

Overview:

- The BC Trucking Association (BCTA) is open regular office hours from 8:30 am to 5:00 pm, Monday to Friday.
- BCTA is following COVID-19 health and safety guidelines established by the BC Public Health Officer and WorkSafeBC.
- The following measures have been established for the health and safety of office visitors and BCTA staff.

Visitor Health & Safety Protocols:

- Measures have been put in place to ensure the safety of visitors to the BCTA office.
- Specific measures for training, product sales and port pass program processing are noted separately below.
- Hand sanitizer is available to visitors in the foyer and reception areas.
- The office reception area has an occupancy limit of one visitor at a time. Signage is posted on the entry door to the reception area. All but one guest chair have been removed from the reception area.
- The building elevator has an occupancy limit of one person at a time. Signage is posted by the elevator. Elevator panels are routinely cleaned.
- Signage is posted on the reception entry door advising visitors who are ill or under quarantine to not enter.
- For onsite payments, the tap feature may be used for debit card payments up to \$100 and credit card payments up to \$250. Payment machines are sanitized after each use.
- Plexiglass barriers have been installed at the office reception desk and in the port pass program office. A taped line on the floor in front of the reception desk indicates where a visitor should stand.
- A table has been set up in the reception area for small deliveries. Larger deliveries are made via a separate delivery entrance.

Staff Health & Safety Protocols:

- BCTA staff practice social distancing (minimum distance of 2 metres) while in the office, including within individual offices and common areas. When a backup staff member is required to use the reception workstation, it is sanitized at the beginning of each day.
- Staff members use proper hygiene practices, including hand-washing throughout the day.
- Staff are not to come into the office if they are feeling ill.
- Hand sanitizer is available to staff in the reception area and individually.
- Though not required, masks and gloves are available to staff who wish to use them.
- Frequently-touched surfaces (e.g. door handles, kitchen and washroom surfaces, coffee areas, printers, light switches) are sanitized on a regular basis.
- Communal doors are propped open during the day where possible.

Meeting and Travel Protocols:

- BCTA staff are not generally organizing in-person meetings with visitors in the office.
- Meetings with external parties are organized via telephone and online/electronic means.
- Internal staff meetings will be held in the boardroom and classroom with social distancing protocols in place. Every second chair may be used at the boardroom table. Only one person may be seated at each 6' table in the classroom.
- Business travel will be considered on an exceptional basis only until further notice.

Products:

- Customers are encouraged to review and order products from BCTA via our website.
- BCTA will allow product order pickup in the building foyer where pre-arranged.
- Visitors picking up product orders will not be required to provide a signature.
- Onsite product sales will be processed with products brought to the customer in the reception area, allowing for social distancing.

Training Classes:

- In-person training sessions resume in July, 2020. Below are health and safety protocols that have been established for in-person training in the BCTA classroom:
 - There will be reduced class sizes with a maximum of 12 registrants per session.
 - To allow for social distancing, only one person will be seated at each 6' table.
 - A separate external classroom door will be used for session entry and exit.
 - Dedicated classroom washrooms provide easy access for handwashing and tissues.
 - Registrants will not be required to wear masks, however, may bring and wear one.
 - Additional cleaning / disinfecting will be done before and after each class.
 - If food is provided during a session, it will be provided individually pre-packaged. There will be no access to an adjacent staff kitchen.
- Webinar training will also be organized where appropriate and beneficial.

Port of Vancouver - Port Pass Program:

- For the health and safety of staff and port pass applicants, changes have been made to the processing of port passes at the BCTA office.
 - Port pass issuance (new and renewal) will no longer be done on a drop-in basis; applicants are required to make an appointment after completing the application process.
 - Sponsorships and applications must be completed prior to an applicant being allowed to make an appointment to be issued a port pass. BCTA no longer provides access to shared computers to complete applications in our office.
 - Applicants are asked to arrive for appointments alone and on time, and wait in their vehicles if they arrive early.
 - Applicants are required to wear a non-medical mask in order to enter the port pass office for processing.
 - Social distancing and sanitization measures are in place for the issuance of port passes when an applicant arrives at the BCTA office for their appointment, including separation by glass or plexiglass for photo taking.