

COVID-19 Safety Plan

As of January 10, 2022

Overview:

- BC Trucking Association (BCTA) and SafetyDriven are open regular office hours from 8:30 am to 5:00 pm, Monday to Friday.
- BCTA/SafetyDriven are 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/SafetyDriven staff (“staff”).

Visitor Health & Safety Protocols:

- Hand sanitizer is available to visitors in the foyer and each office reception area.
- Each office reception area has an occupancy limit of one visitor at a time. Signage is posted on the entry door to each 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 each office reception door advising visitors who are ill or under quarantine to not enter. Office visitors are asked to confirm that they do not have symptoms related to COVID-19.
- Plexiglass barriers are installed at the BCTA office reception desk and in the BCTA port pass program office.
- A table is set up in the BCTA reception area for small deliveries. Larger deliveries are made via a separate delivery entrance.
- 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.
- Specific measures for BCTA training, product sales and port pass program processing are noted below.

Staff Health & Safety Protocols:

- BCTA/SafetyDriven staff practice social distancing (minimum distance of 2 metres) while in the office, including within individual offices and common areas.
- Staff are required to wear masks in the common areas of the offices and for meetings with more than 5 people in attendance, where social distancing is not possible.
- To reduce opportunities for exposure, staff are scheduled to allow work from home on a weekly basis, to further promote social distancing and reduce staff in-person interaction.
- Staff are not to come into the office if they are feeling ill and must complete the BC COVID-19 self-assessment tool (<https://bc.thrive.health/covid19/en>) and follow the recommendation.
 - Staff that are instructed to self-isolate per the BC COVID-19 self-assessment tool will also be required to wear a mask for an additional 5 calendar days upon ending isolation in all areas of the office.
 - Standard sick leave provisions apply for staff periods of self-isolation.

- Staff members are strongly encouraged to use proper hygiene practices, including hand-washing throughout the day. Hand sanitizer is available to staff in the reception area and individually.
- When a backup staff member is required to use another staff member's workstation, it is sanitized at the end of each day.
- Frequently-touched surfaces (e.g. door handles, kitchen and washroom surfaces, coffee areas, printers, light switches) are sanitized on a regular basis.

Meeting and Travel Protocols:

- BCTA/SafetyDriven staff are not to organize in-person meetings with visitors in the office until further notice.
- Meetings/site visits with external parties are to be organized via telephone and online/electronic means, unless otherwise approved by your supervisor.
- BCTA/SafetyDriven boardrooms have a reduced capacity of 6 people, and the BCTA classroom has a reduced capacity of 14 people.
- Business travel will be considered only on an exceptional basis until further notice.

Training Classes:

- In-person, onsite training sessions have been suspended until further notice. Webinar training will be organized where appropriate and beneficial.

BCTA Products:

- Customers are encouraged to review and order products from BCTA via the 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 BCTA reception area, allowing for social distancing.

BCTA Port Pass Program:

- Port pass issuance will not be done on a drop-in basis; workstations are not provided onsite for visitors to complete online applications.
- Sponsorship must be in place prior to beginning the port pass application process.
- Port pass applicants are required to complete applications online and, after being approved, make an appointment.
- Applicants are asked to arrive for appointments alone and on time.
- Applicants are required to wear a 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 in the BCTA office, including separation by plexiglass for photo taking.