



# Christmas Tree Council of Nova Scotia

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# Christmas Tree Council of Nova Scotia Covid Protocol Recommendations

As reviewed by Nova Scotia Department of  
Labour & Advanced Education, July 16, 2020

COVID resources available at [www.ctcns.com/covid](http://www.ctcns.com/covid)

# CHRISTMAS TREE COUNCIL OF NS

## COVID PROTOCOL RECOMMENDATIONS

The COVID-19 virus is a potentially fatal illness that has ravaged the globe with long term economic impacts. The virus is spread through contact with an infected person through inhalation of moist droplets in the air or touching a contaminated hard surface and then touching your face (eyes, nose, mouth). To impede the spread within our communities and protect our supply chain it is important that federal and provincial health authority recommendations are adhered to until which point that a vaccine is in place or the virus has been eradicated worldwide.

During the pandemic we feel that it is important that the council provide leadership and representation for our membership and in doing so have created the following recommendations for choose and cut, retail and wholesale operations. These recommendations have been based on two scenarios: high-risk period (regional active cases) and low-risk period (no active cases in region). This is if during the active Christmas tree retail season, the region is back under emergency measures due to regional infection peaks.

The federal government has qualified workers in the agriculture, forestry, and commercial transport sectors as essential services within the “Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic”. The Nova Scotia Government has also developed a tool for all employers to aid in assessing how to follow the Order of the Chief Medical Officer of Health during the COVID-19 Pandemic. Each business owner choosing to operate during this time is encouraged to use the government’s Employer Assessment Tool to ensure compliance (<http://covid19-employer-assessment.novascotia.ca/en>), and must develop a site-specific plan for their operations.

### GENERAL COVID INFORMATION

#### HOW IT IS SPREAD

Human coronaviruses (which includes what is currently referred to as COVID-19 or SARS-CoV-2) cause infections of the nose, throat and lungs and are spread from person to person through:

1. Respiratory droplets generated when one coughs or sneezes
2. Close personal contact such as touching or shaking hands
3. Contact with something with the virus on it and then touching your face (nose, mouth, or eyes) before washing your hands

#### PREVENTION

As it has been shown that this virus is very effective in spread from person to person in close contact it is very important that we all take all reasonable precautions to prevent its spread. This can be done through the following means:

- PHYSICAL DISTANCING – keep at least 2m distance from others
- HYGIENE –
  - Wash hands often with soap and water for at least 20 seconds

- Use alcohol-based hand sanitizer (minimum 60%) when soap and water are unavailable
- Cough or sneeze into tissue (dispose immediately) or bend of arm (not hands)
- Avoid touching eyes, nose, or mouth with unwashed hands
- SANITATION –It is estimated that coronaviruses can survive on hard surfaces for 24-72 hours when not disinfected properly and can be a source of infection when touched and then eyes, nose or mouth is touched prior to washing. Coronaviruses, however, are easy to kill when appropriate disinfectants are used as per label instructions. It is recommended that high touch surfaces and areas are cleaned and disinfected often (especially between shifts) with appropriate products as per recommendation from Health Canada (list of products: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>)
- PPE USE – Personal Protective Equipment (PPE, masks, and gloves) use has been proven to reduce the rate of spread of coronaviruses but should not replace good hygiene and physical distancing. As medical grade masks are reserved for health workers, disposable and cloth masks are what is being recommended as mask use for other essential workers and the public. Training should be provided to all employees on proper use of this equipment including how to put them on and take them off properly.

## SYMPTOMS, REPORTING, AND ISOLATION

Symptoms of COVID-19 can range from severe, requiring hospitalization, to mild cold/flu like or even no symptoms (pre-symptomatic or asymptomatic).

Symptoms can include but not limited to the following (more info at <https://novascotia.ca/coronavirus/when-to-see-help/> :

- Cough (new or worsening)
- Fever (38C or higher)
- Sore throat
- Difficulty breathing
- Stuffy nose
- Headache

Symptoms may take up to 14 days to appear, which is the longest known incubation period. Due to the incidences of asymptomatic carriers it is very important to follow all recommended preventative measures.

If you or an employee has two or more of the above symptoms you/they should call 811 for assessment. If an employee is experiencing any of these symptoms they should stay home and isolate until they are further assessed by a health professional.

If any employees have travelled outside the province/country (other than commercial drivers) they must isolate at home for 14 days upon return.

