



National Standard Operating Procedure

NSOP 521

COVID-19 - Travel Requirements for Canadian Coast Guard Personnel during the COVID-19 Pandemic

Purpose

This national standard operating procedure (NSOP) provides best practices and safety guidance for COVID-19 while on travel status. Guidance relates to road vehicle, air and rail travel, as well as lodging.

Procedure

Procedure for travel

Step	Procedure
1.	Canadian Coast Guard (CCG) personnel should contact their supervisor and local public health authority and avoid travel if experiencing COVID-19 symptoms. See NSOP 506 COVID-19 Shore-Based Personnel for the current list of symptoms.
2.	1. Interprovincial travel: 1.1. If CCG personnel are required to travel to another province or territory, employees and supervisors must confirm interprovincial travel requirements to ensure they have the appropriate documentation and/or comply with local public health requirements.
3.	1. In addition to standard personal protective equipment (PPE) issued to CCG personnel, personnel should also carry the following while on travel: 1.1. non-medical mask(s) or face covering(s) and a resealable bag for storage 1.2. gloves (nitrile) 1.3. hand sanitizer 1.4. disinfecting wipes, and 1.5. alcohol wipes 2. Please refer to NSOP 518 COVID-19 - Cleaning and Disinfection Routine of the Workplace for further instructions on cleaning and disinfection.

Step	Procedure
4.	<p>1. Air and rail travel:</p> <ol style="list-style-type: none">1.1. Whenever possible, maintain physical distancing of at least 2 meters. When physical distancing cannot be maintained, wear a non-medical mask.1.2. Pass a pre-access check prior to travel.1.3. Consult airlines and VIA Rail for any additional restrictions / limitations or travel requirements.1.4. Comply with the Transport Canada's new measures introduced for non-medical masks or face coverings in the Canadian transportation system as well as COVID-19 measures, updates and guidance for rail issued by Transport Canada requiring that passengers on commercial air carriers and using rail transportation in Canada wear a mask where social distancing is not possible.1.5. Disinfect the chair or seat in the departure or waiting area.1.6. Disinfect the plane/train seat, the trays/tables, the armrests, the call button, the ventilation nozzle and the side wall (if you are sitting by a window) with disinfectant wipes.1.7. Wash hands frequently or use hand sanitizer and avoid touching your face.1.8. Limit contact while in transit.1.9. For helicopter travel, communicate with the pilot before boarding. If experiencing symptoms of COVID-19, refer to NSOP 503 COVID-19 - Helicopter Operations Personnel.

Step	Procedure
5.	<ol style="list-style-type: none">1. Vehicle transportation:<ol style="list-style-type: none">1.1. Evaluate transportation considerations (the preferred and recommended option is one person per vehicle).1.2. Optimize the individual space when the single person/single vehicle option is not possible and carpooling is required. When possible, the maximum recommended is 2 people in a vehicle and 4 people in a van. Maintain physical distancing as much as possible. It is recommended all passengers wear a non-medical mask.1.3. Undergo a self-assessment before travel by vehicle, as per NSOP 506 COVID-19 - Shore-based Personnel. If experiencing COVID-19 symptoms, do not travel and contact supervisor and local public health authority.1.4. Use disinfecting wipes to clean contact surfaces before entering the vehicle and after leaving the vehicle.1.5. Ensure all passengers wear a non-medical mask while travelling in the vehicle.1.6. Ensure all passengers wash or sanitize hands before entering the vehicle.1.7. Do not share drinks, snacks, electronic devices, etc.1.8. Wipe contact areas in the vehicle, stop areas and public restrooms before use.1.9. Handle personal luggage only.

