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Special Note: This document is one example of driver screening practices, and you may find the document or some portions of it to be useful in light of the COVID-19 outbreak. We share it solely for informational purposes, recognizing that the current virus status, as well as individual company circumstances, will determine to what extent this approach may be appropriate for a given member.

## Example of Guidance to Reduce Risk of Spreading Viruses at Facility Truck Traffic Entry Points

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### Scope

This document provides guidance on reducing the risk of spreading viruses to/from personnel arriving at a Company site Truck Traffic Control Center and/or other site delivery locations.

Controls may be added or removed as appropriate per local conditions and direction.

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### Background

As of March 2020, the COVID-19 virus continues to spread, with certain geographical areas being identified as high-risk.

Health professionals have stated that they believe the new virus will continue to spread, and that it will persist in society long-term, similar to other previously identified communicable health risks, such as influenza (“the flu”).

COVID-19 is thought to spread mainly from person to person, between people who are in close contact with one another (within about 6 feet or 2 meters), through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

The COVID-19 pandemic is a dynamic situation with rapidly changing information and updated guidance. Please refer to official government sources for updated information that may affect operations at your organization.

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## COVID-19

Most people who contract COVID-19 will experience “mild symptoms”, which may be similar to a cold or mild flu-like illness. In some cases, people who are infected will not exhibit any symptoms. Therefore, the following basic hygiene guidelines are important to consider.

### Hygiene Guidelines

- Maintain “social distancing etiquette” between yourself and other people to the extent practical; recommended as 6 feet or 2 meters.
- Clean your hands often. Wash your hands with soap and water for at least 20 seconds after you have been in a public place, or after blowing your nose, coughing or sneezing, and,
  - After using the restroom,
  - Before eating or preparing food,
  - After contact with animals or pets,
  - Before and after providing any care for another person who needs assistance.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Use tissues to cover your mouth if you sneeze or cough, then dispose of them in a designated trash receptacle.
- If you cough or sneeze, and don’t have access to a tissue, cover your mouth with the inside of your elbow to minimize propelling droplets into the atmosphere.
- Avoid close contact with people who are sick.
- If you are sick or suspect you may be sick, stay at home. Contact your medical professional for further guidance.

<b>Driver Screening Example for Consideration</b>	
<b>Step</b>	<b>Description</b>
1	Company personnel should not operate carriers' tractors in lieu of carrier drivers entering Company sites.
2	Post notices at all entrances advising drivers not to attempt to enter the site if they have symptoms per the current health emergency.
3	Maintain hand sanitizer and/or hand-washing facilities at points close to where personnel enter buildings, with signage directing people to clean their hands upon entry.
4	If so equipped, keep partitions and windows between visitors and site personnel closed to the extent practical to minimize potential for transmission of droplets between carrier and site personnel.
5	Maintain Social Distancing Etiquette inside office spaces and in operations and waiting areas as much as possible.
6	Work with primary motor carrier providers to identify ways to limit paperwork handling and other shared document using technologies such as scanned copies, EDI or other means.
7	If paperwork must be exchanged, consider means to control possible exposure. Use of gloves is good but can quickly exhaust local supply. Consider use of hand sanitizer or washing hands between drivers involving handing paperwork back and forth.
8	If personnel cough or sneeze on paperwork or other surfaces, dispose of contaminated papers and disinfect contaminated surfaces.
9	Do not share pens. Consider implementing process to spray pens and/or clipboards used to sign paperwork with disinfectant between uses, or have visitors keep pens.
10	Implement voluntary visitor screening procedure/questionnaire (example attached).
11	Drivers who report or exhibit symptoms should not be granted access to the site. <ul style="list-style-type: none"> <li>• If the individual appears to be experiencing medical distress, summon emergency medical assistance from proper response agency.</li> <li>• Take steps to isolate potentially sick personnel from other individuals.</li> <li>• Contact the carrier and assess path forward to handle the load.</li> <li>• Initiate decontamination procedures to sanitize any surfaces touched by personnel.</li> </ul>
12	If drivers decline to answer questions on the voluntary screening form make contact with company dispatch or customer service to determine potential concerns and reach resolution before rejecting driver. If concerns on the part of the screening facility remain, driver will not be granted access to the facility.
13	If no symptoms are present, grant site access to carrier personnel.

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**Cleaning of Truck  
Center of Delivery  
Area**

Consider implementing the following cleaning guidelines to reduce risk of spreading viruses in office areas:

- Disinfect driver and staff rest rooms twice daily.
- Separate external drivers from Company employees as much as possible.
- Disinfect surfaces areas, equipment and tools which are routinely touched.
- Disinfect radio equipment and office phones.
- Practice routine cleaning of frequently touched surfaces with disinfectant spray or wipes, such as tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, laptops, tablets, keyboards etc.
- Disinfect shared pens and pencils.
- The following bleach solution may be used to disinfect. Mix:
  - 1-part bleach to 10 parts water (equivalent to blood-borne pathogen guidance)
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**Attachment A:**

**COVID-19 Voluntary Screening Questionnaire Example**

**Note: answering questions on this form is voluntary, and information should only be used to guide decisions regarding visitor access to the Company facility.**

**Please mark your response on the form, and show it to facility personnel.**

**Please keep the completed form.**

**Information on this form will not be stored or further processed by the facility.**

	Please mark your response	
	Yes	No
<b>Within the past 2 to 14 days, have you:</b>		
• Been diagnosed with COVID-19 virus?		
• Experienced any of the following symptoms: <ul style="list-style-type: none"> <li>• Mild to severe respiratory illness? Or,</li> <li>• Worsening cough, shortness of breath, difficulty breathing or other lower respiratory symptoms? Or,</li> <li>• Fever higher than 100.0° F (37.7° C)?</li> </ul>		
• Traveled to countries on the Company Restricted List or had contact with any individual who has traveled to those countries?		
• Been exposed to anyone with symptoms or a person who tested positive for COVID-19?		

Note- Screening criteria can change based upon state and regional activity. Consider modifications based upon current data and recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>