

Lakehead University Protocol for Transportation by Bus

All Bus Users

- If you feel sick, stay home. DO NOT come to campus. Inform your supervisor.
- Participants must complete the Lakehead University screening tool on the Mobile Safety App less than 24 hours prior to departure. Participants must show their green badge to organizers prior to the bus loading. If participants are unable to use the App, the organizer must screen them using the provincial screening tool.
- If you become sick during the activity, STOP what you're doing, isolate, inform your supervisor and go home as soon as possible.
- All student participants must complete the Course titled "Mandatory CoVid-19 Training Module for Students Attending Campus" as offered by the University. <https://mycourselink.lakeheadu.ca/d2l/home/73118>. Employee participants must have completed the staff course required for all employees.

Distancing Requirements

- When using a school bus, individuals shall use alternate seating rows and attempt to sit-at least 2 meters apart.
- Maximize the distance between individuals by sitting opposite of the individual in front of you.
- The vehicle ventilation should be set to fresh air only (no recirculation of air) and, if possible, windows should be open to maximize airflow.
- Avoid unnecessary contact with frequently touched surfaces, such as, door frame/handles, windows, seatbelt buckles, steering wheel, and other vehicle parts.
- All participants should handle their own personal bags and belongings during loading and unloading.
- When waiting to load the bus, participants must wait 2 m apart.
- Buses are to be loaded from the back to the front.
- Participants may not switch seats, and must stay seated once travel has begun.
- Buses are to be unloaded front to back.
- Instructors must pre-assign seats and keep a copy of the seating roster for 15 days post trip.

Masking Requirements

- Face coverings (defined as masks in accordance with Lakehead University directive), such as surgical masks or reusable cloth masks, must be worn at all times while in transit.
- Masks must also be worn whenever 2 m physical distancing is not possible, including outside.
- Masks shall not be removed while in the bus. Activities, such as, eating/drinking/applying cosmetics are not allowed while in the bus.
- Should the trip span typical times for breakfast/lunch/dinner, a plan for participants to eat in a physically distanced manner must be provided.
- Participants must monitor their condition for the duration of the trip. If at any time they begin to feel unwell, the organizer must be notified and the participant must complete the Lakehead University screening tool on the Mobile Safety App.

Cleaning Requirements

- Commonly touched surfaces in the bus such as the seats, windows, and handrails must be disinfected with an effective disinfectant prior to the trip. (responsibility of the organizer)
- Suitable disinfectants must be available for the duration of the trip. (responsibility of the organizer)
- Hand sanitizer is to be supplied at the front of the bus and must be used by each person upon entering and leaving the bus. (responsibility of the organizer)
- Participants are encouraged to carry their own personal sanitizer for use while seated in the bus and at other times during the trip.
- Clean and disinfect all equipment used each day using soap and water, if possible, or disinfectant wipes. Remove gloves and wash hands once the cleaning of equipment is complete. (responsibility of the organizer)
- Trucking rest stops present a possible exposure risk. Washrooms, gas pump handles, countertops, keypads, etc. are areas of possible exposure. Hand wash or sanitize after touching these surfaces. Avoid the use of cash whenever possible.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow the manufacturer's guidelines on the use of the cleaning/disinfecting products and wear disposable gloves if necessary. Maintain proper hand hygiene

at all times and be familiar with the proper techniques for donning and doffing gloves. (responsibility of the organizer)

Other Considerations

- Prior to embarking on the trip, review restrictions by Canadian and Provincial Governments, including local Health Units, regarding travel.
- Organizers must have a contingency plan for any participants to return home in the event they become unwell during the trip. Should any participant become unwell during the activity, there must be a plan for physical distancing while maintaining support for the participant until alternate travel arrangements can be made.

For any questions related to interpretation and/or application of this protocol, please contact the Health and Safety Department.