



**NATIONAL
TANK TRUCK
CARRIERS**



The National Tank Truck Carriers in partnership with the Petroleum Marketers Association of America are focused on reducing the spread of the COVID-19 virus with fuel shippers, carriers, convenience stores, and general public. NTTC and PMAA jointly support sharing the following example guidance to increase safety with fuel shippers, carriers, and convenience stores, and the general public. This information is shared solely for informational purposes, recognizing that the current virus status, as well as individual company circumstances, will determine to what extent this approach may be appropriate for a given member.

COVID-19

To avoid the spread of COVID-19, we recommend the following common-sense measures. If you have questions concerning the efficacy of any of these suggestions, please contact the CDC website ([CDC.gov](https://www.cdc.gov)) or a medical doctor.

Hygiene Considerations

- Maintain social distancing etiquette between yourself and other people to the extent practical; recommended as 6 feet or 2 meters.
- Clean your hands often. Wash your hands with soap and water for at least 20 seconds after you have been in a public place, or after blowing your nose, coughing or sneezing, and,
 - After using the restroom,
 - Before eating or preparing food,
 - After contact with animals or pets,
 - Before and after providing any care for another person who needs assistance.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Use tissues to cover your mouth if you sneeze or cough, then dispose of them in a designated trash receptacle.
- If you cough or sneeze, and don't have access to a tissue, cover your mouth with the inside of your elbow (instead of covering your face with your hands) to minimize propelling droplets into the atmosphere.
- Avoid close contact with people who are sick.

If you are sick or suspect you may be sick, stay at home. Contact your medical professional for further guidance.



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Everyone should follow guidance from the CDC at [cdc.gov](https://www.cdc.gov), as well as state and local government officials, regarding strategies to limit disease spread.

Driver Screening

- No other company personnel besides a tractor's driver should drive a tractor at company sites.
- Post notices at all entrances advising: "Drivers, do not attempt to enter the site if you have symptoms per the current health emergency."
- Maintain hand sanitizer and/or hand-washing facilities at points close to where personnel enter buildings, with signage directing people to clean their hands upon entry.
- If so equipped, keep partitions and windows between visitors and site personnel closed to the extent practical to minimize potential for transmission of droplets between carrier and site personnel.
- Maintain Social Distancing Etiquette inside office spaces and in operations and waiting areas as much as possible.
- Work with primary motor carrier providers to identify ways to limit paperwork handling and other shared document using technologies such as scanned copies, EDI or other means.
- If paperwork must be exchanged, consider means to control possible exposure. Use of gloves is good but can quickly exhaust local supply. Consider use of hand sanitizer or washing hands between drivers involving handing paperwork back and forth.
- If personnel cough or sneeze on paperwork or other surfaces, dispose of contaminated papers and disinfect contaminated surfaces.
- Do not share pens. Consider implementing process to spray pens and/or clipboards used to sign paperwork with disinfectant between uses, or have visitors keep pens.
- Implement voluntary visitor screening procedure/questionnaire (example attached).
- If drivers decline to answer questions on the voluntary screening form make contact with company dispatch or customer service to determine potential concerns and reach resolution before rejecting driver. If concerns on the part of the screening facility remain, driver will not be granted access to the facility.
- If no symptoms are present, grant site access to carrier personnel.
- Drivers who report or exhibit symptoms should not be granted access to the site.



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What to do if a Driver is Experiencing Symptoms

- If the individual appears to be experiencing medical distress, summon emergency medical assistance from proper response agency.
- Take steps to isolate potentially sick personnel from other individuals.
- Contact the carrier and assess path forward to handle the load.
- Initiate decontamination procedures to sanitize any surfaces touched by personnel.

Cleaning of Truck Center of Delivery Area Considerations

- Disinfect driver and staff rest rooms twice daily.
- Separate external drivers from Company employees as much as possible.
- Disinfect surfaces areas, equipment and tools which are routinely touched.
- Disinfect radio equipment and office phones.
- Practice routine cleaning of frequently touched surfaces with disinfectant spray or wipes, such as tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, laptops, tablets, keyboards etc.
- Disinfect shared pens and pencils.
- The following bleach solution may be used to disinfect. Mix: 1-part bleach to 10 parts water (equivalent to blood-borne pathogen guidance).

Driver Good Practice and Cleaning Suggestions

- Drivers should not socialize at the terminals with terminal operators or other drivers.
- Drivers should not enter the stores during unloading time.
- If drivers must sign paperwork, do not share pens. Disinfect pens after every use.
- If drivers must interact with other people, maintain a distance from each other of at least 6 feet, more as possible.
- Drivers that share trucks and trailers must disinfect (with disinfectant spray or wipes or a bleach solution of 1 part bleach to 10 parts water) all surfaces prior to operating and again after your shift. The next driver is to do the same. It is also good to practice routine cleaning of frequently touched surfaces throughout a driver shift, such as the steering wheel, shift gear, door handles and laptops, tablets, keyboards and mobile phones.
- Thin surgical gloves should be worn at all times when handling paperwork, using the control panel at the terminal, even under your normal rubber gloves.
- Avoid touching your eyes, nose, face and mouth.
- Drivers should stay home if sick, feeling sick or just not feeling well.



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COVID-19 Example Screening Questionnaire (Voluntary)

Note: answering questions on this form is voluntary, and information should only be used to guide decisions regarding visitor access to the Company facility.

Please verbally answer the following screening questions.

Information on this form will not be stored or further processed by the facility.

Within the past 2 to 14 days, have you:	Yes	No
<ul style="list-style-type: none">• Been diagnosed with COVID-19 virus?		
<ul style="list-style-type: none">• Experienced any of the following symptoms:<ul style="list-style-type: none">• Mild to severe respiratory illness? Or,• Worsening cough, shortness of breath, difficulty breathing or other lower respiratory symptoms? Or,• Fever higher than 100.0° F (37.7° C)?		
<ul style="list-style-type: none">• Been exposed to anyone with symptoms or a person who tested positive for COVID-19?		

**Screening criteria can change based upon state and regional activity. Consider modifications based upon current data and recommendations.*