



- ***This is a PSHS Association document. Attridge has added protocols, information and actions in bold text.***



## OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, students and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and employees prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- [workers' rights](#)
- [employers' responsibilities](#)

## BEST PRACTICES TO KEEP YOUR WORKERS HEALTHY AND SAFE

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to protect the health and safety of workers.



All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the OHSA and its regulations and the applicable public health directives and guidance issued by the Chief Medical Officer of Health and Ministry of Health.

In addition, below are a set of resources, tips and best practices to help employers prevent the spread of COVID-19 in workplaces.

Attridge Transportation is required to notify employees and visitors of each change in risk associated with the Covid-19 pandemic. Employees will be notified of the Ontario risk assessment (Green, Red etc.) for their area by email. Additionally, posters will be placed at the main entrances to each facility; including parking areas with storage sheds, and in the designated driver and staff common areas to reinforce the control measures that are required. This same information will be posted on the Driver Portal. The dynamic document Health and Safety Guidance During Covid-19 will be regularly updated to include this communication protocol and again the update will be posted on the driver portal.

## PROTECTING YOURSELF AND CO-WORKERS-GENERAL GUIDANCE

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes. Here is some general guidance and [helpful tips](#) to help prevent the spread of germs in the workplace:

- Instruct workers to stay home if they are sick, displaying COVID-19 symptoms or have traveled outside of Canada within the last-14 days.
  - *Follow Attridge protocol – Employee, Visitor and Contractor Daily Self Screening.*

Prior to working at any Attridge facility/vehicle, employees are required to check daily, meaning prior to their work shift or arrival for any symptom that may be related to COVID-19. Employees should follow the reporting protocol listed below. Prior to visiting, this includes guests, contractors and trainees, you will be actively screened upon entry to the facility, for any symptom that may be related to Covid-19. This screening will be logged and any yes response will prohibit entry to the facility and you must immediately leave the premise.

**Required Screening Questions:**

1. **Do you have any of the following new or worsening symptoms or signs? *Symptoms should not be chronic or related to other known causes or conditions.***
  - fever or chills
  - new or worsening cough
  - difficulty breathing or shortness of breath
  - sore throat, difficulty swallowing
  - nasal congestion or runny nose
  - decrease or loss of smell or taste
  - pink eye and/or headache
  - abdominal pain, nausea, vomiting, diarrhea
  - muscle aches, extreme tiredness
  - falling down often (for older people)
2. **Have you or anyone in your household in the last 14 days:**
  - a. Been identified as a “close contact” of someone who tested positive for COVID-19?
  - b. Travelled outside of Canada?
  - c. Been told by a health care provider or Public Health that you should be isolating?
  - d. Received a COVID Alert exposure notification on your cellphone?

**Results of Screening Questions:**

If you answered NO to all questions from 1 through 2, you may enter the workplace and/or report for duty. Employees, visitors and contractors must continue to wear a face mask, following all guidelines, including those that have received the Covid-19 vaccine(s).

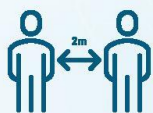
If you answered YES to any questions from 1 through 2, you have not passed and you may not enter the workplace (including any outdoor, or partially outdoor, workplaces) and/or report for duty and are required to:

1. Notify dispatch or your immediate supervisor that you are booking off and advise of the reason for the book off. Call dispatch or your supervisor and make sure the message is received. Do not just leave a voice mail. Try again during business hours.
2. Go home to self-isolate immediately and contact your health care provider or Telehealth Ontario (1-866-797-0000) for medical assessment and testing guidance.
3. You must stay home, not drive the bus or visit or work at any Attridge facility. You must self-isolate except for the visit to the Covid-19 assessment centre. Attridge does not pay for sick time off or booking off/self-isolation.
4. You may return to work upon receipt of your negative COVID-19 test result following all guidelines of your local Public Health Unit. You will be required to show proof of the negative result.
5. Positive COVID-19 result:
  - Attridge will notify the appropriate authorities that a driver has tested positive.
  - Follow all protocols of the local Public Health Unit.
  - You may return to work at the end of your self-isolation period, as defined by your local Public Health Unit, if you have no fever and your symptoms have been improving for at least 24 hours.
6. Understand that sharing medical information, positive or negative, can cause upset to our customers, schools and families. Restrict your communication(s) to Attridge.

- Instruct staff who have symptoms or think they were exposed to COVID-19, to notify their supervisor immediately, complete the [self-assessment](#) and follow the instructions provided.
  - *Follow Attridge protocol – Employee, Visitor and Contractor Daily Self Screening.*
- Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including students, their parents, and co-workers. (see [Physical Distancing](#))
  - *Please follow the local Division physical distancing print and pictogram instructions.*
  - *Do not make an assumption – consider that every social interaction may involve an unintentional exposure to Covid-19.*
  - *Maintain physical distancing at all times. Should physical distancing be unavoidable; wear appropriate PPE including at a minimum a disposable face mask.*
  - *Re-usable masks are not considered PPE and are unacceptable within the workplace.*
  - *Bus drivers are required to wear a PPE at all times including on school property.*
  - *Bus drivers must require permission from Dispatch to enter a school building.*
  - *Attridge requires that a disposable mask must be worn at all times within the workplace. This includes but is not limited to; the vehicle, the yard, inside a building (including the maintenance and administrative areas), while fueling and anytime you are on or inside Attridge property.*
  - *Staff that are unable to wear a disposable face mask for a medical reason, with an approved medical note on file, are required to wear a face shield.*
  - *Employees, visitors and contractors must continue to wear a face mask, following all guidelines, including those that have received the Covid-19 vaccine(s).*

# PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



## What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



## Here's how you can practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



## Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
  - cough
  - fever
  - difficulty breathing

## If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

**NOTE:** Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

The Government of Canada has implemented an Emergency Order under the *Quarantine Act*. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- ▶ If you have travelled and have no symptoms, you must **quarantine** (self-isolate)
- ▶ If you have travelled and have symptoms, you must **isolate**

## FOR MORE INFORMATION:

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

1-833-784-4397



Public Health  
Agency of Canada

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Canada

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- Promote good hygiene such as:
  - Washing of hands often with soap and water, before and after any breaks, at the beginning and end of a shift, and before handling food
  - If hand washing is not possible, use alcohol-based hand sanitizer (at least 60% alcohol content)
  - *Do not share your sanitizer with the students.*
  - *There will be school(s) that provide sanitizer for use by the students. Dispatch will advise you of this situation. Do not make an assumption, check with Dispatch.*
  - *Review the Safety Data Sheet if you have any question about the safe use of this product.*
  - Sneeze and cough into your sleeve.
  - If you use a tissue, discard immediately and wash your hands afterward.
  - Avoid touching your eyes, nose or mouth.
  - Avoid high-touch areas, where possible, or ensure you clean your hands after.
  - *Use the provided hand sanitizer if washing hands is not possible.*
  - *You must bring your empty/near empty bottle of sanitizer back to the depot for a replacement. Do not throw away or recycle the bottle, Attridge Transportation will make the decision to refill or replace your empty/near empty bottle.*



# REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

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- Implement regular cleaning and disinfection (see [Environmental Cleaning and Disinfection](#))
  - *Employees and drivers should believe that every work space is a shared work space.*
  - *Clean and disinfect every shared or public space before use. This includes but is not limited to vehicles, desks, telephones, photocopiers/facsimile or similar equipment, kitchen areas and equipment eg. microwave, fridge, water fountain, fuel stations, cupboards, cabinets, storage areas. Do not make an assumption – clean and disinfect all work spaces before use.*
  - *Cleanser, sanitizer, toweling and all items needed to clean and disinfect are provided by Attridge.*
  - *Wear a face shield when using the provided sanitizer spray or disinfectant spray*
  - *Please read the Safety Data Sheet prior to use and if you have any question about the safe use of a product. Do not use any product if you do not clearly understand the safe use instructions.*
- Minimize contact with people who are sick and ensure controls are in place for the protection of workers.
  - *Immediately report to dispatch if a student(s) appear ill. Follow the direction of dispatch.*
- Encourage workers to wash their clothes as soon as they get home.
  - *Canada.ca Place possibly contaminated laundry into a container with a plastic liner and do not shake. Wash with regular laundry soap and hot water (60-90°C), and dry well.*





## ESTABLISH AN EFFECTIVE OCCUPATIONAL HEALTH AND SAFETY AND INFECTION PREVENTION AND CONTROL PLAN

Establish an infectious disease preparedness and response plan. The plan should follow recommendations in [guidance notes](#) from the [Ministry of Health](#) and directives from [Public Health Ontario](#). The plan should consider and address levels of risk associated with the workplace and job tasks within Student Transportation services such as bus and taxi drivers, maintenance workers and any office staff. This includes how the Student Transportation services will operate during and throughout the recovery phase following the pandemic including sanitization of the workplace, equipment and resources, how workers report illness, how to ensure physical distancing and how work will be scheduled.

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*To access the most recent Ministry of Health guidance notes please visit and scroll down to find your relevant sector information:*

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx)

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A list of activities and links to relevant resources to provide support in this area are listed below:

- Actively encourage sick workers to stay home, ensure that sick leave policies are flexible and consistent with public health guidance. Communicate these policies to workers.
  - ***Follow Attridge protocol – Employee, Visitor and Contractor Daily Self Screening.***
- Provide training to workers on COVID-19, how it spreads,
  - ***Canada.ca COVID-19 spreads from person to person, most commonly through respiratory droplets (e.g., generated by coughing, sneezing, laughing, singing, shouting or talking) during close interactions (i.e., within 2 metres). People who have COVID-19 may have few to no symptoms, or symptoms may be mild.***

risk of exposure, including those who may be at higher risk (i.e. have underlying health conditions)

### ***Canada.ca***

- ***To stay healthy and to protect ourselves and others, we must be mindful of the ever-present risk of exposure to the virus. Some settings and situations increase the risk, such as being in:***
  - ***closed spaces with poor ventilation***
  - ***crowded places where a large number of people gather***
  - ***close contact where you can't keep 2 metres apart from others***
  - ***Coronaviruses can result in severe illness for some people in our communities. Those that are more at risk of developing severe complications from COVID-19 are people who:***



- *have an underlying medical condition*
- *have a weakened immune system*
- *are an older adult*
- *People at high risk for severe illness from COVID-19 should reconsider attending gatherings. This includes large gatherings and even smaller events in crowded or enclosed settings.*

and procedures to follow including reporting process, proper hand washing practices and other routine infection control precautions.