Step	Procedure
6.	<p>1. Lodging:</p> <p>1.1. CCG personnel will make every attempt to seek lodging in reputable hotel/motel chains and/or those listed on the Government of Canada Accommodation Directory. When possible, preference should be given to drive-up rooms accessed without the use of interior hallways and elevators.</p> <p>1.2. Prior to making lodging arrangements, CCG personnel will determine if the hotel/motel have implemented:</p> <ul style="list-style-type: none">a) appropriate Government of Canada COVID-19 protocolsb) general and specific COVID-19 training to hotel employees to ensure cleanliness and proper cleaning of rooms and facilities, such as front desk counters, elevators and buttons, door handles, public bathrooms, locker rooms, laundry rooms and room keysc) proper and frequent handwashing by hotel employees to limit the spread of virusesd) use of cleaning products that are effective at killing viruses. <p>1.3. CCG personnel should follow physical distancing protocols when interacting with hotel/motel employees. Where possible, interactions should be conducted remotely or online to limit personal contact. If physical distancing cannot be maintained, a non-medical mask is recommended.</p> <p>1.4. It is preferable for CCG personnel to use hotel/motel lodging where possible since company policy generally ensures a consistent application of COVID-19 protocols. However, due to the remoteness of some work sites, hotel/motel lodging may not be immediately available in all areas. As such, hotel/motel lodging should be located as closely as possible to the place of which the work is being carried out.</p>

Step	Procedure
7.	<p data-bbox="391 279 509 310">1. Meals:</p> <p data-bbox="418 327 1398 457">1.1. Due to physical distancing protocols implemented by municipalities and provinces, access to sit-down restaurants may be limited. If at a restaurant, ensure the establishment is following appropriate public health practices and dine outside.</p> <p data-bbox="418 478 1365 609">1.2. It is recommended that CCG personnel rely on take-out or delivery options as much as possible. Cooking meals is an option where possible. Purchasing items using cash should be avoided at all times (wireless payment methods are preferred).</p> <p data-bbox="464 630 813 661">a) Option 1: Room service:</p> <ul data-bbox="500 678 1406 741" style="list-style-type: none"><li data-bbox="500 678 1406 741">i. Where possible, order room service/room delivery to limit the spread of the virus <p data-bbox="464 762 857 793">b) Option 2: Take-out/delivery:</p> <ul data-bbox="500 810 1406 1293" style="list-style-type: none"><li data-bbox="500 810 1338 842">i. All take-out and delivery meals should be handled with caution.<li data-bbox="500 863 1227 894">ii. Gloves should be worn when handling food packaging.<li data-bbox="500 915 1406 1045">iii. Where possible, food should be removed from packaging and put on plates that have been washed with soap. Only washed or plastic utensils from new packaging should be used. Disposable paper plates may be used.<li data-bbox="500 1066 1365 1129">iv. Hands should be washed after handling food packaging, utensils, etc.<li data-bbox="500 1150 1338 1213">v. Personnel should avoid touching any part of their face, eyes or mouth as much as possible when consuming food.<li data-bbox="500 1234 1357 1297">vi. Hands should be thoroughly washed before and after consuming food and disposing of food packaging. <p data-bbox="464 1314 899 1346">c) Option 3: Home cooked meals:</p> <ul data-bbox="500 1362 1406 1871" style="list-style-type: none"><li data-bbox="500 1362 1398 1425">i. Where possible, personnel should make their own meals to limit the potential spread of the virus.<li data-bbox="500 1446 1398 1541">ii. When purchasing food at grocery stores, implement physical distancing at all times, wear a mask, sanitize hands before and after shopping, and do not touch your face.<li data-bbox="500 1562 1406 1625">iii. Where possible, grocery orders should be ordered online and picked up at a designated time.<li data-bbox="500 1646 1170 1709">iv. All items purchased at the grocery store should be cleaned/disinfected.<li data-bbox="500 1730 1333 1793">v. All utensils and cooking apparatuses should be washed before using.<li data-bbox="500 1814 1357 1877">vi. Hands should be thoroughly washed before and after consuming food.

Step	Procedure
8.	1. Termination of lodging requirements: 1.1. Upon return to home base, all personal effects, PPEs and other related equipment should be decontaminated in accordance with NSOP 518 COVID-19 - Cleaning and Disinfection Routine of the Workplace . Non-medical masks can be cleaned as part of regular laundry.
9.	1. Self Monitoring: 1.1. CCG personnel should continue to self monitor for symptoms upon return in accordance with NSOP 506 COVID-19 - Shore-based Personnel .

Enquiries

Enquiries regarding this procedure should be directed to:

Director, Operational Personnel and Force Generation
dfo.cgopm-gcgp0.mpo@dfo-mpo.gc.ca



Marc Mes
Director General, Fleet and Maritime Services