COVID-19: Guidance for Employees Travelling in a Vehicle

Reminder for all employees:

- If you feel sick, stay home, DO NOT come to campus/work and inform your supervisor.
- If you become sick while at work, STOP what you are doing, isolate yourself from others. Put on a face covering and wash your hands. Go home as soon as possible. Avoid public transit and take measures to protect others around you. Inform your Supervisor.
- If you are ill/have symptoms, do not come to campus/work. Ensure that you complete the Ontario COVID-19 Self-Assessment [1] and follow the direction given. Also, complete and submit the University Employee Self Declaration Form. [2]Refer to U of G webpage "What to do when you're sick or have been exposed" [3] for more information.

Measures to follow for travel together in a vehicle for university business:

Wear a Medical Mask

- Everyone inside the vehicle is required to wear a medical mask during each trip
- Follow the EHS COVID-19: Guidance for Using Medical Masks [4]
- Avoid eating and drinking (removing your mask) while travelling in a vehicle unless physical distancing of 2 metres is maintained.



Ventilation

- When possible, drive with the windows open or partially open to maximize the air flow.

Hand Hygiene

- Wash/sanitize your hands [5] upon arrival at your destination.
- Use an alcohol-based hand sanitizer [6] with at least 60% alcohol if soap and water are not available.



Clean and Disinfect

- There is a low risk associated with COVID-19 transmission from touching a contaminated surface.
- However, be mindful of high touch surfaces such as door frame/handles, windows, seatbelt buckles, and steering wheel and always practice good hygiene.
- In addition to the tools, parts and/or equipment required for the job, you may wish to take extra medical masks and hand sanitizer with at least 60% alcohol (optional).



Respiratory Etiquette when Coughing or Sneezing

- Cough or sneeze into the elbow or a tissue, even with a face mask on.
- Dispose of any tissues used as soon as possible in a garbage bag.



Resources:

- Public Health Agency of Canada: Prevention and Risks [7]

Source URL:https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-14

Links
[1] https://covid-19.ontario.ca/self-assessment/ [2] https://uoguelph.eu.qualtrics.com/jfe/form/SV_8evYmTaJXnDkphP [3] https://news.uoguelph.ca/return-to-campuses/i-have-tested-positive-for-covid-19-what-should-i-do/ [4] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-24 [5] https://www.youtube.com/watch?v=o9hjmqes72I [6] https://www.youtube.com/watch?v=sDUJ4CAYhpA [7] https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html