

## Guideline Update Relating to COVID-19: Instruction of AMTA Courses

**Applies to:** Contract, Independent, and Staff Instructors

**Effective:** Until Further Notice

We find ourselves in unprecedented times. Though the risk of contracting the COVID-19 virus is still considered low at this point, it is through restrictions currently in place that we will ultimately flatten the curve and significantly reduce the overall impact of the virus. Measures such as physical distancing, self-isolation, and maintaining high attention to hygiene will help curb the spread. Those working in the commercial transportation industry are critical in maintaining the supply chain and may require access to training in order to meet the demands they face.

The following guidelines must be implemented if you are instructing, or attending, AMTA training or skills assessments. This process will be reviewed on a quarterly basis. Visit [AMTA.CA](http://AMTA.CA) for the most current guidance.

References:

[Non-healthcare Workplace Guidance During COVID-19](#)

[Federal Safety Guidance to Protect Driver and Limit the Spread of COVID19 in Commercial Vehicle Operations](#)

### General Control Measures

In order to reduce the risks associated with training while COVID-19 is a threat to participants:

- Employees exhibiting cold-like symptoms, such as cough, fever, runny nose, sore throat, or shortness of breath, must not be permitted to participate.
  - Clean and disinfect all surfaces and areas contact may occur.
- Ensure respiratory etiquette is being followed (e.g. coughing or sneezing into an elbow, promptly disposing of used tissues in the trash etc.)
- Employers must promote and provide access to hand washing facilities for staff and visitors.
  - Post signage and openly discuss hand hygiene expectations
  - Ensure access to hot running water and soap as well as alcohol-based hand sanitizer (greater than 60% alcohol content)
- Individuals wash their hands with hot water for at least 20 seconds to be effective. Using an alcohol-based hand sanitizer following and between each washing provides greater effectiveness.
  - Hand washing with soap and water is required if hands are visibly dirty.
  - The [AHS Hand hygiene education webpage](#) has more information, posters and videos about hand hygiene.
  - Gloves are not a substitute to hand hygiene. Hands must be cleaned after removing gloves. Please dispose of gloves properly.
- Posters can be found by clicking [HERE](#) or by visiting the Government of Alberta's Open Publication web page. Search Open Alberta COVID19 Posters for more.

## ASSESSING AND CONTROLLING YOUR HAZARDS

Business owners must conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they must be controlled.

When hazards related to COVID-19 cannot be completely eliminated, the following control types must be used in the order that follows:

- **First choice:** Engineering controls – These control the hazard at the source. Examples include placing barriers or partitions between staff and the hazard, or ventilation.
- **Second choice:** Administrative controls – These controls change the way workers, volunteers and patrons interact. Examples include policies for physical distancing, limiting hours of operations, respiratory etiquette and hand hygiene.
- **Third choice:** Personal Protective Equipment (PPE) is generally only necessary when hazards cannot be eliminated or controlled through engineered measures. PPE controls hazards at the individual and is often referred to as “the last line of defense”.  
Appropriate PPE for infectious diseases includes gloves, eye protection, masks rated for protecting against viruses, and an outer layer of clothing or disposable coveralls.
  - If respiratory protection (masks) is required, employers must ensure that it fits. This may require fit testing.
  - PPE must be inspected before and after each use. Immediately dispose of damaged or contaminated PPE.
  - If PPE can be repaired, then it must be marked as **out of service** and repaired as soon as possible - **NEVER USE DAMAGED PPE**.
  - PPE that cannot be cleaned and disinfected should be properly disposed of after use. Reusable PPE must be clearly labelled with its assigned users name and be stored separately from other PPE

Physical distancing: Order [07-2020](#) prohibits gatherings of more than 15 people, however this does not prohibit businesses from having more than 15 workers in a workplace.

### **All businesses must:**

- **Prevent the risk of transmission of infection amongst workers, volunteers or (as applicable) patrons; and**
- **Provide for rapid response if a worker, volunteer or member of the public develops symptoms of illness while at the place of business; and**
- **Maintain high levels of hygiene**

Federal Safety Guidance to Protect Drivers and Limit the Spread of COVID19 in Commercial Vehicle Operations, released by Transport Canada and can be found by clicking [HERE](#); provides the following information. As with all recommendations and guidance issued during a public health emergency, information is subject to change. Check online and/or contact your local public health office for more information.

#### **For Fleet Managers:**

- Minimize the number of vehicles shared by employees to limit the spread of the virus between different users of the same vehicles where possible.
- Ensure drivers have access to appropriate disinfectants, hand sanitizer, personal protective equipment, and other material needed to clean high-touch surfaces in their trucks and implement recommendations made in these guidelines.

#### **General Advice to Protect Commercial Vehicle Drivers From COVID-19:**

Commercial vehicle operators who are federally regulated for Occupational Health and Safety should ensure their Hazard Prevention Program is current to address the hazards of COVID-19 in their workplaces, including truck cabs. This should include developing preventive measures with participation from their Workplace Health and Safety Committee or Representative. The employees must be provided training on these measures. The Labour Program has posted general information to assist stakeholders in these responsibilities.

Additional resources that may be of assistance include the Government of Canada's Risk-Informed Decision Making Guidelines For Workplaces and Businesses During the COVID-19 Pandemic and the Trucking HR Canada - COVID-19 Resource Guide for Trucking and Logistics Employers (links on page 8).

- Commercial vehicle drivers must diligently self-monitor. Drivers with mild cough or low-grade fever (37.3 C or more) should self-isolate and stay home
- Commercial vehicle operators should communicate public health recommendations and updates to drivers in a timely manner.
- Viruses can be spread by touching an infected area, then touching the mouth, nose or eyes before washing hands. Hand washing and respiratory hygiene are important ways of interrupting this transmission.
- Wash hands regularly and whenever they become soiled:
  - Hand washing with plain soap and water is the preferred method of hand hygiene, since the mechanical action is effective at removing visible soil and microbes
  - Hands should be washed using soap and warm water for at least 20 seconds. When drying hands, disposable paper towels are preferred.
  - If soap and water are not available, an alcohol-based hand sanitizer (ABHS) can be used as a temporary measure until hand washing can be done. ABHS containing 60-90% alcohol concentration (optimally over 60%) are the most rapidly active of all agents used in hand disinfection. However, ABHS may not be effective when there is organic material on your hands (e.g. after using the toilet). For this reason, ABHS

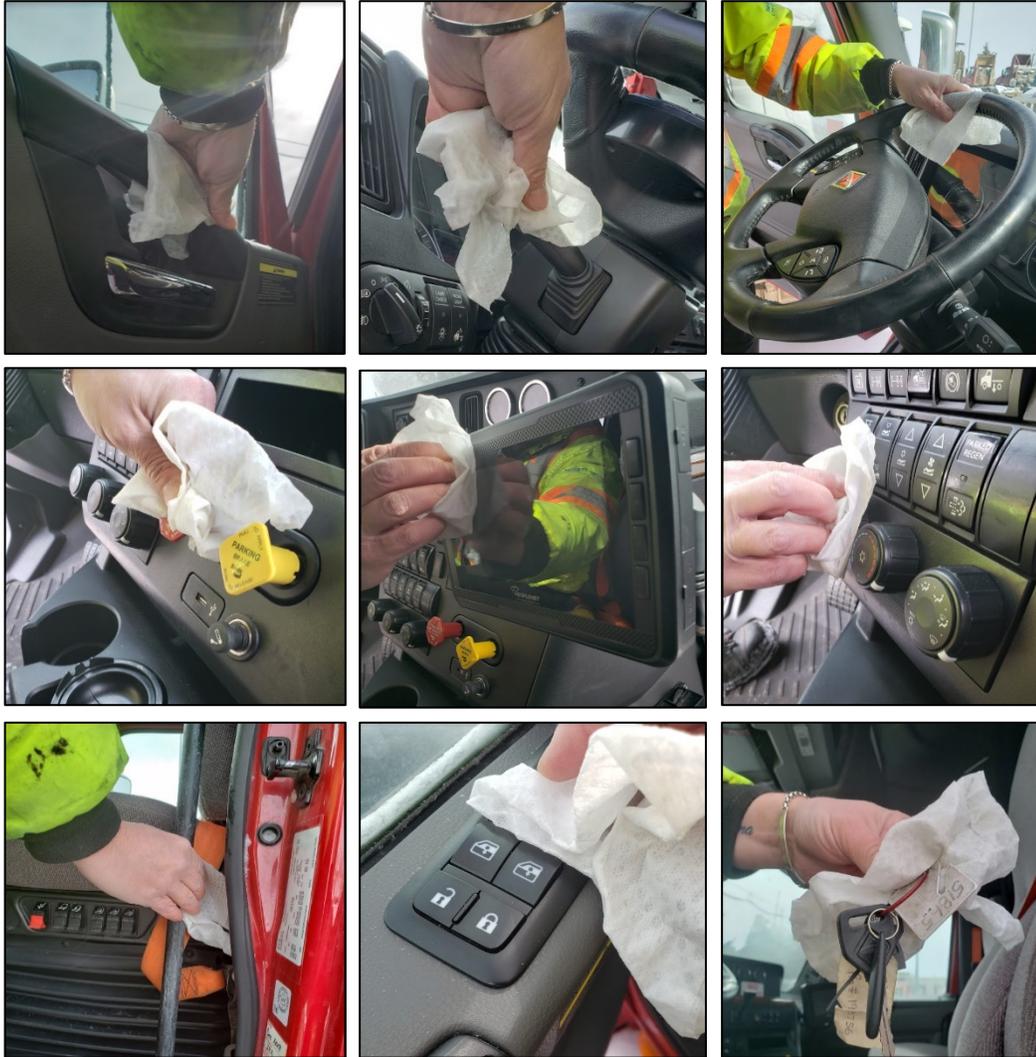
alone should not be used on visibly soiled hands. Use wipes to remove soil, followed by ABHS.

