

Campbell Transportation Services

A Division of 1232189 Ontario Inc. 283004 Southgate Glenelg Tline R.R. 3 Durham, On N0G 1R0

COVID-19 Policy

1232189 Ontario Inc. o/a Campbell Transportation Services is committed to the health and safety of its workers and that of the general public.

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). [Coronavirus disease \(COVID-19\)](#) is a new strain that was discovered in 2019 and has not been previously identified in humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

1232189 Ontario Inc. o/a Campbell Transportation Services is committed to protecting employees from COVID- 19 and preventing the spread of COVID-19.

There is a COVID-19 program that implements this policy. It includes measures and procedures to help protect workers from contracting COVID- 19 and to help prevent the spread of COVID-19.

1232189 Ontario Inc o/a Campbell Transportation Services, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

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Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns

Title	Date of Issue	Review or Revision Date
COVID-19	20200315	20200315

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COVID-19 Procedure

Title	Date of Issue	Date of Revision or Review
COVID-19	20200315	

Purpose:

1232189 Ontario Inc o/a Campbell Transportation Services is committed to the health and safety of its workers, customers and that of the general public.

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Contact **Telehealth Ontario** at [1-866-797-0000](tel:1-866-797-0000) or your [local public health unit](#) if you're experiencing symptoms of the 2019 novel coronavirus.

COVID-19 is especially concerning if you are over the age of 65 or have cardiovascular disease, respiratory conditions or diabetes. You should avoid crowded areas or places where you might interact with people who are sick.

123219 Ontario Inc. o/a Campbell Transportation Services is considered an essential service, therefore 14-day self-isolation **does NOT apply** to service workers for whom travel outside the country is **essential** (e.g., cross-border trucking)

Procedures:

- The levels of protected measures are to
 - Self Monitor
 - Self Quarantine
 - Self-Isolation
 - Self-Isolation for Care Givers
- Preventing the spread
 - Good Hygiene Procedure
 - Cleaning and Disinfection for Public Settings
 - Social Distancing Measures

All essential workers who travel to outside of the country for essential services **ARE required to self monitor daily**

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- **Self-Monitor Procedure**
 - Monitor for symptoms daily
 - Fever
 - Cough
 - Difficulty breathing
 - Avoid public spaces
 - If a worker who has travelled out of country develops symptoms, they should self isolate and call dispatch
- **Self Quarantine Procedure**
 - Avoid contact with other people as much as possible by staying home
 - You can still go outside for walks, runs or cycles on your own
 - You should not spend time in close contact with other people
 - Monitor for symptoms for 14 days
 - Fever
 - Cough
 - Difficulty breathing
 - Avoid public spaces
 - If you develop symptoms self isolate
 - Don't use public transportation
 - Don't go to meetings, social gatherings group events or crowded places
 - Do not have visitors in your home
 - Do not go shopping, where possible order groceries online
 - Do not contact older people or people with chronic health problems and pregnant women.
- **Self-isolate Procedure**
 - Stay home
 - Do not use public transportation, taxi or rideshares
 - Do not go to work, school or other public places
 - Limit the number of visitors in your home
 - Only have visitors who you must see and keep the visits short
 - Keep away from seniors and people with chronic medical conditions
 - Avoid contact with others
 - Stay in a separate room away from other people in your home as much as possible
 - Use a separate bathroom if possible
 - Make sure shared rooms have good airflow (eg. Open windows)
 - Keep distance
 - If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth
 - If you cannot wear a mask, people should wear a mask when they are in the same room as you.
 - Cover your coughs and sneezes
 - Cover your mouth and nose with a tissue when you cough or sneeze
 - Cough or sneeze into your upper sleeve or elbow not your hand
 - Throw used tissues in a lined wastebasket and wash your hands
 - Lining the waste basket with plastic bag makes waste disposal easier and safer
 - After emptying the wastebasket wash your hands
 - Wash your hands
 - Wash your hands often with soap and water
 - Dry your hands with a paper towel or with your own cloth towel that no one shares
 - Use an alcohol- based hand sanitizer if soap and water are not available
 - Wear a mask over your nose and mouth
 - Wear a mask if you must leave your house to see a health care provider
 - Wear a mask when you are within two meters of other people.
- **Self-isolation: Guide for Caregivers Procedure**
 - If you are caring for or living with someone who has the virus, you are considered a "close contact"
 - Your local public health unit will give you special instructions about how to monitor your own health and what do if you start to feel sick.

