

## COVID-19 - SAFE WORK PROCEDURES FOR TAXI OPERATORS

**Prepare yourself and your vehicle to minimize the risk of contracting COVID-19.** To have an OHS Inspector assist you with your Risk Assessment in NWT – email: [Covid-19@wscc.nt.ca](mailto:Covid-19@wscc.nt.ca)

## MINIMIZE YOUR RISK BEFORE GOING ON DUTY

- Create a physical barrier between yourself and passengers.
- Ensure you have a supply of necessary disinfectant cleaners, disposable gloves, and hand sanitizers with at least 60% alcohol content for your shift (see below for guidelines).
- Have a garbage receptacle in your vehicle for gloves, tissues, disposable wipes, paper towels. Dispose of waste regularly, and wash your hands with soap and water, or hand sanitizer when you are done.
- Disinfect garbage receptacle and other surfaces and items frequently touched by passengers using the Public Health Agency of Canada (PHAC) guidelines:  
<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/cleaning-disinfecting-public-spaces/cleaning-disinfecting-public-spaces-eng.pdf>
- Review the PHAC guidelines on proper hand cleaning and sanitizing:  
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>
- Review the Government of the Northwest Territories (GNWT) recommended healthy respiratory practices: <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>

## MINIMIZE YOUR RISK WHILE ON DUTY

- Ask for *Taxi Dispatch Passenger Pre-screen* prior to picking up passengers.
- Wash your hands throughout your workday with soap and water or use hand sanitizer that has at least 60% alcohol content using Public Health Agency of Canada (PHAC) guidelines above.
- If taking on passengers directly from the street, keep doors locked and lower passenger window only enough to clearly speak through and hear their response, conduct a pre-boarding assessment of passenger (see page 2).
- If a passenger fails your assessment, refuse the passenger and notify dispatch. You have the right to refuse unsafe work.
- Direct passengers to sit in the back seat. Leave the front passenger seat empty to create physical distance.
- Increasing the ventilation in your cab will help to reduce the risk of contracting the COVID Virus. Leave the passenger front and rear window down a little bit to promote air flow in your cab.
- Use disposable gloves if you need to help passengers with bags, when you handle payment machine and methods of payment, or touch commonly handled surfaces. Ensure that the gloves are properly disposed of before you touch any surfaces that you regularly touch with your hands.

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- Avoid cash sales. Ask passengers to pay with a card, using the tap option if available.  
**No cash payments are being accepted in Yellowknife or Inuvik.**
- After the passenger(s) leave the vehicle, disinfect door handles, armrests and other areas that are commonly touched, using PHAC guidelines above.

## PRE-BOARDING ASSESSMENT OF PASSENGERS

**Before you pick up any passenger who your dispatch has not assessed**, perform your own assessment. Do not allow the person to board your vehicle without this assessment.

With your doors locked, lower your passenger-side window slightly to allow conversation between you and the potential passenger.

**ASK THE FOLLOWING QUESTIONS TO DETERMINE WHETHER IT IS SAFE TO TAKE THE PASSENGER.**

**If the person answers “yes” to any of the following questions, tell them you cannot take them:**

1. Have you travelled outside of the Northwest Territories in the past 14 days?
2. Have you been in contact with anyone who has been outside of the Northwest Territories in the past 14 days?
3. Have you been in contact with someone who has a confirmed case of COVID-19, or who is under investigation for having COVID-19?"
4. Do you have
  - a fever
  - new or worsening cough,
  - shortness of breath
  - a general feeling of unease, or being 'under the weather'
  - muscle aches
  - fatigue
  - sore throat
  - runny nose
  - headache
  - diarrhea
  - vomiting
  - loss of smell

**THE PERSON MUST ANSWER "NO" TO EACH SYMPTOM FOR YOU TO ACCEPT THE FARE.**

If all answers to the above questions are “no,” allow the person to board your vehicle into the back seat only.