
COVID-19 POLICY AND PROCEDURES

Background

The Alternative Cartage Inc. (ACI) health and safety program works to reduce costs due to exposure to contagious illnesses. The following procedures and responsibilities outline how employees and contractors can limit their risk of infection:

- Practice Self-Distancing: maintain a minimum physical distance of 1-2 metres between individuals. This includes avoiding standard greetings that require physical contact such as shaking hands.
- Increased Cleaning of Operations: utilizing a disinfecting agent such as antimicrobial disposable wipes or a bleach solution, particularly at workstations, vehicles, and in shared spaces.
- Post-Trip Inspection Cleaning: wipe down all frequently used spaces with antimicrobial disposable wipes or a bleach solution. This includes the steering wheel, dashboard, radio, door handles, gear shift, etc.
- Hand Washing: regularly and thoroughly wash hands or use an alcohol-based hand sanitizer immediately after contact with external sources (paperwork, fueling, visiting a public establishment, etc.).
- Avoid any unnecessary public establishments or mass gatherings.

Maintaining a safe workplace and limiting risk of exposure is the responsibility of everyone within the organization. These common sense practices help prevent infection and transmission:

- Hand washing,
- Sneezing or coughing into your sleeve,
- Avoid touching your face,
- Practice social distances.

Managers will:

- Ensure all common areas are cleaned with increased frequency,
- Ensure all workers have access to cleaning supplies and disinfectants to clean their work areas,
- Ensure information is disseminated as soon as it becomes available or is updated.

Supervisors will:

- Communicate exposure concerns to affected and potentially affected employees and contractors,
- Ensure reporting to relevant authority, immediately if necessary.

Workers will:

- Self-declare to the supervisor, manager, or company owner and to 8-1-1 or their health care practitioner if they have come in contact with anyone who has a confirmed case of COVID-19 and self-isolate if instructed by a health practitioner,
- Utilize the BC COVID-19 Symptom Self-Assessment Tool (<https://covid19.thrive.health/>) or call 8-1-1 if they exhibit symptoms of COVID-19 (e.g., fever, dry cough, etc.) and act on the directions of that tool, including the requirement to self isolate for up to 14 days pending test results and unless instructed otherwise by a health practitioner.

Any employee or contractor that fails to report to work due to illness, and especially where a worker is exhibiting symptoms of COVID-19, will be required to report to public health authorities to assess whether they should quarantine themselves, as directed. The worker should not return to the workplace until they have been cleared by public health to do so.

Additional Resources:

- The province of BC has created a phone service to provide non-medical information about COVID-19, including the latest information on travel recommendations and social distancing. Information is available in more than 110 languages, 7:30 am – 8 pm at **1-888-COVID19 (1-888-268-4319)** or via text message at **1-888-268-4319**.
- [Government of Canada Updates](#)
- [Canadian Centre for Occupational Health and Safety Updates](#)
- [BC Centre for Disease Control Updates](#)
- [World Health Organization Updates](#)
- [WorkSafeBC Updates](#)
- [Good Hygiene Practices – Reducing the Spread of Infections and Viruses](#)
- [COVID-19: Prevention and Risks](#)