

Ministry of Labor

Guide No. (11)

**Work Procedures for Safety and Health Protection Measures to Limit the
Spread of the Corona Virus
(Transportation Methods)**

This Guideline has been reviewed by the National Committee for Pandemics
Updated on 7/4/2020

Dear owners of transportation methods and drivers,

This guide was made to ensure your safety as well as the safety of others in workplaces considering the high level of danger and speed of transmission the Corona Virus holds, as such please follow these procedures and do not underestimate them.

1. Safety precautions

- Placing and using personal protective equipment such as face masks and gloves by both the drivers and passengers (also renewing the driver's face mask twice each day).
- Avoiding removing face masks and gloves at all times unless inside the vehicle and after ensuring the presence of a hand sanitizer, the gloves should then be taken off and hands should be sanitized, afterwards the face mask can be taken off and hands should be sanitized again, next new gloves and a face mask should be worn and the previously used face mask and gloves are to be placed in a plastic bag in order to be thrown out.
- The number of passengers on the bus shall not exceed (%50) of the total number of passengers permitted by the bus's license and as shown in the below drawing.
- Avoiding stopping the bus for the purpose of loading and unloading passengers except for on the beginning and ending points of the ride.
- Sanitizing the buses on a daily basis especially the doors, windows and handles as well as all areas that are directly touched.
- Avoiding using alcohol inside the buses as it is a flammable substance.
- The use of sanitizer by passengers before entering and after exiting the bus.
- Buses transporting employees on a regular basis from homes to the institute and vice versa must document the bus number and all transportation operations within a daily registry including the number of rides, their times and number of passengers in each ride.

(An illustration of an example of a mechanism for seating passengers in every trip)

