This document is for company owners and managers to provide guidance (but not legal advice) in creating company protocols regarding COVID-19 to use internally and with your business partners. Specifically, with terminal operators who require such documentation in support of their own expanded protocols to protect their employees.

PMAA Sample Company COVID-19 Protocol
Points to Consider Including in Your Company Protocol

Company COVID-19 protocol can include

- Apply a medical screening survey regarding employee overall health and potential for exposure since last work shift upon arrival at work (see sample survey below).
- Check for active symptoms via observation upon arrival to work.
- Conduct temperature check upon arrival to work and end of shift.
- Policy in place for all employees to maintain physical distance of at least 6 feet, more if possible.
- Drivers should put BOL's in plastic bags placed on c-store interior front door handles and then photograph the bag on the door handle and send it to the store managers.
- Drivers should not socialize at the terminals with terminal operators or other drivers.
- Drivers should not enter the stores during unloading time.
- If drivers must sign paperwork, do not share pens. Disinfect pens after every use.
- If drivers must interact with other people, maintain a distance from each other of at least 6 feet, more as possible.
- Drivers that share trucks and trailers must disinfect (with disinfectant spray or wipes or a bleach solution of 1-part bleach to 10 parts water) all surfaces prior to operating and again after your shift. The next driver is to do the same. It is also good to practice routine cleaning of frequently touched surfaces throughout a driver shift, such as the steering wheel, shift gear, door handles and laptops, tablets, keyboards and mobile phones.
- Thin surgical gloves should always be worn when handling paperwork, using the control panel at the terminal, even under normal rubber gloves.
- Avoid touching your eyes, nose, face and mouth.

What to do if a Driver/Employee is experiencing symptoms or if workers have been exposed to others with COVID-19 symptoms and/or positive test

- If the individual appears to be experiencing medical distress, summon emergency medical assistance from proper response agency.
- Take steps to isolate potentially sick personnel from other individuals.

- Determine who the Driver/Employee came in contact with and send those people into quarantine.
- Initiate decontamination procedures to sanitize any surfaces touched by personnel.
- Contact the carrier and assess path forward to handle the load.

Cleaning of Truck Center of delivery area and Company

- 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).

Reporting protocol if you have a driver/employee testing positive for COVID-19

- The driver or company employee who has been notified will report this information immediately to *xxxxx [President, Manager, whoever you designate].*
- *Xxxxx* will immediately notify all businesses on the drivers' route, and, after talking with the driver, will immediately notify any other businesses or people that the driver came in contact with.

Communication with those who may have come in contact with a driver that subsequently tested positive includes

- Terminal operators will be notified immediately by *xxxxx [Company Security Manager, President, fill in this space with the role of the person who will perform the notification]* to provide the time and date that the driver last loaded at the terminal site (this is required by the terminal operators).
- All businesses on the drivers' route, and, any other businesses or people that the driver came in contact with will be notified immediately.

COVID-19 Example Screening Questionnaire (Voluntary)

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 verbally answer the following screening questions. Information on this form will not be stored or further processed by the facility.

Within the past 2 to 14 days, have you:	Yes	No
• Been diagnosed with COVID-19 virus?		

• Experienced any of the following symptoms:
   • Mild to severe respiratory illness? Or,
   • Worsening cough, shortness of breath, difficulty breathing or other lower respiratory symptoms? Or,
   • Fever higher than 100.0° F (37.7° C)?		

• Been exposed to anyone with symptoms or a person who tested positive for COVID-19?		

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

For additional information, contact PMAA's Sherri Stone at 703-472-7980 or sstone@pmaa.org.

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