## RISK ASSESSMENT

All businesses must complete an internal risk assessment of their operations to determine areas and tasks that are at highest risk and develop practices to reduce them. When assessing areas and tasks at highest risk keep in mind modes of transmission/exposure and preventative measures listed above (close contact of individuals, high touch surfaces, sanitation, and hygiene). This risk assessment should include, but not limited to:

- Review tasks and jobs to determine who is at greatest risk and when exposure might occur
- Addressing risk of exposure and how to control it
- How workplace will be impacted if employee(s) become ill or exposed and require isolation at home (both functionally and safety)

## COUNCIL LED INITIATIVES

### COMMUNICATIONS

CTCNS will make a concerted effort to ensure the public is informed on the risks associated with their Christmas tree purchases (either choose and cut or retail lots) and what protocols are in place at these sites throughout the province to mitigate these risks and protect the public when they visit. This would include media releases in late October or early November to major media outlets and posted on all social media sites (webpage, Facebook, Instagram) that outline the preventative protocols being recommended at both choose and cut and retail Christmas tree lots.

### SIGNAGE

CTCNS will develop templates for signage to membership.

These may include, but not limited to:

- Entrance Only / Exit Only
- Entry Signs with Protocols (self-screening, hand sanitizer upon entry, physical distancing, single family entry only)
- 2m ground markers for queue
- Parking signage (2m parking separation, Parking Full)
- Traffic arrows
- Hand wash/sanitizer instructional posters
- Mask Use Instruction posters
- Glove Use Instruction posters

### PPE

CTCNS will provide membership links to resources of where to find the recommended PPE, that would include disposable gloves and masks. These items would be recommended primarily for those having to interact directly with the public to exchange money or other direct transactions where physically distancing might be limited.

Council will recommend all members always have on hand the following:

- Disposable nitrile gloves (sizes: M, L, XL)
- Disposable masks
- Disinfectant wipes
- Large pump hand sanitizers (2-3, staff use and public entry point)

### ONLINE CENTRAL BUYING COORDINATION

CTCNS to create online purchase portal for regional suppliers of Christmas trees and associated products (wreaths, bows, garland, etc).

CTCNS to coordinate online webinar training for members focused on how to set up online commercial sales sites and associated guidelines.

## OPERATIONAL POLICIES AND PROCEDURES

- COVID protocol communications: public notifications of association policies and procedures for Christmas tree operations in the province (traditional print media, social media, association created posters for public operations)
- Expansion into online sales offerings and curbside pickup (especially for items such as bow, wreath, and other co-products)
- Must adhere to current government COVID recommendations as they develop/change (allowable gathering sizes, physical distances, etc.)
- Increased sanitation frequency of all high touch surfaces (doors, counters, cash boxes, debit machines, washrooms, production, and harvest equipment (tractors, implements, etc.)) (see NS guidelines for sanitation materials recommendations)
- Encourage one-way traffic through sites with single entry and exit
  
- **HIGH RISK SITUATION:** Limit operations to Christmas tree offerings only: no agritourism offerings, play areas, food offerings, wagon rides, etc.
- **LOW RISK SITUATION:** agritourism offerings limited (single family wagon rides with sanitation protocols, disposable hot chocolate cups dispensed by staff behind plexiglass)

## STAFF TRAINING

Everyone within an operation wants to do everything possible to keep safe and healthy so that work and life can continue without worry. It will be important to review the COVID protocols with all staff and document that the training has been completed and understood. A good training program is essential to employees feeling safe and protected at the workplace.

COVID Policy/Protocol training should include:

- COVID self-assessment, reporting, isolation, and quarantine
- Vectors for transmission and how to limit spread
- Identified hazards in the workplace and control measures to limit risk
- Importance of physical distancing at the workplace and when not at work
- Health and hygiene controls (hand washing/sanitizing, cough etiquette, etc.)
- PPE use (required when physical distancing of 2m is not possible, how to put on and take off properly, what types provide what level of protection)
- Equipment use and sanitation
- Carpooling or shared transport guidelines

## EMPLOYEE CARPOOLING AND TRANSPORT TO WORKSITES

Employees should only travel in vehicles with people they live with or are within their social bubble, if they are healthy, showing no symptoms, and is necessary. It should be encouraged that in situations of carpooling that the same people travel in the same vehicles to and from work and be working in similar work teams to limit potential spread. If it is required that two or more workers must travel together to get to work, they should, as best possible

maintain physical distance and driver should implement enhanced hygiene by sanitizing primary touch points inside and outside the vehicle.

