

Operations Protocol for Transport Operators During COVID-19

PURPOSE

This document provides guidance for Transport Operators in their operational protocol during COVID-19. This document also provides guidance for those who have developed symptoms of COVID-19 or have been in contact with those who are infected with COVID-19 during or after their travel duties.

SITUATION SUMMARY

Transport Operators registered in Brunei Darussalam, Sabah and Sarawak must adhere to the guidelines prescribed by Ministry of Health and other relevant authorities as well as those outlined in this document. In the event of non-compliance to the Guideline, Transport Operators will be guilty of an offence and liable on conviction to penalties under the Infectious Diseases Act Cap 204, and will be issued Isolation notices and all costs for swabbing tests and 15 days isolation will be borne by the Transport Operators according to the Scheme of Charges under the Ministry of Health.

GENERAL REQUIREMENTS

1. Transport Operators must adhere to guidelines and protocols prescribed by relevant authorities.
2. Transport Operators registered in Brunei Darussalam must obtain approval prior to their duty travels from the Prime Minister's Office. Approvals will only be granted within a strict quota and according to the company's Schedule of Work for the given period.
3. Transport Operators must prepare Job Order Sheet for every duty travel to be submitted to Authorities during checkpoint clearance at all exit posts.
4. Transport Operators must ensure mobile devices linked to their assigned tracking devices are connected to mobile service at all times, either using Brunei or Malaysian registered lines, and must not tamper with assigned devices.

5. Transport Operators must deliver or collect goods Point-to-Point, that is to and from designated points of disembarkation / embarkation, as listed in their Job Order Sheets, without transiting or stoppage.
6. Where possible, Transport Operators are encouraged to deliver / collect goods at **Checkpoint Areas** or make arrangements for exchanges to be made at **designated approved depots**.
7. Transport Operators must observe the time allowances allotted for each travel and return to Brunei Darussalam on the same day. In failure to do so, Transport Operators will be issued Isolation Notices and all costs for swabbing tests and 15 days isolation will be borne by the Transport Operators according to the Scheme of Charges under the Ministry of Health.
8. All collected goods are required to undergo quarantine at the company's premises for a period of 72 hours (3 days) before re-distribution to customers.
9. Transport Operators are encouraged to have clear Insurance, Sick Leave and Medical Coverage policies for their transporters.
10. Transport Operators on duty travels must:
 - Wear surgical masks, disposable gloves and protective waterproof garments / gowns. Gloves and masks must be changed frequently. Disposable masks must not be reused.
 - Avoid physical contact with sick people.
 - Avoid mingling in groups larger than 5 persons.
 - Avoid direct contact with live, sick or dead animals or animal products.
 - Wash hands regularly with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer (containing at least 70% alcohol) if soap and water are not available.
 - Bring their own writing stationeries such as pen to avoid sharing with others.
 - Perform the main duties of the travel whilst in Malaysia and leave to return to Brunei immediately after the duties are done.
 - Maintain a distance of at least 1 meter when dealing with other personnel abroad.
 - Seek medical attention and refrain from travelling if they are feeling unwell with fever, cough and other respiratory symptoms.
11. Transport Operators should continue to self-monitor themselves for 14 days for high fever and any respiratory symptoms following duty travels and update their health status daily on the Self-Assessment Application at healthinfo.gov.bn. Transport Operators will be subject to penalties in failure to do so.

MANAGING SUSPECTED INFECTION

1. Post Duty Travels

When transporters are exhibiting symptoms (such as fever, cough, or difficulty breathing) **after their duty travels**, Transport Operators must:

- Seek medical care right away by calling 148 and wait for further instruction.
- Inform health assistants about their recent duty travels and their symptoms.
- Wear a surgical mask if they are able to tolerate it and enroute to the designated health facilities.
- Avoid contact with others.
- Cover their mouth and nose with a tissue when coughing or sneezing.

Wash hands regularly with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer (containing at least 70% alcohol) if soap and water are not available.

2. During Duty Travels

Transporters exhibiting or assisting other transporters with symptoms **while on duty travels and away from base** must:

- Contact their employers immediately and indicate their symptoms.
- Wait for further advice from health authorities.
- Observe each country's local processes and procedures.
- Wash hands regularly with soap and water for at least 20 seconds after assisting sick transporters or touching potentially contaminated body fluids or surfaces.
- Use alcohol-based hand sanitizer (containing at least 70% alcohol) if soap and water are not available.
- Minimize contact with other transporters. Sick transporters should be separated from the rest (2 meters or 6 feet is ideal) and designate one person to tend to the sick transporters.
- Wear facemasks, if available. If a facemask is not available or cannot be tolerated, ask the sick transporters to cover their mouth and nose with tissues when coughing or sneezing.

- Treat all body fluids (such as respiratory secretions, diarrhea, vomit, or blood) as if they are infectious.
- Wear disposable gloves and protective waterproof garments / gowns when tending to a sick transporter or touching body fluids or potentially contaminated surfaces. Remove gloves carefully to avoid self-contamination and then wash hands.
- Properly dispose of gloves and other disposable items that came in contact with the sick transporter or body fluids in biohazard bag or a secured plastic bag labeled as 'biohazard.'
- Clean and disinfect contaminated surfaces according to guidelines prescribed by Ministry of Health.

Upon return to Brunei Darussalam, Ports Health will conduct a health assessment of the sick traveler's symptoms and possible exposures. If necessary, Ministry of Health will coordinate transport to a health care facility for medical evaluation and testing. Ministry of Health will update the Transport Operators about the results of the testing and any need for follow-up of exposed transporters.

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