

# Drivers' Handbook

COVID-19 supplement



Leading UK  
Logistics



# Useful Links

**FTA Shop** ☎ 0371 711 1111\* 🌐 [www.shop.fta.co.uk](http://www.shop.fta.co.uk)

**Gov.UK** 🌐 [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

**NHS** 🌐 [www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

**World Health Organisation** 🌐 <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

FTA Shop also produce A3 posters for drivers

<https://shop.fta.co.uk/Products/Depot-Warehouse/Health-Safety/Covid-19-Products/COVID-19-Posters-for-Drivers>

**HGV Drivers**  
**STAY SAFE during COVID-19 pandemic**

**WASH YOUR HANDS**  
The best defence against catching and spreading coronavirus is frequent handwashing. Wash your hands for at least 20 seconds with soap and water. The best technique is to scrub your palms, backs of hands, between fingers, and under nails. Hand sanitiser can be used when soap and water are not available. Hand sanitiser must contain at least 60% alcohol.

**CLEAN YOUR CASE AND TRAILER**  
Clean your case and trailer regularly with a disinfectant. Use a disinfectant that is effective against coronavirus. The label should state that it is effective against coronavirus. Use a disinfectant that is safe for the surface you are cleaning. Do not use bleach or other strong chemicals.

**AVOID CONTACT**  
Avoid close contact with people who are coughing or sneezing. Avoid touching your face. Avoid touching surfaces that other people have touched. Avoid going to public places where many people are gathered. Avoid going to work if you are sick.

**KEEP COMMUNICATION OPEN**  
If you are sick, tell your supervisor. If you are sick, do not go to work. If you are sick, stay at home. If you are sick, get medical advice. If you are sick, follow the advice of your doctor.

**IF YOU ARE SICK**  
If you are sick, stay at home. If you are sick, do not go to work. If you are sick, stay in a separate room. If you are sick, get medical advice. If you are sick, follow the advice of your doctor.

**BE CAREFUL, BUT DON'T PANIC**  
Coronavirus is a new virus, but it is not as dangerous as you might think. Most people who catch coronavirus get a mild illness. Most people who catch coronavirus recover within a few days. Do not panic. Stay calm. Follow the advice of your doctor.

THIS INFORMATION IS ONLY INTENDED TO BE GENERAL. LEADING UK LOGISTICS DOES NOT INTEND TO TAKE THE PLACE OF MEDICAL OR GOVERNMENT ADVICE. [www.leaduk.co.uk](http://www.leaduk.co.uk) 0371 711 1111

**Van drivers**  
**STAY SAFE during COVID-19 pandemic**

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**DISINFECT YOUR CAR AND LOADING AREA**  
Clean your car and loading area regularly with a disinfectant. Use a disinfectant that is effective against coronavirus. The label should state that it is effective against coronavirus. Use a disinfectant that is safe for the surface you are cleaning. Do not use bleach or other strong chemicals.

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**Bus drivers**  
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**CLEAN BUS INTERIORS**  
Clean the interior of your bus regularly with a disinfectant. Use a disinfectant that is effective against coronavirus. The label should state that it is effective against coronavirus. Use a disinfectant that is safe for the surface you are cleaning. Do not use bleach or other strong chemicals.

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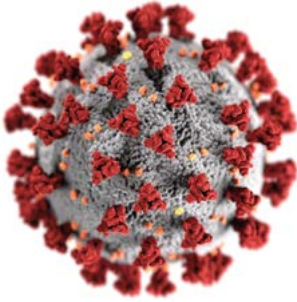
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Image on page 2 – courtesy of the Public Health Image Library, Centres for Disease Control and Prevention, USA. [www.phil.cdc.gov](http://www.phil.cdc.gov)



## What is Covid-19?

The COVID-19 disease, commonly referred to as coronavirus, has officially become a global pandemic, infecting over a million people worldwide. Coronavirus disease 2019 (COVID-19) is a respiratory condition that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that was first identified in the city of Wuhan, China.

## How is Covid-19 spread?

According to the World Health Organization, the disease can spread from person to person through small droplets from the nose or mouth, which are spread when a person with COVID-19 coughs or exhales. The droplets can land on objects and surfaces around the person. If someone nearby touches these objects or surfaces then touches his or her eyes, nose or mouth, the person will likely be infected. The disease can also be spread if a person with COVID-19 coughs or sneezes and someone nearby breathes in the droplets.











## What are the symptoms of COVID-19?

Patients with COVID-19 experience mild to severe respiratory issues with the main symptom are displayed below.

### ! KEY POINT

Please be aware that this is an evolving situation and public advice may change. Informationh will be updated and changed as appropriate.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
 Fever	Common	Rare	Common
 Cough	Common (Usually Dry)	Mild	Common (Usually Dry)
 Shortness of Breath	Sometimes	No	No
 Aches and Pains	Sometimes	Common	Common
 Sore Throat	Sometimes	Common	Sometimes
 Headaches	Sometimes	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Runny or Stuffy Nose	Rare	Common	Sometimes
 Diarrhoea	Rare	No	Sometimes for Children
 Sneezing	No	Common	No

Sources: World Health Organization, Centers for Disease Control and Prevention

## Wash your hands

According to the HSE guidelines, it is essential to wash your hands before and after eating, using the restroom and sneezing, coughing or blowing your nose. Washing your hands before and after you operate or ride in a vehicle can also help. This reduces the germs you bring into a vehicle, or spread around inside, and limits the risk of transmitting the virus from your vehicle to outside buildings and other people. If you're using a hand sanitizer, make sure it has at least a 60% alcohol content.

Washing your hands and avoiding close contact with people have become the best methods to prevent the illness. But clean hands won't help you if the surfaces you touch are dirty. The vehicles we drive, rent and ride in are all susceptible to helping spread the coronavirus if the proper precautions are not taken.

A black poster with white and green text. At the top left is the HM Government logo. At the top right is the NHS logo. The main text reads 'Coronavirus Wash your hands more often for 20 seconds'. Below this is a list of activities: 'Use soap and water or a hand sanitiser when you: • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food'. The background features a hand holding a door handle, both glowing with green light to represent germs. At the bottom left, it says 'For more information and the Government's Action Plan go to nhs.uk/coronavirus'. At the bottom right, there is a box with 'CORONAVIRUS PROTECT YOURSELF & OTHERS'.

### ! KEY POINT

Please be aware that this is an evolving situation and public advice may change. Materials will be updated and changed as appropriate so please check for the latest version:

<https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/>

## How coronaviruses can spread in vehicles

The problem with vehicles is that their interiors normally contain many different kinds of surfaces, from leather and metal to rubber and plastic. The virus can spread while sharing airspace with an infected person, the surfaces the person touched, or even the airspace after an infected passenger has left. Numerous studies are being conducted, but some of the early reports suggest that the virus can persist in the air for up to three hours and for two to three days on stainless steel and plastic surfaces.

## Decontamination

As coronaviruses have a lipid envelope, a wide range of disinfectants are effective. PPE and good infection prevention and control precautions are effective at minimising risk but can never eliminate it.

It is possible that these viruses can survive in the environment with the amount of virus contamination on surfaces likely to have decreased significantly by 72 hours, so thorough environmental decontamination is vital.

We should note that we are not health experts, and that there are many additional precautions recommended by the HSE to prevent the spread of COVID-19 however through research our team has put together the following information based on international best practice and monitoring the evolving situation.

As professional drivers you spend a lot of time in your vehicles, and it is important to make sure that it is a clean environment for you and any other driver who uses the vehicle after you.

## Cleaning and decontamination recommendations

### Choosing materials to clean your vehicle interior

The first step to cleaning and disinfecting your vehicle interior is to choose the cleaning agents and materials you will use. Depending on whether you have leather, cloth, or imitation leather upholstery, steps and cleaning agents will differ.

Isopropyl alcohol is a proven disinfectant and is also safe to use on most car interior surfaces. However, it may not be suitable on leather.

Using some home ingredients such as Fairy Washing up liquid or a similar product, as soap chemically interacts with the surface of the virus in a way that degrades it very quickly and destroys the virus.

It is also very important not to use too much water on seats as cloth upholstery soaks through with water and it can get into the cushion beneath; this can cause the growth of mould.

### **For cleaning leather interior**

For leather steering wheels, seating, and trim, a combination of soap and water is a safe and sufficient way to clean them.

### **Focus on common vehicle touchpoints**

You'll want to clean the places you come into contact with the most. Besides the obvious places such as:

- The door handles
- Key fob
- Steering wheel
- The dashboard
- Hand brake
- Sun visor
- Steering wheel
- Indicator stalks
- Rear view mirror
- Gear shifters
- Temperature controls

Other places to clean include:

- The inside door buttons
- Seat belts
- Touchscreens
- Cup holders
- Any interior buttons or vents
- Your phone



### How often should you do this?

While your individual circumstances with your vehicle will vary, the FTA recommends cleaning and disinfecting touched surfaces when taking over the vehicle and when finishing your shift.

The outside of the vehicle is less susceptible to carrying the virus. That's because the sun and outside weather can shorten its life span. However, it is still a good idea to clean the following:

- Door handles
- Other exterior touch points
- Fuel pump handles
- Keypads at service stations
- Don't forget the diesel cap as well!

As the virus is airborne in the form of droplets it would also be a good idea to spray a disinfectant spray into the cab before closing the doors at the end of the shift.

### Smart phones

Your smart phone should be sanitized daily, it is important to sanitise the surface – wipe with Antibacterial wipe and then dry the surface with a non-scratch micro fibre, cloth or tissue. Avoid getting moisture in a charging port or volume controls – And if you have a phone protector or case, you will need to wipe this down as well as the screen.



#### PLEASE NOTE

**As with most products, no specific testing of the efficiency of the product against the current coronavirus that causes COVID-19 has been conducted at the time of issue. That's to be expected as the strain is so new an example shown in the picture; however, it is probable that they will work with this virus as they do with others that they have been tested on.**



## Other hints and tips for drivers

- Avoid all handshakes or physical contact with anyone while on your delivery routes, at base, loading or unloading bays etc.
- Always use gloves when outside your vehicle, for example when unloading, when giving delivery notes to be signed, when handing over smaller items from your cab.
- Before getting back into your vehicle after carrying out your delivery, sanitise your hands thoroughly and then regularly throughout the day.
- Avoid touching your mouth, nose or eyes.
- Use antibacterial wipes to wipe down your door handles, dashboard, steering wheel, gear stick on a regular basis.
- If you do need to use public toilets, wipe the seat with an antibacterial wipe and wash your hands thoroughly with soaps and water after use.
- Wash your hands before preparing your food or preparing a hot drink (coffee, tea).

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\*Calls may be recorded for training purposes.

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