When transporting groups to worksites physical distancing must be maintained. This would include either spacing workers in alternate seats, installing physical barriers, making multiple trips, or taking multiple vehicles. Worker transport vehicles should implement enhanced sanitation of high touch points inside and outside vehicles before and after each trip by the driver.

## EMPLOYEE HEALTH MONITORING

Prior to entering the workplace or transport vehicle to worksite everyone should be asked the following questions:

- 1) Have you been diagnosed with COVID-19 or are you awaiting test results?
- 2) Have you been in contact with anyone over the past 14 days who has been diagnosed with COVID-19 or is awaiting test results?
- 3) Have you experienced two or more of the following symptoms of COVID-19: fever, new or worsening cough, headache, sore throat, or runny nose?
- 4) Have you been in contact with anyone over the past 14 days who exhibited symptoms of COVID-19?

If anyone answers “yes” to any of the above questions they are not to be permitted into the operation or into a vehicle. If they have answered “yes” to either question 1 or 2 they are to be advised to return home and self-isolate and self-monitor. If they said “yes” to question 3 they are to be advised to return home and contact 811 and complete a COVID-19 assessment and/or report for testing.

While at work staff are to monitor their own health and symptoms. If they feel like they are getting ill they should inform a supervisor immediately, go immediately home and contact 811 for an assessment.

If an employee tests positive for COVID-19 they will be informed directly by Public Health official and identify all close contacts. Public Health will then conduct a risk assessment of close contacts and who needs to self-isolate. If Public Health deems a risk occurred at the workplace, they will contact the employer to inform them of a requirement for staff to self-isolate. If they do not contact the employer, then they have deemed the risk of spread low and any other employees not in direct contact can continue to work. If employees have been directed to self-isolate by Public Health, they must stay home until Public Health has cleared them to return to work.

It is not required to close your business if an employee tests positive for COVID-19, however:

- You must clean and disinfect workplace and all equipment used
- Ensure employee hand washing and hygiene is followed
- Make sure all current working staff are diligently self-monitoring
- Ensure physical distancing and gathering limits are adhered to

## CHOOSE AND CUT (BASED ON NS U-PICK GUIDELINES)

## SITE ENTRY/CHECK IN

- Clear signage at parking entrance (one entrance and one exit preferable) that includes: 1) notification of physical distancing requirements (people/families and parking); 2) hand sanitation at entrance; 3) single family entrance at a time; 4) symptomatic people asked not to enter
- Designated parking at required distancing
- Maximum entry numbers in parking area to prevent crowding (signage for when parking lot is closed due to maximum capacity being reached)
- Pylon or other markings to designate 2m distancing in queue for entry
- Clear signage of COVID protocols that include: 1) notification of physical distancing requirements; 2) hand sanitation at entrance; 3) single family entrance at a time; 4) symptomatic people asked not to enter; 5) following directional flow through lot; 6) no borrowing of saws/axes, bring your own or ask designated employee
- Hand sanitizer provided at entrance to lot
- Only one family/group permitted to enter at a time, staggering entry

#### Ideas/Options:

- Online appointments for entry to choose and cut/U-pick, stagger times by 30 -45 min
- Customer call-in upon entry, attendant takes phone# and calls back when space is available to customer to enter lot. Customers remain in car until notified so as not to create long queues and crowding/gathering in parking lots

#### HIGH RISK SITUATION:

- Designated parking spots at 2m distancing
- Parking lot security/monitoring and entry guidance
- Max parking limits and postings
- Wait in cars until permitted entry
- Mask requirement for entry

#### LOW RISK SITUATION:

- Self-park with request to keep distant from other parties
- Max party entrance of 10 people (can be more than one family or car)
- Maximum 50 people with social distancing encouraged
- Entertainment/agritourism offerings in waiting area/parking adjacent

#### LOT OPERATIONS

- Designated one-way traffic flow through the lot marked with arrows, from entrance to exit preventing/limiting crossing of paths
- No shared cutting implements. Customer must bring their own axe/saw if they wish to cut their own or ask designated personnel to cut tree for them
- Limit number of groups/families in a lot at a time (must allow for a minimum of 2m physical distancing): perhaps consider a per acre limit (5 families per acre, which could equal 10-25 people total)

