruck.ca/covid-19/>

**Contact:** If employers have questions for the Public Health Agency of Canada (PHAC), they can contact the PHAC directly at - [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

### Printable Posters

Printable handwashing sign related to COVID 19 (Free)

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Get the Upper Hand on Germs

<https://www.ccohs.ca/products/posters/handwashing.html>

Prevent the Spread

[https://www.ccohs.ca/products/posters/prevent\\_spread.html](https://www.ccohs.ca/products/posters/prevent_spread.html)

### Pandemic Planning Courses

Pandemic Awareness (Free)

[https://www.ccohs.ca/products/courses/pandemic\\_aware/](https://www.ccohs.ca/products/courses/pandemic_aware/)

Pandemic Planning

[https://www.ccohs.ca/products/courses/pandemic\\_plan/](https://www.ccohs.ca/products/courses/pandemic_plan/)

### Employer/ Legal Resources

Employment and Social Development Canada (ESDC)

<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>

Employment Law: Coronavirus – Proactive Guidance for Employers

[https://www.mondaq.com/Article/902314?email\\_access=on](https://www.mondaq.com/Article/902314?email_access=on)

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## Government Resources

Government of Canada COVID-19 Landing Page  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19  
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>

Health Canada  
<https://www.canada.ca/en/health-canada.html>

Employment and Social Development Canada (ESDC) Resources for employers–  
<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus-occupational-health-safety.html>

## **APPENDIX**

Below are sample documents that carriers can adapt to their workplace.

- [Sample](#) self-declaration for visitors on your premises
- [Information](#) for customers on the provision of bathrooms
- [Sample](#) review of loading and unloading procedures, including the addition of social distancing and reducing driver – customer contact.
- [Trucking HR Canada](#) has additional HR related resources for carriers.



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