



First Nations and Inuit Health Branch Directive		Use of Fleet and Rented Vehicles for Community Work	
Effective: 07/05/2020		Applies To:	<input type="checkbox"/> Governing Body
Revision :	Sheet : 1 of 3		<input checked="" type="checkbox"/> Leadership & Operations
Approval Date: May 7, 2020			<input type="checkbox"/> Programs & Services
			<input type="checkbox"/> Client, Family & Community
Approval Authority: Chief Medical Officer of Health and Chief Nursing Officer, First Nations and Inuit Health Branch, ISC			

1. PURPOSE:

This directive is intended to provide direction to health professionals regarding protective measures to take while riding in fleet and rented vehicles during the COVID-19 Pandemic.

2. DIRECTIVE STATEMENT

For the purposes of travel in fleet and rented vehicles in and out of communities, there are to be no more than **2** employees (1 driver, 1 passenger) in any given vehicle at one time. It is required to follow the procedures as listed in this directive.

***Note:** Employees should only be using their personal vehicles to get to and return from work. In addition, employees should not be providing rides to others to and from the communities.

3. PROCEDURES:

- Always assess employees for symptoms before using transportation to get to and from the community.
- A daily register is to be kept as a record for all trips.
- If using Fleet, assign employees to the same vehicles for as long as possible to minimize switching.
- As much as possible, employees are to avoid physical contact. Eliminate the use of the front passenger seat to maintain physical distancing. Alternate seats so the driver and passenger are diagonal from each other (not beside or right behind).

It is important that all employees continue to follow:

- Good hand hygiene, washing with soap and water for at least 20 seconds or, if water not available, hand sanitizer (60% alcohol or more) until hands are dry.
- Avoid touching face, eyes, nose or mouth, especially with unwashed hands.
- Cough and sneeze into a tissue, or sleeve if a tissue is not available, and not into hands.

Employees are to be provided with a supply of hand sanitizers - at least **2** bottles: one for the driver and one for the passenger, alcohol-based disinfectant wipes and gloves. Information on the use of non-medical masks is described at the end of this document.

Before Each Trip

Make sure the interior of the vehicle is clean and disinfected by wiping surfaces with disinfectant or disinfectant wipes.

Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning vehicle interiors includes:

- Use of disposable gloves
- Cleaning of high touch surfaces (included but not limited to):
 - Keys or FOBs;
 - Starter button on vehicles with FOBs;
 - Inside and outside door handles; Inside door grab handles, pads and armrests;
 - Steering wheel;
 - Shift lever and console;
 - Dashboard;
 - Power window and power door lock switches;
 - Radio and climate control buttons;
 - Turn signal and wiper stalks;
 - Seat and Seat adjuster; and
 - Touch screen.
- Do not forget any other parts that are commonly used and that may have been touched (glove compartment, hood, trunk, seatbelts, van panel door handles, pick-up tailgate handle, for example).
- Dispose of soiled disinfection cloths/wipes, gloves and any other items in a waste disposal bag.
- Wash or sanitize hands when finished ensuring proper hand washing techniques.

At the End of the Trip

Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above. Employees who start to experience symptoms should stay home, self-isolate, and advise their manager/supervisor as soon as possible so that additional steps can be taken to protect other employees that may use the vehicle.

Non-Medical Masks (not mandatory at this time*)**

Wearing a non-medical mask when in public or other settings is not a replacement for following proven measures such as hand washing and physical distancing.

However, wearing a non-medical mask is another way for employees to cover their mouth and nose to prevent respiratory droplets from contaminating others or landing on surfaces. A cloth mask or face covering can reduce the chance of employees coming into contact other employees' respiratory droplets, in the same way that the recommendation to cover a cough with tissues or sleeve can reduce exposure.

For short periods of time when physical distancing is not possible in certain environments (e.g., fleet or rented vehicles), wearing a non-medical mask is one way to be proactive and protect others. That said; for mask wearing to be effective, is important that the mask is not touched and that employees follow proper donning/doffing procedures.

With the emerging information regarding pre-symptomatic and asymptomatic transmission, and the goal to stop the spread of COVID-19 by all means possible, wearing a non-medical mask, even if the individual is not exhibiting symptoms is an additional measure one can take to try to protect others.

If wearing a non-medical mask makes an individual feel safer and stops them from touching their nose and mouth, there is no harm in allowing an individual to do so.

4. SCOPE:

All healthcare professionals who are employed or contracted by FNIHB and working in First Nations communities are required to follow this Directive until further notice.

5. ACCOUNTABILITY:

Chief Medical Officer of Health, Office of Population and Public Health.

6. REVISION:

This Directive will be reviewed if recommendations from the Public Health Agency of Canada change substantively and/or they declare that the pandemic has ended.

7. REFERENCES:

Public Health Agency of Canada

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

Canadian Centre for Occupational Health and Safety

www.ccohs.ca

Canada Labour Code, Pt II

<https://laws.justice.gc.ca/eng/acts/L-2/index.html>

Canada Occupational Health and Safety Regulations (COHSR)

<https://laws.justice.gc.ca/eng/regulations/sor-86-304/index.html>