#### Ideas/Options:

- Colour tagging trees by price and posting legend to limit questions and interactions regarding pricing (eg. \$10 tree= yellow flagging tape, \$15 tree = orange tape, \$20 tree = pink tape)
- Customer provided with numbered tag and sticker at entrance, numbered tag is tied to selected tree for staff member to cut down for them. Numbered sticker is put on vehicle and staff deliver to vehicle. Customer loads tree into vehicle

#### HIGH RISK SITUATION:

- Designated distancing within the lot
- Security/monitoring within the lot
- Max 3-5 families within the lot at a time (25 people)
- Mask and Glove use while in lot

#### LOW RISK SITUATION:

- Max lot capacity 50 people
- Wagon rides of single families/groups (10 max), bench and railings sanitized after each use
- Picture taking locations
- Saw rental/borrowing with sanitation/disinfection of saws between each use
- Cut and carry assistance in lot (with distancing)

#### EXIT/PAY STATION

- Posted 'Exit Only' signage
- Exact cash or debit/credit tap machine
- Staff to wear gloves and mask, sanitizing after all occasions of exchange of cash (when necessary)
- No paper receipts provided
- Frequent sanitation of cash boxes/tills/debit machines
- Plexiglass barriers at pay stations at exit

#### HIGH RISK SITUATION:

- Pay station single party only or drive up
- No change available for cash transactions

#### LOW RISK SITUATION:

- Regular cash transactions available
- Queue spacing of 2m

#### STAFF

- COVID policies postings in all common areas, including hygiene policy
- Physical distancing when possible, when not possible PPE required
- Adequate hand washing facilities available
- Gloves to be worn always, especially when handling cash. Reusable gloves to be laundered daily with soap or staff and site designated

- Masks to be worn when in proximity to public
- Hygiene policy in place and training provided including proper hand washing and sanitizing procedures; proper PPE use and removal; reporting of sickness, symptoms, and exposure
- Staffing requirements: parking/entrance monitoring, harvest/cutting personnel, payment station/exit personnel

## RETAIL SALES LOTS

### SITE ENTRY

- Clear signage to indicate 'Entrance Only'
- Clear signage of COVID protocols that include: 1) notification of physical distancing requirements; 2) hand sanitation at entrance; 3) single family entrance at a time; 4) sick/symptomatic people asked not to enter; 5) following one-way directional flow through lot; 6) Do not enter if you have been traveling within 14 days
- Pylon or other markings to designate 2m distancing for lining up at entry
- Hand sanitizer provided at entrance to lot
- Only one household permitted to enter at a time, staggering entry

### HIGH RISK SITUATION:

- Designated parking spots at 2m distancing
- Parking lot security/monitoring and entry guidance
- Max parking limits and postings
- 2m queue markings at entry (single person at each point)
- Single person entry (one per family) at a time
- Mask requirement for entry
- Numbered tag distribution for selection

### LOW RISK SITUATION:

- Self-park with request to keep distant from other parties
- Max party entrance of single family or vehicle at a time
- Entertainment/agritourism offerings in waiting area/parking adjacent

### LOT OPERATIONS

- Designated one-way traffic flow through the lot marked with arrows, from entrance to exit preventing/limiting crossing of paths
- Limit number of people in a lot at a time (must allow for a minimum of 2m physical distancing)
- Ground markings every 2m designating allowable space
- Lot personnel can be available to help carry to vehicle, but customer must wait by vehicle for tree to be delivered, keeping physically distant

Ideas/Options:

- Grouping or Colour tagging trees by price and posting legend to limit questions and interactions regarding pricing (eg. \$10 tree= yellow flagging tape, \$15 tree = orange tape)

#### HIGH RISK SITUATION:

- Designated distancing within the lot
- Max 5-10 people within the lot at a time, requiring 2m area per person
- Mask and Glove use required while in lot
- Numbered tag or flag tape for staff retrieval and delivery
- Wreath and bow offerings at exit only

#### LOW RISK SITUATION:

- Max capacity 10-20 people, allowing separation of families/groups
- Self-selection and carry out
- Carry out assistance in lot (with distancing)

