Guideline for Transporting People in Vehicles
COVID-19

Purpose

This guideline, is intended to provide guidance on the actions to minimise the risk of workplace infections of Novel Coronavirus (COVID-19); specifically, it relates to transporting people in vehicles:

- Transporting workforce around site
- Process for when a person becomes unwell at work or in camp
- Process for transporting a suspected or known case of COVID-19 by vehicle
- Cleaning requirements for vehicles
- Seating arrangements in vehicles to achieve social distancing requirements (Appendix 1 – Typical Seating Arrangement)

This guideline will be updated when required.

1 Background

COVID-19 is a respiratory illness caused by a new virus. Symptoms range from a mild cough to pneumonia. Some people recover easily while others may get very sick very quickly. There is evidence that it spreads from person to person and good hygiene can reduce the risk of infection.

2 Mode of Transmission

Where person-to-person transmission occurs, it would most likely be through ‘close contact’ with infected individuals, by inhaling respiratory droplets or by touching a contaminated surface or object and then touching your face.

3 Risk of Exposure to COVID-19

The following guidelines apply to situations where personnel may be at risk of exposure to or expose others to COVID-19. It also covers people who are otherwise unwell.

- No person is to attend site, or travel in a site vehicle if they are feeling unwell (unless they become unwell onsite and require transport, see below).
- All participants must complete the Tool: COVID-19 Mandatory Health Declaration and be granted access to site
- Preferably one person per vehicle is the optimal solution. However, if it is not reasonably practicable to have only one person per vehicle, then restrict the number of occupants and implement the following risk mitigation measures:
- Hand hygiene facilities / products are available prior to travelling, during travel, and at the destination (i.e. soap, water & paper towel or hand sanitiser)
- Prior to entering the vehicle, wipe down all surfaces including but not limited to the entire seat belt and clipping mechanism, dashboard, steering wheel, gear transmission lever, hand brake and door handles, window winders / switches and keys with disinfectant wipes.
- Disinfectant wipes or hygiene / sanitary wipes are available for the entire travel period. (Note: If using wipes or similar ensure that the surfaces are thoroughly dried using paper towel (preferably)
- All occupants must sit in the window seats to create separation from others in the vehicle - refer images below
- When traveling in mini vans or buses, the driver should enter last and the vehicle should be filled from the rear
- Immediately prior to entering the vehicle, all occupants wash hands with soap and water and thoroughly dry with paper towel (preferably) or use hand sanitiser
- If possible, windows should be open as much as possible to provide ventilation. If this is not possible, then the air conditioner is to be set to “fresh” and not “reticulated”
- All occupants avoid unnecessarily touching surfaces inside the vehicle for the duration of the trip
- All occupants wash hands or use sanitiser at the completion of the trip immediately upon disembarking from the vehicle.
- Maintain a trip log showing the date of travel and who was in the vehicle and a cleaning register which is completed throughout the day (driver to complete)
- Shared vehicles should receive a clean on all touch points inside and outside the vehicle and a general clean at the following intervals:
  - After each different work group uses the vehicle
  - At the end of the shift

4 A Person Becomes Unwell at Work/ In Camp

- If a person becomes unwell onsite or in camp and requires transport back to the office/compound/camp etc, then the following principles should be followed:
  - A person showing flu-like symptoms should self-drive back to the office/compound/camp.
  - If they are not well enough to self-drive then an Ambulance must be called to transport the worker to the nearest appropriate facility.

5 Transporting a Suspected or Known Case of COVID-19 by Vehicle

- In some situations, there may be a requirement to transport a Known or Suspected case of COVID-19. Where this occurs, the following applies:
  - Unless absolutely unavoidable the person must self-drive to the GP or their intended location, if safe to do so. If not, the Ambulance service must be called.
  - Advice must be sought from the State Health Authority in consultation with a treating medical physician.
  - Isolation and quarantine provisions must be adhered to
• If it is not possible for a person to self-drive, and/or an Ambulance is not available then the following applies:
  − Advice must be sought from the State Health Authority in consultation with a treating medical physician.
  − Each patient will be treated on a case-by-case basis.
  − The BU SHEQ Manager, Human Resources Manager and General Manager is advised prior to transport
  − The advice from the State Health Authority and the treating medical physician shall be followed
  − The vehicle should be fitted with an air-curtain - **See Appendix 1, image 5**

**Note 1:** Unwell means displaying flu-like symptoms but not a Known or Suspected COVID-19 case

**Note:** A person should not be escorted unless the advice from the State Health Authority and treating medical physician directs it; in which case controls for managing transmission must be sought.

**Note:** In the event of a known or suspected case of COVID-19 or transporting an unwell person a full disinfectant clean of the vehicle is required immediately after use.

**Note:** Notwithstanding that the State Health Authority and treating medical physician will provide advice, the following PPE is required if escorting or transporting a Known or Suspected Case of COVID-19:

- The patient must don:
  − P2/N95/Surgical Masks (or similar) and glasses
  − disposable overalls and gloves

- The driver/escort should don:
  − Safety glasses
  − P2/N95/Surgical Masks (or similar), is optional
  − disposable overalls and gloves, are optional

- All parties should have an individual water container

Where a Known or Suspected case is transported, the driver should have a spare change of clothes. They should shower and put their kit in a plastic bag. The kit in the bag should not be handled again by anyone and should be placed directly in the washing machine and washed (The detergent will kill the bacteria).

**Note:** Nothing is this guideline is intended to override State or Federal requirements, or CPB's Protocol Minimising the risk of COVID-19 (Leaders Guide).
Appendix 1 – Seating Arrangement

Image 1 – Typical Personal Carrier

Image 2 – Typical 5 seat arrangement
Image 3 – Typical Bus Arrangement
Image 4 – Typical HIACE Arrangement

Image 5 – Typical Air Curtain

**Note:** Arrangements are typical but may change depending on the vehicle type and seat layout.