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 are coming to campus, or another University site for work, you must complete the University of Guelph COVID-19 Daily Screening Form [1] BEFORE you arrive.
- 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 [2] and follow the direction given. Also, complete and submit the University Employee Self Declaration Form. [3]

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.
- Avoid eating and drinking (removing your mask) while travelling in a vehicle unless physical distancing of 2 metres is maintained

Ventilation

- Avoid using the recirculated air option for the car’s ventilation. Use the car’s vents to bring in fresh outside air.
- If possible, drive with the windows open to maximize the air flow.

Hand Hygiene

- Wash/sanitize your hands [5] as soon as possible 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

- As good practice, consider cleaning/disinfecting high touch surfaces in vehicles such as door frame/handles, windows, seatbelt buckles, steering wheel, etc. before use. ALWAYS practice good hand 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: