



**Addendum No. 1**

**Invitation to Quote ES-20-20**

**Snow Clearing Services  
155 George Street, Prince George, BC**

The addendum is being issued prior to the closing of the Invitation to Quote (ITQ) to provide further information, make changes to, or to clarify the ITQ Documents and is to be read, interpreted and coordinated with all other parts of the Contract Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Bidders shall attach a signed copy of this addendum to their quote.** This addendum shall form part of the Contract Documents.

**Please see the attached Regional District Policy: CP-05-20 Employee Transportation Operation During the COVID-19 Pandemic, for vehicle cleaning.**

This information is being made part of ITQ ES-20-20 in order for interested bidders to assure their employees that there is a sanitization standard for vehicles that need to be moved for snow removal, as well as a baseline requirement for the required Covid safety plan requested in the tender document.

Date: October 28, 2020

Addendum No. 1 Received.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Name of Bidder

Inquiries relating to this ITQ may be directed to:

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# CORPORATE PROCEDURE

**Procedure Num:** CP-05-20  
**Procedure Name:** Employee Transportation Operation During the COVID-19 Pandemic  
**Effective Date:** May 26, 2020  
**Next review:** Monthly

<b>Purpose:</b>	Provide a framework for risk-informed decision making about public health actions for employee transportation operation during the COVID-19 pandemic.
<b>Scope:</b>	This procedure shall apply to all Regional District employees who are required to travel in the same vehicle to perform work duties. This procedure will remain in effect as required to maintain social distancing protocol due to COVID-19.
<b>Authority/ Reference Documents:</b>	<ol style="list-style-type: none"> <li>1. WorkSafeBC COVID-19 Safety Resources.</li> <li>2. Government of Canada - Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic.</li> <li>3. Government of BC - Protecting BC farmers and farm workers during the COVID-19 pandemic.</li> <li>4. Government of BC - Protecting Employees, Contractors, and Employers Working in the Silviculture Sector During the COVID-19 Pandemic.</li> </ol>

<b>Definitions:</b>	Employee	<b>means</b>	Any person who is an employee or volunteer of the Regional District
	Social Distancing	<b>means</b>	Also referred to as Physical Distancing which means limiting close contact with others. The recommended distance is 2 meters or 6 feet from another person.
	Vehicle	<b>means</b>	Any car, truck, motorized vehicle or other machine such as, but not limited to, a side-by-side utility vehicle, ATV, lawn equipment, that an employee rides on or in to complete work related duties.

<b>Procedure:</b>	<ol style="list-style-type: none"> <li>1. Any employee that exhibits COVID-19 symptoms or has been in a situation that is considered a high risk for transmission should not use Regional District vehicles and should stay home. This includes:             <ol style="list-style-type: none"> <li>a) Having the following common symptoms for COVID-19 include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.</li> <li>b) Traveling outside of Canada in the last 14 days</li> <li>c) Providing care or have close contact with a person with confirmed COVID-19</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>2. All vehicles will be regularly cleaned and disinfected. The focus should be on frequently touched surfaces in the vehicles. Drivers will be responsible for disinfecting vehicles before and at the end of each trip and should focus on disinfecting key contact points in their vehicles using an appropriate alcohol-based cleaner or disinfecting wipes/spray and paper towel. Key contact points are:</li> </ol>

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	<ul style="list-style-type: none"><li>a) Door handles (inside and out)</li><li>b) Window buttons</li><li>c) Steering wheel and controls</li><li>d) Wiper and turn signal handle</li><li>e) Shifter</li><li>f) Dash controls + buttons</li><li>g) Ventilation grilles and knobs</li><li>h) Rear-view mirror</li><li>i) Armrests</li><li>j) Grab handles, seat adjusters</li><li>k) Seat belt buckles</li></ul>
	<p>3. In order to minimize the risk of transmission between employees physical distancing practices will be implemented and good hygiene practiced. When using any vehicle for work related activities the following will be considered:</p> <ul style="list-style-type: none"><li>a. All vehicles will be equipped with hand sanitizing supplies and vehicle sanitizing supplies.</li><li>b. Hands should be washed/sanitized thoroughly before and after the vehicle ride and common surfaces should be wiped down before and at the end of each trip.</li><li>c. Where possible, vehicle use should be limited to an individual employee.</li><li>d. In a conventional truck (i.e., single cab) or small car try and limit occupancy to a driver only.</li><li>e. In a crew cab truck or larger car and where there are two rows of seating a driver and one passenger may travel together in vehicle. The passenger should sit in the back seat on the opposite side as the driver.</li><li>f. Where it is not practical to use additional vehicles or limit passengers and physical distancing cannot be maintained the vehicle will be equipped with physical barriers and/or occupants will wear suitable cloth face mask.<ul style="list-style-type: none"><li>i. Physical barriers must be of a design to prevent the transmission of droplets from one occupant to the other and must be installed in a manner that the barrier does not pose additional safety risks to occupants.</li><li>ii. Masks must provide reasonable protection of the transmission of the virus from the mask wearer to other occupants in the vehicle.</li></ul></li><li>g. Vehicle occupants will respect physical distancing and load/unload in an orderly manner to maintain physical distancing.</li></ul> <p>The business unit who regularly operates the vehicle will be responsible to ensure that disinfectant, hand sanitizer and masks are kept stocked in, or available to, every vehicle.</p>

**Review Date:** Monthly

	<p>4. Masks</p> <ul style="list-style-type: none"><li>a. The Province is recommending that only medical masks and N95 respirator masks for the purpose of COVID-19 mitigation should be reserved for medical workers.</li><li>b. Commercial cloth masks that are manufactured for the purpose of mitigating transmission are the recommended type of mask when social distancing cannot be maintained.</li><li>c. The following link to WorkSafe BC provides additional information on masks including care of masks <a href="https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en">https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en</a></li><li>d. The following link provides information on how to properly wear and dispose of masks. <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf</a></li></ul>
	<p>5. Personal Vehicle Use</p> <ul style="list-style-type: none"><li>a. Employees may use their personal vehicle for work related purposes.<ul style="list-style-type: none"><li>i. Employees should seek approval from their Manager to use their personal vehicle for work related purposes.</li><li>ii. Mileage and Business Insurance upgrades will be reimbursed by the Regional District as per the Travel Policy.</li></ul></li><li>b. This Policy applies to Employees while using their own vehicle for work purposes.</li><li>c. The Employee who owns the vehicle will be responsible to ensure that disinfectant, hand sanitizer and masks are kept stocked in, or available within the vehicle.</li><li>d. Hygiene products will be supplied by the Regional District.</li></ul>

Authorized by:



Jim Martin  
Chief Administrative Officer