- Avoid touching eyes, nose and mouth with unwashed hands.
- When coughing or sneezing drivers should:
  - cough or sneeze into a tissue or the bend in the arm, not into hands; and
  - dispose of any tissues that have been used as soon as possible in a lined waste basket and wash/sanitize hands for 20 seconds afterwards.
- Face-to-face meetings should be kept to a minimum and respect physical distancing requirements. To the extent possible, face-to-face meetings should be replaced with conference calls or video conferencing. Interactions with clients should also be kept as short as possible keeping in mind physical distancing requirements.

### Before Each Trip

- Commercial vehicle drivers should monitor their health prior to starting a trip. If a driver is experiencing symptoms, even if they are mild cough and fever, they should stay home and advise their employer so steps can be taken to protect co-workers
- Make sure vehicle interiors are clean and hygienic by wiping surfaces with disinfectant
- The following equipment should be available for cleaning:
  - Personal protective equipment (as required by the operator's health and safety protocol);
  - Disposable cloths;
  - Paper towels and absorbent materials;
  - Waste disposal bags, labels and tape;
  - Cleaning agents; and
  - Disinfectants
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning vehicle interiors:
  - Put on disposable, water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
  - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see Health Canada's website.
  - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
  - Avoid bleach except on simple plastics.
  - Don't use solvents.
  - Wipe off what you wipe on; don't leave chemicals to linger.
- High touch surfaces in trucks that should be regularly cleaned include but are 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;
- Touch screen; and
- Any other parts that are commonly used and that may have been touched (glove compartment, hood, trunk, van panel door handles, pick-up tailgate handle, sleeping areas, for example).



- Dispose of soiled cleaning clothes, disinfection cloths, disposable gloves and any other items in contact with respiratory tract secretions in a waste disposal bag
- Wash hands when finished using proper hand washing techniques

- Commercial vehicle drivers should wash their hands frequently under warm, running water with soap for at least 20 seconds, and avoid touching their faces with unwashed hands. This is especially important after coming in contact with other people or surfaces that may carry the virus. When soap and water is not available, a 60% alcohol-based hand sanitizer is recommended.
- Commercial vehicle drivers should take precautions such as covering their hands when pumping gas, touching the service station door handles, or handling any automotive products that may be required when performing vehicle maintenance, such as filling windshield washer fluid and adding motor oil, if this is possible. If it is not possible, commercial vehicle drivers should wash their hands or apply hand sanitizer immediately thereafter, if available
- As much as possible, physical distancing practices should be observed, with drivers etc. staying at least two metres (or six feet) away from other people. Commercial vehicle drivers should keep appropriate distances between themselves and others and avoid direct physical contact (including handshaking). This includes contact with customers, receiving personnel and those at rest stops

#### **At the End of the Trip**

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above
- Drivers who start to experience symptoms after completing a trip should stay home, self-isolate, and advise their employer so additional steps can be taken to protect coworkers and other drivers using the truck.
- While commercial vehicle drivers are exempt from the 14-day quarantine requirements for business purposes, when off-duty, should abide by recommendations of local and national public health authorities, including recommendations relating to physical distancing.

#### **\*Additional Resources are provided on the next page.**

This document is intended for distribution and use in electronic format. If you are unable to click on the resource name, simply enter the name of the resource into your devices web browser and locate it through the search provider of your choice.

AMTA maintains a list of resources on its website. Visit [www.amta.ca](http://www.amta.ca) to learn more.

**Additional Resources:**

[World Health Organization: Getting your workplace ready for COVID19](#)

[Government of Canada: Resources for Canadian Businesses](#)

[Government of Canada: Risk-informed decision-making guidelines for workplaces and businesses during the COVID19 pandemic](#)

[Government of Canada: Preventing COVID19 in the workplace: Employers, employees, and essential service workers](#)

[Canada Post: Practicing social distancing can keep you and your employees safe – March 18 2020](#)

[Trucking HR Canada – COVID19 Resource Guide for Trucking and Logistics Employers](#)

[CUTA COVID19: Guidance for the Public Transit Industry](#)

[International Association of Public Transport \(UITP\): Management of COVID19 – Guideline for Public Transport Operators](#)

[Mental Health Commission of Canada: Choosing sources of information carefully is critical to COVID19 mental well-being](#)