

Silvercity Stagelines Ltd.

COVID-19 Safety Policy

Version 1.0

Bekka Keller
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Silvercity Stagelines Ltd. – COVID-19 Safety Policy

Guiding Principles in application of COVID-19 Safety Policy for passengers and drivers:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like plexiglass), or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – e.g. use of non-medical masks

Controlling the risk of COVID-19 exposure – Transportation sectors

SCSL will take necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace. This includes:

Implementing policies that reflect the following guidance from the provincial health officer and the BC Centre for Disease Control around self-isolation. Referring to the WorkSafeBC posters advising workers and visitors of these policies:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Develop hygiene and cleaning policies that include removing unnecessary shared items to facilitate cleaning; enhancing cleaning and disinfecting practices for high contact areas; incorporating end-of-shift wipe downs for all shared spaces; and ensuring workers are provided with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.

Develop cleaning and disinfecting protocols for vehicles, ensuring that high contact areas are appropriately addressed. Ensure adequate time is allocated to cleaning vehicles.

SCSL has considered some of the following recommendations from PHO:

- Sick drivers should be asked to wash or sanitize their hands, provided a mask and isolate and go home. Report and stay home even with mild symptoms and contact BC COVID-19 Self-Assessment Tool or call 811.
- Consider providing access to hand-sanitizer for passengers to use before boarding the vehicle.
- Where available and operationally possible, use rear doors for boarding and exiting. Create buffer zones around the operator.



- Promote extra space between passengers and operators, using signs and posters.
- Block out seats that are closest to the operator (e.g., jump seat) to allow physical distancing to be maintained. This may be done by using tape to create a barrier or by covering the seat. The appropriate signage should also be used.
- Enhance cleaning protocols when transferring a vehicle from one worker to another. Ensure to clean high touch point areas like door handles, keys, steering wheels, switches, and in-vehicle communication devices. Cleaning protocols should be done both at the beginning of a driver's shift and that the end.
- Provide operators with hand hygiene supplies and sanitation kits including hand sanitizer, disinfectant wipes, cleaning spray and paper towels so that surfaces commonly touched by the operator and riders can be wiped down during on road changeovers. Operators should be training on safe use of any cleaning products and how to safely store and dispose of used supplies. This should include providing a secure means of storage on the bus, so that used cleaning supplies can be stored until the vehicle returns to the terminal.

Reporting Illness or Feeling Sick – Staying at Home

SCSL policy for drivers or employees feeling ill is to report to owner, Fritz Keller, even with mild symptoms. Sick driver should be asked to wash or sanitize their hands, provided with a mask and isolated and go home. SCSL recommends any ill persons to consult the [BC COVID-19 Self Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.

If driver is severely ill (difficulty breathing, chest pain), call 911.

Clean and disinfect any surfaces that the ill driver has come into contact with.



First level protection - Elimination

For our business operations first level is not possible due to the nature of our service. SCSL has implemented other measure to protect passengers and drivers with third level protection and administrative controls.

Second level protection - Barriers and Partitions

SCSL will not be possible with our vehicles and buses as plexiglass type barriers could pose a potential safety risk to drivers and passengers in the event of an incident. SCSL has implemented other measure to protect passengers and drivers with third level protection and administrative controls.

Third level protection – administrative controls: Rules and Guidelines

Silvercity Stagelines has implemented the following guidelines for our drivers and vehicles.

SCSL communicated safety policies regarding COVID-19 with signage and policies posted on our buses. Signage is posted as a recommendation from WorkSafeBC for sneezing, coughing and handwashing guidelines. Our COVID-19 Safety Policy is available on all buses and on our website.

Drivers are to conduct themselves in a safe manner and not put themselves or passengers at risk. For driver safety, SCSL will block out seats that are closest to the operator (e.g., jump seat & behind driver) to allow physical distancing to be maintained. This may be done by using tape to create a barrier or by covering the seat with the appropriate signage.

Drivers will be required to review and acknowledge new COVID-19 Safety Policy and recommended procedures as a part of training. New procedures include – cleaning and disinfecting surfaces.

To reduce transmission on surfaces SCSL implemented a new cleaning protocol for common high touch points areas like door handles, keys, steering wheel, switches, and in-vehicle communication devices. We are wiping down all high traffic touch points in the vehicles twice a day; at the end of shift and second before passenger board and departure from Kelowna location.

Cleaning and disinfected spray is provided on each bus for the drivers to wipe down common surfaces and high traffic touch points. We offer hand sanitizer and masks to passengers when they enter and leave the bus. We can accommodate some seating arrangements for seniors or vulnerable passengers – if needed.

For passenger safety, SCSL is promoting extra space between passengers and drivers by currently limiting the number of seats available for purchase to allow for space between passengers on the bus. SCSL is monitoring seat availability as a viable means of reducing risk to passengers – will reviewed as risk decreases and ridership increases. Safety protocols will be reviewed on an ongoing basis and updated accordingly.



Cleaning and Disinfectant Practices

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land in it or if someone touches it with contaminated hands.

To reduce transmission on surfaces SCSL implemented a new cleaning protocol for common high touch points areas like door handles, keys, steering wheel, switches, and in-vehicle communication devices. We are wiping down all high traffic touch points in the vehicles twice a day; at the end of shift and second before passenger board and departure.

Cleaning and Disinfecting

Effective cleaning and disinfection involve two-stage process.

1. **Cleaning** - to disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surface and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.
2. **Disinfection** – After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

For further information on what can be used to clean and disinfect refer to *COVID-19 health and safety: Cleaning and disinfecting* document attached*

Fourth Level Protection – Using Masks

It is not SCSL policies to require drivers or passengers to wear masks whilst using our transportation service.

If drivers or passengers wish to wear a mask SCSL recommends that passengers and drivers follow BC government and WorkSafe BC guidelines on *COVID-19 health and safety: Selecting and using masks* – document attached*



Resolving concerns about unsafe work

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see Occupational Health and Safety [Guideline G3.12](#).

If you have a question or concern

Workers and employers with questions or concerns about workplace exposure to COVID-19 can call WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You will be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.



Acknowledgement for Covid-19 Safety Policy

In effect: June 9, 2020 until further notice

I have read and been informed about the content, requirements, and expectations of the Covid-19 Safety policy for drivers at Silvercity Stagelines. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Silvercity Stagelines.

I understand that if I have questions, at any time, regarding the Covid-19 Safety policy, I will contact Fritz Keller for further clarification or questions.

Please read the Covid-19 Safety policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____