- *Follow Attridge protocol – Employee, Visitor and Contractor Daily Self Screening.*
- Assign drivers to dedicated transportation vehicles as much as possible.
  - *Dispatch will make every attempt to assign a driver to a vehicle and leave that driver in that vehicle.*
  - *There will be exceptions; vehicle service or unscheduled repair, change of route etc.*
  - *The technician and driver share the responsibility of sanitizing a switch vehicle. Do not leave a student(s) unattended during the vehicle switch. Maintain physical distancing between the technician and driver.*
  - *Employees and drivers are to thoroughly clean and disinfect the vehicle at the beginning of each work shift following the cleaning protocol.*

If vehicles must be shared, limit the numbers of workers sharing the vehicle and ensure cleaning and disinfection protocols are followed between shifts

- *All employees have been advised to disinfect a vehicle or workspace should they need to use that vehicle or workspace during the day*
- *Sanitize the vehicle following all protocols prior to touching any surface.*
- *Wear disposable gloves while cleaning and or sanitizing the vehicle.*
- *Instructions on the safe use of PPE is posted in each vehicle. Follow these instructions, ask for assistance if needed.*
  - *Notify your dispatcher if the instructions are missing or damaged making them unreadable.*



- If you require student transportation workers (e.g. drivers) to use personal protective equipment (PPE), a PPE program should be in place to identify appropriate PPE and workers are to be trained on its use, care, limitations and fit testing must be completed if respirators are required.
- *Drivers must use; at a minimum*
  - *Disposable face mask for each shift.*
  - *Reusable face shield as students are loaded or unloaded.*
    - *Follow the face shield cleaning protocol.*
  - *Disposable gloves each time they enter the vehicle to clean and disinfect during the shift.*
    - *If your bus was sanitized at the end of the work day and you are certain that no one has entered the vehicle, you may assume that the vehicle is sanitized and ready for service.*
- *Disposable gown should the driver be required to interact with a student; wheelchair securement, medical event or emergency incident.*
- *Employees, visitors and contractors must continue to wear a face mask, following all guidelines, including those that have received the Covid-19 vaccine(s).*
- *The Safety and Training Manager, or designate, will be available to demonstrate and assist any driver or employee that requires assistance with donning and doffing PPE.*

# HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

## DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

## DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

## DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

## DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



## *CDC.gov - Face Shield*

- *A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.*
- *However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:*
- *Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:*
  - *Face shields that wrap around the sides of the wearer's face and extend below the chin.*
  - *Hooded face shields.*
- *Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.*
- *Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.*
- *Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).*

*When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, consider:*

1. *While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution, cleaner wipe or disinfectant solution.*
2. *Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.*
3. *Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.*
4. *Fully dry (air dry or use clean absorbent towels).*
5. *Remove gloves and perform hand hygiene.*

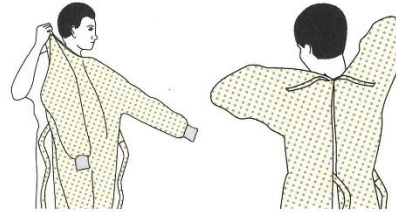


## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



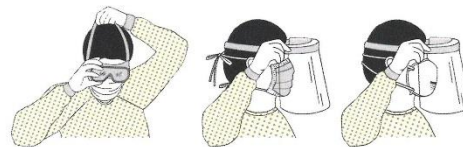
### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



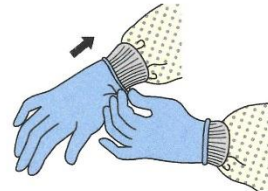
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



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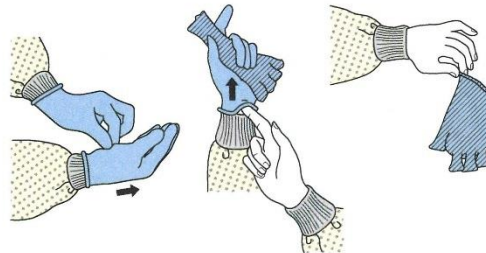


## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



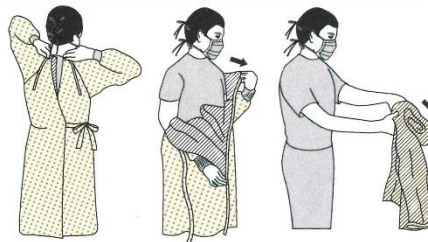
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



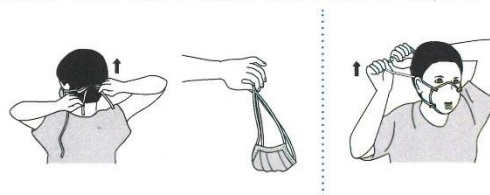
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

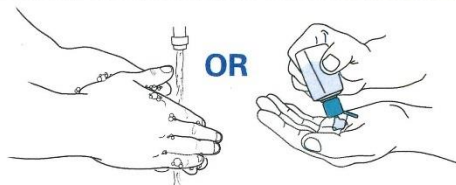


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**



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## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



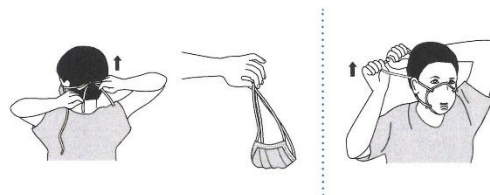
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

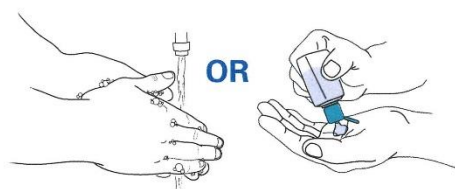


### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**



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- Ask drivers to avoid using the recirculated air option for the vehicle's ventilation during student transport; ventilate by opening windows
  - *Drivers will not use the recirculate air option from the vehicle's ventilation system.*
  - *All windows must be left at least partially open – meaning ½ open as a minimum. It is recognized that this may be uncomfortable but the discomfort is offset by the mitigation of risk caused by a closed window environment.*
  - *It is recommended that all windows be fully open weather permitting.*
- Assign administrative and maintenance staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
  - *Employees should believe that every work space is a shared work space.*
  - *Attridge will assign remote work and/or designate the workday structure on an individual or group basis to encourage social distancing and limit transmission.*
  - *Clean and disinfect every shared or public space before use. This includes but is not limited to vehicles, desks, telephones, photocopiers/facsimile or similar equipment, kitchen areas and equipment eg. microwave, fridge, water fountain, fuel stations, cupboards, cabinets, storage areas. Do not make an assumption – clean and disinfect all work spaces before use.*
  - *Person limits are posted at shared work space locations; change rooms, lunch rooms, copier. Abide by these limits.*
  - *Make every attempt to stay within your designated work space and to avoid the work space of your fellow employees.*
  - *Windows and/or doors at each administrative and maintenance facility must remain open as much as possible including in colder weather.*
  - *Administrative and Maintenance staff will not travel/visit another Division unless no other option exists.*
  - *Cleanser, sanitizer, toweling, face shield and all items needed to clean and disinfect are provided by Attridge.*
  - *Please read the Safety Data Sheet prior to use and if you have any question about the safe use of a product. Do not use any product if you do not clearly understand the safe use instructions.*
- Prioritize contactless transactions that limit or eliminate close contact and the sharing of items such as pens and other office equipment.
  - *Do not share disposable items; pens, pencils etc. Employees should believe that every work space is a shared work space.*
  - *Clean and disinfect every shared or public space before use. This includes but is not limited to vehicles, desks, telephones, photocopiers/facsimile or similar equipment, kitchen areas and equipment eg. microwave, fridge, water fountain, fuel stations, cupboards, cabinets, storage areas.*



- *Do not make an assumption – clean and disinfect all work spaces before use.*
  - *Make every attempt to stay within your designated work space and to avoid the work space of your fellow employees.*
  - *Cleanser, sanitizer, toweling, face shield and all items needed to clean and disinfect are provided by Attridge. Please read the Safety Data Sheet prior to use and if you have any question about the safe use of a product. Do not use any product if you do not clearly understand the safe use instructions.*
- Schedule and stagger visits to eliminate people gathering in reception area.
    - *Drivers must enter and exit the depots following the local protocols established by the Operations Manager.*
    - *Person limits are posted at shared work space locations; change rooms, lunch rooms, copier. Abide by these limits.*
    - *Staff and drivers will make every attempt to avoid waiting/gathering at the reception desk.*
  - Asking parents to have students to stay home if they have symptoms (fever, cough or difficulty breathing)
    - *Drivers must contact Dispatch if they believe a student is ill. Follow the instructions of Dispatch.*
  - Encouraging good respiratory hygiene, hand hygiene, and other healthy practices at the entrance to the bus, taxi or other workplaces. Consider hand sanitizer stations at these locations where possible.
    - *Hand sanitizer and vehicle disinfectant will be provided to each driver. This product must be securely stored out of reach and inaccessible to the students. This means – do not leave the vehicle unattended at any time with students on board. You must remain in the vehicle as there are limited areas to store the product. Stay in the vehicle including the time while you wait for students to load the vehicle. If you must leave the vehicle on school property the bus must be secured and locked to prevent all entry.*
    - *Hand sanitizer and work area disinfectant is readily available to staff. Assume every space is a shared space and disinfect the space/equipment prior to every use.*
    - *If a student is ill*
      - *Request that they move to the designated seat.*
      - *Immediately notify dispatch who will contact the school*
      - *Follow the instructions of dispatch.*
      - *If a student vomits;*  
*Stop and secure the vehicle in a safe location.*  
*Notify dispatch.*  
*Leave the student in place.*



*Move the other student(s) away from the ill student if practical.  
If available, place absorbent material on the vomit. Do not come in contact with the biohazard.  
Follow the instructions of dispatch.*

- Consider remote work for workers (i.e. administrative) wherever and whenever possible.
  - *Remote work was permitted during Stage 1 of the pandemic at every opportunity because transportation service was severely restricted. Essential staff were required to report to work as usual starting on August 10, 2020 to provide administrative and maintenance support services across the organization as the school bus service restarted.*
  - *Attridge will assign remote work and/or designate the workday structure on an individual or group basis to encourage social distancing and limit transmission.*
- Provide workers access to soap, clean running water and drying materials, disinfecting wipes or alcohol-based hand sanitizers (containing at least 60% alcohol) at their workplace, including within vehicles.
  - *Drivers are to use the designated driver washroom(s) at the administrative facilities;*
    - *Harvester Road, Burlington*
    - *Mill Street, Waterdown*
    - *Akron Road, Toronto*
    - *North Sheridan Way, Mississauga*
    - *Amaranth Town Line, Grand Valley**These facilities are regularly cleaned and should be disinfected before and after every use. Disinfectant is provided in each washroom. Notify dispatch if the disinfectant is empty or nearly empty for a replacement.*
  - *Washroom facilities, driver tables/areas are not available at the other maintenance and parking facilities for the duration of the Covid-19 event.*
- Consider providing tissues and no-touch disposal receptacles for use by workers to assist in preventing the touching of potentially contaminated surfaces.
  - *Drivers must safely remove and dispose of their gloves and disposable mask after each shift.*
  - *Gently place the used items into your trash bag.*
  - *Tie the bag closed and place it in the trash receptacle(s) in the depot parking lot.*
  - *Remove your gloves and place them in the lot trash receptacle.*
  - *If you park away from the depot, place the bag in the nearest available public trash receptacle. If you park at home, place the bag in your outdoor trash*



***receptacle. Ensure that you do not cross contaminate the outside of the trash bag and/or receptacle.***

- If workers are required to use general public washrooms, all surfaces should be assumed to be a source of contamination including the entry door, sink and tap. Workers should be instructed to always practice good hand hygiene and hand washing procedures. When possible, instruct workers to use a clean tissue or their knuckle/elbow to touch light switches, open doors, buttons, etc.
  - ***Drivers that use as a last resort a public washroom external to Attridge should assume that the area is contaminated.***
- Clothing can be a potential source of contamination. Based on risk of exposure, consider implementing a process for containing and laundering work clothing. Additionally, workers should be advised to change out of work clothing at the end of each shift, wash them, and not to store street clothes and work clothing in the same space unless both are clean.
  - ***Canada.ca Place possibly contaminated laundry into a container with a plastic liner and do not shake. Wash with regular laundry soap and hot water (60-90°C), and dry well.***

## PHYSICAL DISTANCING

As advised by the Chief Medical Officer of Health, [public health officials](#), and outlined throughout government communications, physical distancing is required to control the spread of COVID-19. Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) or more between persons. By maintaining physical distancing, people are less likely to be exposed to a respiratory virus like COVID-19 as the virus can be spread before symptoms appear (pre-symptomatic) and when persons may have contracted the virus but are minimal or no symptoms (asymptomatic).

In order to ensure physical distancing in the workplace, employers should consider:

- Implement all measures to ensure physical distancing and separation between people
  - ***Attridge has changed the work environment at all locations where practical to encourage social distancing. Including but not limited to;***
    - *Adding physical barriers*
    - *Closing access or reducing access*
    - *Monitoring people movement through the facilities*
    - *Remote work*
    - *Remote training for all classroom activity where practical*
    - *In person training or assistance required to obtain or maintain a commercial driver license will continue following all Covid-19 safety protocols.*
  - ***Attridge will assign remote work and/or designate the workday structure on an individual or***





*group basis to encourage social distancing and limit transmission.*

- If physical distancing and separation cannot be maintained workers must have personal protective equipment (PPE) consisting of disposable mask and eye protection (goggle or face shield)
- Workers must use PPE as required by their employer
  - *Staff that are unable to wear a disposable face mask for a medical reason, with an approved medical note on file, are required to wear a face shield.*
  - *Employees, visitors and contractors must continue to wear a face mask, following all guidelines, including those that have received the Covid-19 vaccine(s).*
- Workers should be trained on the proper use, care and limitations of any required PPE
- Consider using partitions to physically separate or impose physical distance of at least 2 metres between persons, particularly bus/taxi drivers and students. This could be done by use of appropriate physical partitions, visual cues (e.g. floor decals, coloured tape) or signage to limit close contact and to indicate to students where they should not sit. Any physical barrier or modification should be compliant with all applicable federal and provincial legislation and not interfere with or affect the safe operation of the vehicle.
- Ensuring passengers sit in the back seat of smaller vehicles (e.g. taxis) and not in the front seat.
  - *Passengers are not to occupy the front seat unless no other option exists. This includes passengers transported in minivans.*
- Using visual cues (e.g. floor decals, coloured tape) or signage to indicate to students where they can sit (e.g. first benches behind driver are prohibited).
  - *Seats may have been taped off to guide students away from restricted seating.*
  - *Notify dispatch if the tape needs repair or replacement. You may use the Driver Portal – Request for Maintenance to send this request.*
- Asking students to handle their own personal bags and belongings during pick-up and drop-off.
  - *Drivers are not to touch personal belongings unless no other option exists. Should you find an item during the child check in the morning, wear disposable gloves and immediately give the item(s) to the school on duty staff. Remove gloves after completion of the task. Follow all guidelines for safely donning and doffing the gloves.*
- Assigning spaced seating within the method of transportation.
  - *Students must follow the seating plan.*
  - *Students must wear a mask following all provincial and local guidelines.*



