

Appendix 5:

Travel to and from work

Transporting staff while remaining compliant with COVID-19 protocols is challenging. The following guidelines cover situations that are common in forestry where sites are remote, many staff travel a considerable distance to work and may rely on carpooling or crew vans.

Guidelines

General precautions that apply in all transport situations:

- Workers **MUST NOT** travel if they have any symptoms of COVID-19 or have been in close contact with anyone with COVID-19
- Always share the vehicle with the same group of people, including the driver
- Employers should ensure that workers who travel together also work closely together (i.e. establish a work bubble)
- Employers should provide a letter stating that the group has been designated as a “transport” bubble. The letter should name the people who may travel together, the vehicle they are travelling in, where people are travelling from and to. The letter should be provided to the accommodation provider (where applicable)
- Do not use the vehicle for any other purpose such as transporting family when you are not at work
- All workers should wash or sanitise their hands immediately before entering the vehicle and on leaving the vehicle
- Workers should always sit in the same seat
- Driver to clean and sanitise all surfaces after each trip and wash or sanitise hands.

All employers should:

- Implement an approval process for all staff wishing to share transport
- Maintain a register of all approvals
- Provide the driver with a letter of approval
- Provide a copy of the letter of approval to the accommodation provider (where applicable)
- Position staff who share transport to work in proximity to each other and to share meal break times / locations etc. (i.e. create a work bubble).

Transport of staff within an accommodation bubble

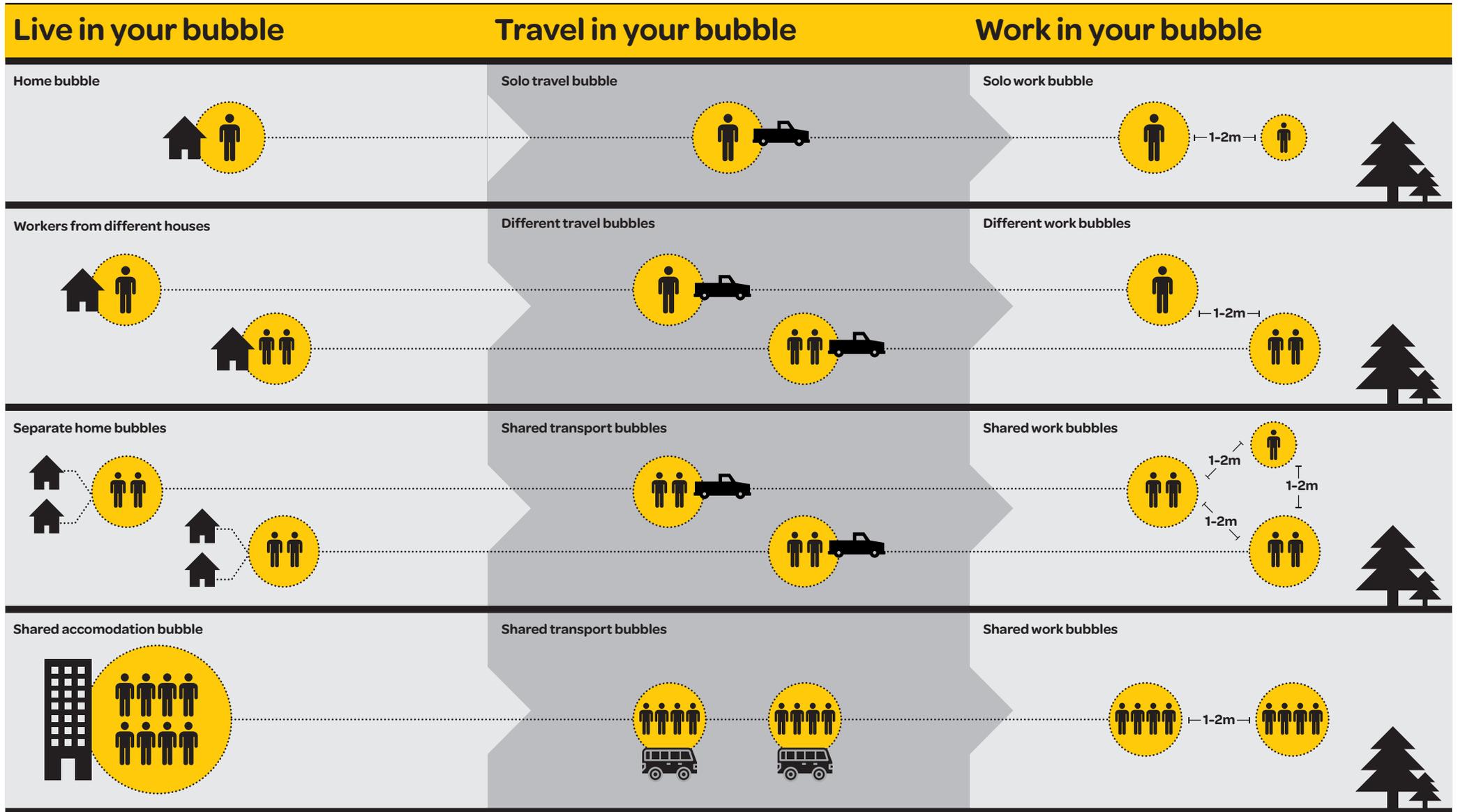
No separation requirements exist when all of the people in the vehicle are from the same accommodation bubble but general precautions listed above apply.

Transport of staff from different accommodation bubbles

It is understood that many people do not have access to individual transportation and therefore shared transportation is necessary. When this is necessary, the following precautions apply:

- **Car pooling**
 - ▶ Do not use the vehicle for any other purpose – e.g. transporting your family when you are not at work
 - ▶ Physical distancing between the driver and passenger is important, even in smaller vehicles
 - ▶ The maximum number of people in a car is 2. The sole passenger should sit in the rear left-hand side passenger seat, diagonally opposite the driver
 - ▶ Apart from the driver, you must only travel in the same vehicle as people from the same isolation group (household unit or workplace bubble)
 - ▶ Run air-conditioning on fresh air not recirculate.
- **Larger vehicle e.g. vans.**
 - ▶ The driver must ask each passenger if they have any symptoms of COVID-19 before they enter the vehicle. Passengers with obvious symptoms must not enter the vehicle
 - ▶ The driver must obtain and carry a letter from the employer stating the number of passengers that can be carried and in what formation
 - ▶ Every passenger must wash or sanitise their hands immediately before entering and immediately after leaving the vehicle
 - ▶ The driver is to wait outside the vehicle while loading and unloading
 - ▶ Passengers to maintain maximum practical distance while loading and unloading
 - ▶ Start filling the vehicle from the rear (seats furthest from the door)
 - ▶ Passengers should always occupy the same seat
 - ▶ Maximise spacing between passengers, for example:
 - Only use the window seat in each row and
 - Use alternate rows
 - ▶ Driver to clean and sanitise all surfaces after each trip and wash or sanitise hands
 - ▶ Take measures to minimise the travel time in crew vans
 - ▶ Run air-conditioning on fresh air not recirculate.

COVID-19 Physical distancing and transport options



If you need to share a vehicle with people:



Same vehicle, same people, every trip.



Wash hands in and out.



Clean surfaces every trip.



Use the same seat every trip.



Fill the vehicle from the back.

If you need to share a vehicle with people from outside your home bubble:



Sit diagonally / alternate rows.



Use vehicle only for work.