#### EXIT/PAY STATION

- Posted 'Exit Only' signage
- Exact cash or debit/credit tap machine
- Staff to wear gloves and mask, sanitizing after all occasions of exchange of cash (when necessary)
- Frequent sanitation of cash boxes/tills/debit machines
- No paper receipts provided, emailed when necessary
- Plexiglass barriers at pay stations at exit

#### HIGH RISK SITUATION:

- No change available for cash transactions
- Mask use required
- Email receipts only

#### LOW RISK SITUATION:

- Regular cash transactions available
- Queue spacing of 2m
- Co-product and/or additional retail offerings
- Paper receipts available upon request

#### STAFF

- COVID policies postings in all common areas, including hygiene policy
- Physical distancing when possible, when not possible PPE required
- Gloves to be worn always, especially when handling cash. Reusable gloves to be laundered daily with soap, or staff and location designated

- Adequate hand washing facilities available
- Masks to be worn when in proximity to public
- Hygiene policy in place and training provided including proper hand washing and sanitizing procedures; proper PPE use; reporting of sickness, symptoms, and exposure
- Staffing requirements: entrance monitoring, payment station/exit personnel, lot staff

## WHOLESALE OPERATIONS

### ADMINISTRATIVE CONTROLS

Wholesale lots and operations will require internal risk assessments to determine high risk activities and policies and procedures to minimize exposure of staff. Staff carpooling should be limited to or single family or bubble units. When creating shift teams try to maintain consistent units that may be within a single-family unit or bubble. By maintaining teams or working units it may be possible to contain exposure when physical distancing is not possible and mask wear is an impediment to worker health and safety.

It is also important going into the production/distribution season to have a strategy for dealing with employee absenteeism due to exposure and sickness. Determine how you continue to conduct business in a safe manner should a situation arises that x number of employees must isolate due to staff sickness. It will also be important to maintain accurate records of staffing during this time to ensure that should a staff member become symptomatic or sick a full circle of potential exposure within the organization can quickly be assessed and provided to the appropriate public health authority.

Some preventative measures that can be followed to limit spread and staff exposure include:

- Staff scheduling to limit the number on site at one time
- Limit meetings to email, text and phone or in small groups that can easily distance
- At risk individuals assigned to low-risk activities well away from others and customers
- Limit use of paper receipts
- Encourage online financial transactions
- Create work teams on shifts

### INDOOR SPACES

Many operations maintain indoor office space and/or employee areas (lunch/break rooms and washrooms). These areas must be maintained in a sanitary manner, cleaning and sanitizing all high touch areas a minimum of twice a day. This would include all door handles, counter tops, refrigerator door, light switches, etc. Physical distancing should always be maintained while in the workplace, including lunch and break times, and limit the number of people to 5 or less. This can be done by adjusting work and break schedules to limit number of staff on a shift. Where possible it may be necessary to install physical barriers between workstations.

Common surface touching should be identified, and strategies developed to limit these, which may include installation of auto-open doors or foot plates/pulls, encourage bumping open doors with hip or shoulder, where possible keeping doorways open.

Employees should minimize shared equipment, including touch screens and keyboards that must be sanitized between uses. Personal pens and markers should be provided.

All shared food containers should be removed from lunchroom/break room (milk/creamer, water pitchers, etc) and restrict sharing of unwashed utensils and beverage containers. Soap and disinfecting wipes must be available in these areas and cleaned thoroughly between uses, including refrigerator handles, sinks, faucets, microwave buttons, handles and cupboard/drawer pulls.

Where possible, avoid exchange of paperwork and try and transfer files and documents electronically, limiting need for close contact.

## OUTDOOR OPERATIONS

Like other forestry type operations, Christmas tree production and harvesting activities can often be done with no issue of physical distancing to 2m as work is often done in isolation or separated beyond 2 m from the nearest co-worker outdoors.

**HIGH RISK SITUATION:** When not possible to physical distance at a minimum distance of 2m such as baling of trees and container or truck loading, crews must be limited to 5 people or less and exclusive working crews should be maintained to contain spread.

**LOW RISK SITUATION:** When not possible to physical distance at a minimum distance of 2m such as baling of trees and container or truck loading, crews must be limited to 10 people or less and exclusive working crews should be maintained to contain spread.

Worksites should be limited to employees and supervisors only. If meetings or inspections are required then they should be scheduled in advance, physical distancing maintained.