- *Contact Dispatch if a student does not follow the seating plan.*
- *Follow the instructions of Dispatch.*
- Limiting the total number of people at the workplace and where they are assigned to work.
- Consider implementing a system for virtual and/or telephone consultations when and where possible
  - *Staff are to use Zoom or other virtual means of communication where practical.*
    - *Person limits are posted at shared work space locations; change rooms, lunch rooms, copier. Abide by these limits.*
  - *Driver contact should be virtual unless the in person interaction is absolutely necessary and no other option exists. Contact staff via;*
    1. *Email*
    2. *Telephone*
    3. *In person*
- Non-essential face-to-face appointments should be postponed or converted to virtual appointments
- Have support staff work from home whenever possible (i.e. administrative staff)
- Staggered start times, breaks and lunches.
  - *Maintain social distancing within the facility, this includes in rest areas outside eg. picnic table, kitchen areas and other communal locations.*
  - *Person limits are posted at shared work space locations; change rooms, lunch rooms, copier. Abide by these limits.*
- Restricting visitors and limiting workplace entry to only essential personnel.
- Lunchrooms and break rooms should be arranged to follow physical distancing practices. Consider staggered lunch and break times to reduce the number of workers gathering.

## ENVIRONMENTAL CLEANING AND DISINFECTION

While employers always have an obligation to maintain clean workplaces, that obligation is under sharper focus during the COVID-19 outbreak.

The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease. Many common household and commercial disinfectant products will destroy the COVID-19 virus. Some disinfectants will have an eight-digit Drug Identification Number (DIN). These products are approved for use by Health Canada. Refer to the Public Health Ontario [Fact Sheet for Environmental cleaning](#) for more details.

Employers should focus on:

- Easy access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer if soap and water are not available.
  - *Hand sanitizer is readily available and accessible at all locations including the vehicles.*



- Frequent cleaning and disinfecting of washroom facilities.
  - *These facilities are regularly cleaned and should be disinfected before and after every use. Disinfectant is provided in each washroom. Notify dispatch if the disinfectant is empty or nearly empty for a replacement.*
- Posting signage on hygiene in English and majority languages in the workplace so everyone can understand how to do their part respecting hygiene practices.
  - *Ask a supervisor if you do not understand a directive or sign.*
- Sanitizing of commonly touched surfaces or areas (e.g. door handles, seats, work surfaces, equipment, etc.) twice a day and when visibly soiled
- Establish routine cleaning and disinfection of all frequently touched surfaces by students (e.g. seats, windows) and frequently touched surfaces by drivers (e.g. steering wheel, radio controls, mirrors, seat belts, keys).
  - *It is the driver's responsibility to keep the interior clean. The interior must be clean, not soiled, for the disinfectant to work.*
  - *Follow the Required Steps for Sanitizing School Buses.*
- At a minimum, driver cockpits should be cleaned and disinfected at the beginning and end of each shift and during a change of driver and the inside of a transportation vehicle should be cleaned and disinfected between transporting students.
- Consider providing disinfectant spray or disposable disinfectant wipes and disposal trash bags to the drivers.
- Provide worker training on manufacturer's instructions for use of cleaning and disinfectant products.
- Safety Data Sheets and product labels should be used to provide additional information regarding use, handling, placement, storage and warnings associated with hand sanitizer, cleaning and disinfecting products.
  - *Safety Data Sheets will be provided for each product. Request the SDS from your dispatcher.*
  - *Do not use a product if you are unsure about its safe use*

Required Steps for Sanitizing School Buses

*Arrival at the Bus Protocol (to be completed each time you arrive at the bus):*

1. *Wash your hands following proper hand washing protocol or use hand sanitizer.*
2. *Put on disposable face mask following all guidelines.*
3. *Put on gloves following all guidelines. Driver may choose to wear gloves of their choice while driving. Please select gloves that provide appropriate grip and control while operating the vehicle.*
4. *Inspect vehicle to ensure no one has previously entered the vehicle. If you are unsure if someone has previously been in the vehicle, follow disinfection protocol.*
5. *Wear face shield when loading and off-loading students to reduce the transmission of droplets.*
6. *Wear disposable mask continuously until the vehicle is parked at the designated parking location AND the vehicle has been disinfected.*

*Sanitization After Each Run Protocol (to be completed after each school/run):*

1. *Put on gloves and face shield following all guidelines.*
2. *Disinfect all surfaces as follows.*
3. *Spray down seat tops and high touch areas on the passenger side, hit the child check, and then continue to do the same for the drivers side.*



4. *Spray inside touch points on service door.*



Required Steps for Sanitizing School Buses

5. *Spray a paper towel and sanitize the handrail by thoroughly coating railing with disinfectant.*



6. *Complete Driver's Daily Sanitizing and Disinfecting Report/Log.*
7. *Remove gloves and face shield following guidelines. Driver may choose to wear gloves of their choice while driving. Please select gloves that provide appropriate grip and control while operating the vehicle.*
8. *Sanitize hands using the provided hand sanitizer.*
9. *Wear face shield when loading and off-loading students to reduce the transmission of droplets.*
10. *Wear disposable mask continuously until the vehicle is parked at the designated parking location AND the vehicle has been disinfected.*



Required Steps for Sanitizing School Buses

*Disinfection Protocol (to be completed after your Morning, Midday (if applicable), and Afternoon Route):*

1. *Put on gloves and face shield following all guidelines.*
2. *Driver lowers all windows within the vehicle.*
3. *Disinfect all surfaces as follows.*
4. *Spray the tops, backs, bottoms of each seat and high touch areas on the passengers side, hit the child check, and then continue to do the same for the drivers side.*



5. *Spray inside touch points on service door.*



6. *Spray a paper towel and sanitize the handrail by thoroughly coating railing with disinfectant.*

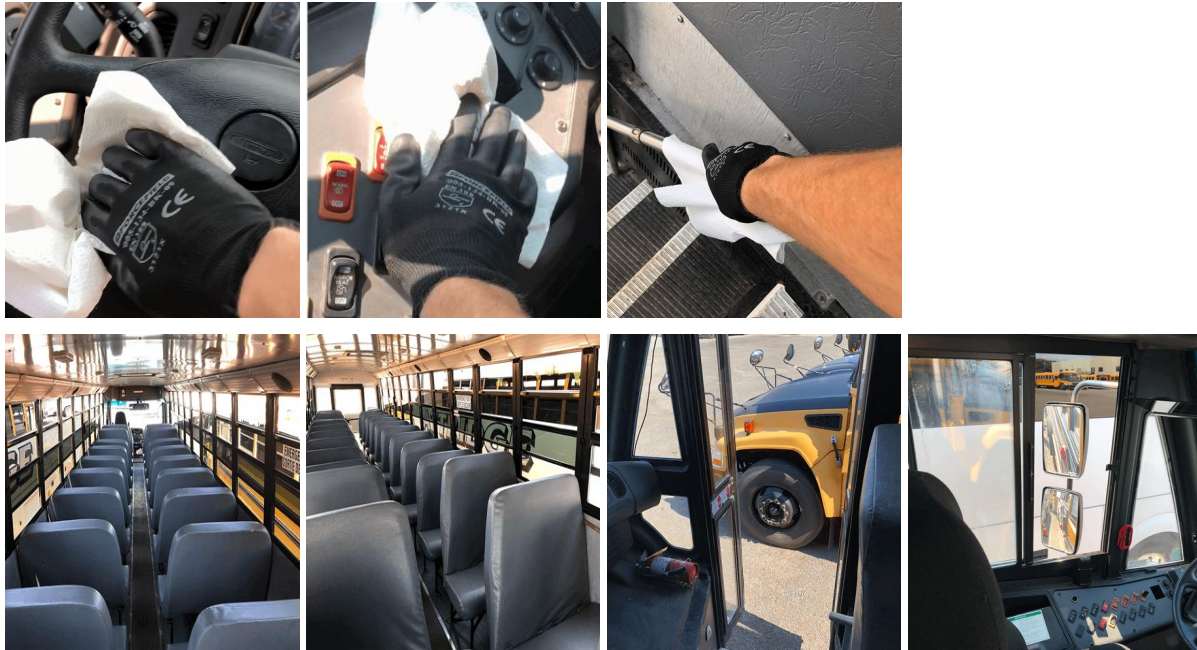




Required Steps for Sanitizing School Buses

7. Clean the driver area using disinfectant soaked onto a paper towel including all touch areas not limited to

- Steering wheel,
- Gauges, buttons and switches
- Dash
- Seat arm
- Gear shifter
- Seatbelt buckle
- Door mechanism



8. Leave windows open weather permitting if the bus is parked at a secure location.

9. Complete Driver's Daily Sanitizing and Disinfecting Report/Log.

10. Remove gloves and face shield following guidelines.

11. Sanitize hands using the provided hand sanitizer.

12. Remove disposable mask following guidelines.



## Required Steps for Sanitizing School Buses

### Driver's Daily Sanitizing and Disinfecting Report/Log:

- Please follow the **Sanitization Between Runs Protocol** after each school/run (meaning that you sanitize the bus each time after the bus is empty in a safe location)
- Please follow the **Disinfection Protocol** at the conclusion of each route (meaning that you disinfect the bus at the conclusion of your AM, Midday and PM route after the bus is empty at your parking location)
- Please upload the Driver's Daily Sanitizing and Disinfecting Report/Log monthly through the driver portal or submit to dispatch. Additional copies of this form will be available on the driver portal and in dispatch.

BUS #: _____			DRIVER'S DAILY SANITIZING AND DISINFECTING REPORT				MONTH: _____			
	NAME OF PERSON WHO CONDUCTED SANITIZING	SIGNATURE OF PERSON WHO CONDUCTED SANITIZING	Route #	AM - TIME		NOON - TIME		PM - TIME		
				SANITIZE	DISINFECT	SANITIZE	DISINFECT	SANITIZE	DISINFECT	
1										
2										
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## REPORTING ILLNESS

It is recommended that you have a system for reporting probable and confirmed cases to the local Public Health unit and where required to the Ministry of Labour, Training and Skills Development.