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- Wash your hands often
 - Wash your hands with soap and water after each contact with the infected person
 - Use an alcohol-based hand sanitizer if soap and water is not available
- Wear Mask and Gloves
 - Wear mask and gloves when you have contact with a person's saliva or other body fluids (e.g. blood, sweat, saliva, vomit, urine and feces).
- Dispose of gloves and mask after use
 - Take the gloves and mask off right after you provide care and dispose of them in the wastebasket lined with a plastic bag.
 - Take gloves off first and clean your hands with soap and water before taking of the mask.
 - Clean your hands again with soap and water before touching your face or doing anything else.
- Limit the number of visitors in your home
 - Only have visitors who you must see and keep the visits short.
 - Keep seniors and people with chronic medical conditions away from infected person.
- Avoid sharing household items
 - Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with the person under investigation.
 - After use, these items should be washed with soap or detergent in warm water. No special soap is needed.
 - Dishwashers and washing machines can be used.
 - Do not share cigarettes.
- Clean
 - Clean your home with regular household cleaners
 - Clean regularly touched items such as toilets, sink tap handles, door knobs and bedside tables on a daily basis.
- Wash laundry thoroughly
 - There is no need to separate the laundry, but you should wear gloves when handling
 - Clean your hands with soap and water immediately after removing your gloves
- Be careful when touching waste
 - All waste can go into regular garbage bins
 - When emptying waste baskets take care not to touch used tissues with your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
 - Clean your hands with soap and water after emptying the wastebasket.

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- **Good Hygiene Procedure**
 - Cover your mouth and nose with a tissue when you cough or sneeze
 - Toss the tissue immediately
 - Wash your hands with soap and water for a minimum of 20 seconds
 - Sneeze into your elbow not your hands
 - Don't touch your eyes, nose or mouth. Germs on your hands can transfer into your body.
 - When you are not feeling well, avoid close contact with others. Stay at least 2 metres away to prevent infecting people around you.
 - Stay home if you are unwell
- **Cleaning and Disinfection for Public Settings**
 - Clean frequently touched surfaces twice per day
 - Every time you reenter your truck wash your hands with sanitizer
 - Use a disinfecting wipe on your steering wheel and other surfaces regularly
 - Do not share your phone, headset or other personal items.
 - In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
 - Examples include doorknobs, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads, steering wheels, dashes
 - Commonly used cleaners and disinfectants are effective against COVID-19
 - Frequently touched surfaces in public locations are most likely to be contaminated.
- **Social Distancing (non quarantine)**
 - Avoid close contacts with others
 - Avoid public gatherings
 - No hugs or handshakes

Roles and Responsibilities:

Management and Supervisors must

- Self monitor daily to prevent the spread of the disease
- Self Quarantine management and office staff that have traveled to a level 2 country outside of Canada for a period of 14 days upon their return. We will arrange for these employees to work from home or alternate site.
- Prevent the Spread Procedure
- Follow protected measures if required
- Follow Cleaning and disinfections procedures
- Follow Social distancing procedures
- Actively encourage sick employees to stay home
- Separate sick employees
- Emphasize staying home when sick, respiratory etiquette and hand hygiene
- Provide tissues and no-touch receptacles
- Instruct employees to clean their hands often
- Provide soap, water /alcohol based hand sanitizer
- Perform routine environmental cleaning
- Ask drivers on state of health during check in calls
- Take meetings online or by phone rather than in person
- Limit the amount of visitors to offices and shop

Drivers Must

- Self monitor daily to prevent the spread of the disease
- Report any change in medical symptoms immediately to Dispatch
- Follow Prevent the Spread Procedure
- Follow Protective measures procedures

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- Follow Cleaning and disinfections procedures
- Follow Social distancing procedures
- Limit activity in shop area to your truck, office, downstairs washroom and laundry area.
- Avoid contact with Co Tenant Employees

Maintenance Employees

- Self monitor daily to prevent the spread of the disease
- Stay home if sick
- Follow prevent the spread procedure
- Follow Cleaning and disinfections procedures any time you enter a truck prior to moving
- Follow Social distancing procedures

Communication and Training:

All 1232189 Ontario Inc. o/a Campbell Transportation Services employees will be trained on the procedures of the authorized to operate policy. The policy will be posted on our website.

Evaluation:

The management of 1232189 Ontario Inc. o/a Campbell Transportation Services will stay apprised of current best practices in both Canada and the United States and update the policy as required.

Forms: How to Self- Monitor, self isolate, self isolate for caregivers

Reference Materials: public health Ontario, Ontario Ministry of Health Emergency Planning and Preparedness