

Purpose:

Situations may arise where employees could be required to carpool or travel together for work purposes. If it is determined that there is an operational requirement for such a situation, employees and supervisors should implement these safe work practices to reduce the risks of transmission of COVID-19.

Scope:

This Safe Work Practice (SWP) pertains to the City Operations and Integrated Infrastructure Services departments where employees are required to travel together in City of Edmonton leased or owned vehicles, or in personal vehicles for work purposes. This SWP does not apply to travel situations between the public and City employees such as LRT, conventional bus and DATS vehicles.

Safe Work Practices for Vehicle-Passenger Travel

Pre-travel:

- Consider maintaining a consistent partner, or crew of employees to reduce exposure to the virus. Should employees require quarantining, partnering may reduce the number of employees in isolation.
- All employees are required to complete the pre screening assessment prior to their scheduled shift to determine fitness for work.
- Wash or sanitize hands and don a face mask covering prior to entering the vehicle.
- Wipe down high touch surfaces including door handles (internal and external), seat belt clasps, window controls, seats and armrests, steering wheel, mobile devices and GPS.
- Ensure vehicles are equipped with the following:
 - Disposable non-medical masks
 - Hand sanitizer
 - Sanitizing wipes

During travel:

- Limit the number of individuals in the vehicle to allow for 2 metres distance, where possible.
- Wear a non-medical mask or face covering (cover the nose, mouth and chin) for the duration of the trip and when exiting the vehicle.
- Have disinfecting wipes available for individuals to wipe down high-touch surfaces.
- Refrain from eating or drinking throughout the duration of travel.

Travel stops:

- If the journey includes stops where the vehicle is vacated, have occupants sit in the same seats when returning to the vehicle.
- If the journey includes the exchange of passengers, ensure that the area is wiped down between passengers, prior to commencing travel.
- Ensure hands are washed and sanitized and a face covering is worn before entering the vehicle.

Post Travel:

- The vehicle should be cleaned and disinfected before and after use, focusing on high touch surfaces such as door handles (internal and external), seat belt clasps, window controls, seats and armrests, steering wheel, mobile devices and GPS.