Container or truck doors must be sanitized upon arrival and before departure from operation. All common use equipment and areas (trailers, balers, harvest machinery, etc.) must be sanitized a minimum of twice a daily and all tools and equipment disinfected between uses by different people. Tools and machinery use should be restricted to single users and not to be shared, whenever possible.

## SANITATION CONTROLS

- Provide adequate hand washing stations
- Provide alcohol-based hand sanitizers when hand washing not possible
- Encourage frequent hand washing and sanitizing
- Glove use when using implements and equipment
- Increased workplace cleaning of all high touch surfaces, minimum of twice daily (countertops, doorknobs, washrooms)
- Equipment sanitation a minimum of twice daily and between uses (tractors, trucks, balers, etc.)
- Limit sharing of equipment among staff. This may include single users of tractors and other vehicles within a workday that are then sanitized at the end of day; less rotating of tasks throughout the day; employee assigned and marked equipment
- Encouraging frequent washing of work clothing in hot water wash (gloves, coveralls, hats, etc.)

## TRAINING

- Create new employee training checklist with established and new protocols (provide retraining for all upon implementation of new COVID protocols)

- Employee screening process
- Right to refuse
- Personal hygiene (hand washing, hand sanitizing, glove use and removal of disposables, mask use and disposal, face touching, work clothes washing, eating/drinking)
- Facility and equipment hygiene (increased sanitation, equipment use, etc.)

## EMPLOYEE HEALTH AND HYGIENE

(as per recommended by Federal and Provincial Health authorities)

- Daily health screening process (no symptoms or exposure to symptomatic individuals)
- Wash your hands often (after using washroom, breaks, lunch, whenever you switch tasks or implements) when able, with soap and water for at least 20 seconds.
- Use disposable towels to dry your hands.
- Use hand sanitizer if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cough or sneeze into bend of arm and away from other individuals.
- Maintain recommended minimum physical distance separation as much as possible.
- Avoid direct face-to-face interaction.
- Surfaces and items in any workspaces that are touched frequently should be disinfected on a regular basis.
- Avoid handling each other's personal effects (hats, gloves, clothing, kit bags, etc.).
- Do not share food or personal items such as beverages, cigarettes, or cell phones.

## COMMERCIAL TRANSPORT GUIDANCES (AS PER TRANSPORT CANADA FEDERAL SAFETY GUIDE\*)

\*<https://www.tc.gc.ca/eng/motorvehiclesafety/federal-safety-guidance-protect-drivers-limit-spread-covid-19-commercial-vehicle-operations.html>

Commercial transport vehicles and drivers are included in the federal essential services as per the "Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic". Drivers are also exempt from 14 day quarantine requirements due to travel, however they must still abide by regional and national physical distancing recommendations. Drivers should also ensure that they carry Employment Confirmation letter (<https://www.tc.gc.ca/eng/motorvehiclesafety/employment-confirmation-essential-transportation-worker.html>) signed by employer as confirmation of their essential transport worker status at borders.

Administratively operations should limit the number of vehicles shared by employees and ensure drivers have access to appropriate disinfectants, hand sanitizer and PPE.

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### PRIOR TO EACH TRIP

- Monitor driver health for even mild symptoms (temperature of 37.3C or higher). If present then driver should notify employer immediately, stay home and self-isolate until further assessment
- Ensure all vehicle interiors are clean and hygienic by wiping all surfaces with disinfectant
- Make sure driver has the following equipment in good supply:
  - PPE (disposable gloves and masks)
  - disposable cloths/disinfectant wipes

- paper towels/absorbent materials
- cleaning agents
- disinfectants
- Ensure cleaning is thorough and effective:
  - put on disposable, waterproof gloves, and avoid hand contact with face
  - use Health Canada recommended hard surface disinfectant, using manufacturer recommended dilutions, contact time, and conditions for each surface type
  - avoid bleach except on simple plastics
  - do not use solvents
  - wipe off products you wipe on
  - clean all surfaces and disinfect all high touch surfaces (see below list)