Communication about who will take responsibility, ensuring proper documentation, and implementing any advice given by the Public Health unit is critical for containing the spread of COVID-19.

The symptoms of COVID-19 are shared with many other illnesses including the cold and flu. At this time, it is recommended that anyone who begins to feel unwell (fever, new cough or difficulty breathing) should return home and self-isolate immediately. If you are a caregiver, have a household member, or a contact of someone who has COVID-19 you should follow the guidance from public health on self-isolation.

People who are self-isolating should seek clinical assessment over the phone - either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000. If you need additional assessment, your primary care provider or Telehealth Ontario will direct you to in-person care options.

➤ *Follow Attridge Employee, Visitor and Contractor Daily Self Screen protocol.*

Anyone who has travelled outside of Canada within the last 14 days should self-isolate upon return from travel and should not go to work.

## MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT AND WORKPLACE SAFETY & INSURANCE BOARD REPORTING REQUIREMENTS

If you have been advised that a worker has an occupational illness (including COVID-19) from exposure in the workplace or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, the OHSIA requires employers to provide report within four days, to the:

- Ministry of Labour, Training and Skills Development;
- Joint health and safety committee (or health and safety representative); and
- Trade union, if any.

For more information:

- Occupational Illness: Requirements to Report to the Ministry of Labour

Any instances of occupationally-acquired illnesses shall be reported to WSIB within 72 hours of receiving notification of said illness.



## TRACK AND MONITOR YOUR WORKFORCE

Due to the latency period of COVID-19, it is important to track where workers have worked, where possible. If a worker tests positive for COVID-19, the local public health unit will ask employers to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed.

## POST YOUR POLICIES

All employers need to post and communicate COVID-19 policies to workers. These policies should cover how the workplace will operate, including but not limited to:

- The sanitization of workplaces
- How to ensure physical distancing
- How work will be scheduled
- How workers and contractors report illnesses

Consider posting these policies in areas where workers can easily find and view them, such as a break room or common area.

- *Attridge will continue to update employees via email, website [attridge.com](http://attridge.com) including the Driver Portal, Covid-19 resource area on the Driver Portal. Drivers may receive a copy of any posting, information or resource by sending a request to their Operations Manager.*



## SHARE INFORMATION

It is important that all parties in a workplace understand their roles and responsibilities. Employers need to ensure health and safety policies are updated and posted for all workers to see and workers are instructed on them. Using industry resources, including this one and those produced by [Public Services Health and Safety Association \(PSHSA\)](#), the Ministry of Health, and Public Health Ontario will improve workplace understanding.

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*All businesses should have a workplace illness policy. If a policy does not currently exist or does not align with COVID-19 recommendations, the following should be included: Sick workers must stay home or be sent home from work; Sick workers should use the self-assessment tool for COVID-19 and follow the subsequent directions; When employees go home sick, their work areas must be cleaned and disinfected.*

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## MINISTRY OF LABOUR TRAINING AND SKILLS DEVELOPMENT (MLTSD) REQUIREMENTS

The MLTSD is focused on providing enhanced protections for workers. Effective March 19, 2020, the Employment Standards Act was amended to provide [job protected leaves](#) for employees affected by COVID-19.

## RESOURCES

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

## ONTARIO GOVERNMENT AND AGENCY-ISSUED RESOURCES ABOUT COVID-19

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus



- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

## OTHER COVID-19 RESOURCES

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures
- live media updates on the spread of the virus

## PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION

- Occupational Illness: Infectious Disease Reporting Form: <https://www.pshsa.ca/resources/occupational-illness-infectious-disease-reporting-form>
- COVID-19 Resources: <https://www.pshsa.ca/covid-19>

## EDUCATION SPECIFIC RESOURCES:

Ministry of Colleges and Universities <https://www.ontario.ca/page/ministry-colleges-universities>

## MENTAL HEALTH RESOURCES

- Government of Canada, COVID-19 Taking Care of Your Mental Health: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-care-mental-health.html>

This resource does not replace the Occupational Health and Safety Act (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.



*The following information has been provided to inform all Attridge employees about the COVID-19 vaccination and has been sourced from the following Ontario Government website: <https://covid-19.ontario.ca/getting-covid-19-vaccine-ontario>. Further information about the Ontario Government plan to vaccinate can be found on this website.*

#### *Why get vaccinated*

*Safe and reliable vaccines can help protect you and your family from COVID-19. They will be an important tool to help stop the spread of the virus, build immunity in Ontario and allow us to safely resume normal life.*

*When a large percentage of the population becomes immune to COVID-19, the spread of the virus will slow down or stop.*

*The vaccines approved for use in Canada:*

- require two doses for your body to develop infection-fighting response*
- will help prevent death and serious illness due to COVID-19*
- are anticipated to be effective against the original strain of the virus and the identified variants*

*Until vaccines are widely available and enough people have been fully vaccinated to stop the spread of the virus, we all must:*

- continue to follow local public health advice and restrictions*
- practise physical distancing*
- use masks or face coverings*
- stay home as much as possible and only go out for necessities*