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## DURING TRIP

- High touch surfaces should be cleaned and disinfected at least twice a day. These surfaces include (but not limited to):
  - keys/fobs
  - starter button (fob vehicles)
  - steering wheel
  - shift lever and console
  - dashboard
  - inside and outside door handles, inside grab handles, pads, and armrests
  - any other parts commonly used/touched (glove compartment, hood, trunk, van panel, door handles, pick up tailgate handle, sleeping areas (for example)
  - radio and climate control buttons
  - turn signal and wiper stalks
  - seat and seat adjusters
  - touch screen
  - power window and door locks
- Driver should wash hands with soap and warm water (minimum duration 20 seconds) frequently and avoid touching face when unwashed.
- When hand wash facilities are not available use 60% alcohol-based hand sanitizer
- Cover hands when pumping gas, touching service station door handles or automotive products for maintenance (washer fluid, motor oil, lubricant, etc.) and/or wash hands/apply hand sanitizer immediately after
- Social/physical distancing observed as much as possible when out of vehicle
- Drivers should call ahead for delivery and pick ups to reduce face-to-face interactions at arrival

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## FOLLOWING TRIP COMPLETION

- Repeat thorough cleaning and disinfection of entire vehicle
- If driver starts experiencing symptoms they are to stay home, isolate, and advise employer to ensure others are protected that may have been in contact upon return

## REFERENCES/RESOURCES

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)

<https://novascotia.ca/coronavirus/docs/COVID-19-Forest-Sector-Guidance-Document.pdf>

<https://farmsafetyns.ca/covid-19/covid-19-resource-guide/>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

<https://www.tc.gc.ca/eng/motorvehiclesafety/employment-confirmation-essential-transportation-worker.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>

<https://nsfa-fane.ca/wp-content/uploads/2020/05/COVID-19-Guidance-for-U-pick-Farms.pdf>

<https://www.tc.gc.ca/en/initiatives/covid-19-measures-updates-guidance-tc.html>

# Free Download : [www.ctcns.com/covid](http://www.ctcns.com/covid)

## Prevent the Spread of Infections

- Cough or sneeze into your elbow or a tissue. Throw away used tissues immediately.
- Wash your hands frequently with soap and water for at least 20 seconds, especially after being in public, blowing your nose, coughing or sneezing.
- Clean and disinfect frequently touched surfaces, especially when someone is sick.
- Avoid close contact, such as shaking hands. Find a way to greet that doesn't involve touching.
- Stay home if you are sick.
- Don't touch your eyes, nose or mouth.
- Keep at least 2 metres from others whenever possible.

**CCOHS.ca**  
CANADIAN CENTRE FOR OCCUPATIONAL HEALTH & SAFETY

## COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling sick, you should stay home or go home immediately, and follow the instructions below.

- Are you feeling sick?**  
If yes, stay home and avoid public spaces, including work, school/child care, and shopping.
- Do you have any of these symptoms?**

Fever (e.g. chills, sweats)	Cough or worsening of a previous cough	Sore throat	Headache	Shortness of breath	Muscle aches	Sneezing
Nasal congestion/ runny nose	Hoarse voice	Diarrhea	Unusual fatigue	Loss of sense of smell or taste	Red, purple or brown lesions (spots) on the feet, toes or fingers without clear cause	
- In the last 14 days, have you travelled outside Atlantic Canada?**  
If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.
- In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?**  
If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.
- Are you waiting for results from a COVID-19 test?**  
If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised July 15, 2020  
[novascotia.ca/coronavirus](http://novascotia.ca/coronavirus)

## How to Remove Gloves

To protect yourself, use the following steps to take off gloves

- Grasp the outside of one glove at the wrist. Do not touch your bare skin.
- Peel the glove away from your body, pulling it inside out.
- Hold the glove you just removed in your gloved hand.
- Peel off the second glove by pulling your fingers inside the glove at the top of your wrist.
- Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
- Dispose of the gloves safely. Do not reuse the gloves.
- Clean your hands immediately after removing gloves.

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Face mask required  
Masque requis

[novascotia.ca/coronavirus](http://novascotia.ca/coronavirus) | [novascotia.ca/coronavirus/fr](http://novascotia.ca/coronavirus/fr)

## PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.

- Wet your hands with warm running water.
- Add soap and scrub for 15-20 seconds.
- Wash backs, thumbs, between fingers, and under nails.
- Rinse off soap under running water.
- Dry your hands with a clean towel.
- Turn off tap with a towel.

When soap and water are not available, alcohol-based hand sanitizers can be used if hands are not visibly soiled.

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## PHYSICAL DISTANCING

### ÉLOIGNEMENT PHYSIQUE

Keep 2 metres/6 feet away from others  
Restez à 2 mètres ou 6 pieds les uns des autres

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