

Trainer's manual for delivering communicable disease awareness and preparedness training with a focus on COVID-19 for increasing resilience in Zambia's health supply chains



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MINISTRY OF HIGHER EDUCATION
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Table of Contents

List of Abbreviations.....	- 4 -
1. Introduction.....	- 5 -
1.1. Background and Project Partners	- 5 -
1.2. Protecting the Health Supply Chain's Key Workers.....	- 6 -
1.3. About this training manual.....	- 6 -
1.4. Training Aims.....	- 6 -
1.5. Training Outcomes.....	- 7 -
1.6. Teaching Methods	- 7 -
1.7. Trainee Assessment Method	- 7 -
1.8. Certificate of Attendance	- 8 -
1.9. Training Compliance and Workplace Protocols	- 8 -
2.0. Health and Safety	- 8 -
2.1. Worksite Health and Safety.....	- 8 -
2.2. COVID-19 Security	- 8 -
2.3. Personal Protective Equipment (PPE)	- 9 -
3.0 Training Content	- 9 -
3.1. Introduce the Training	- 9 -
3.2. Welcome and housekeeping rules	- 9 -
3.3. Introductions and scope of today's training	- 10 -
3.4. Training Modules, Aims and Outcomes.....	- 10 -
4.0. Training Modules.....	- 10 -
4.1. COVID-19 Awareness and Preparedness for Health Supply Chain Workers	- 10 -
4.1.1. What is COVID-19 and what are the risks?	- 10 -
4.1.2. How is COVID-19 transmitted between people?.....	- 11 -
4.1.3 What are the symptoms of COVID-19?.....	- 11 -
4.1.4 What should you do if you suspect you have COVID-19?	- 12 -
4.1.5 Take precautions: Wear a face mask.....	- 13 -
4.1.6. Take precautions: Practice social distancing.....	- 14 -
4.1.7. Take precautions: Wash your hands frequently	- 16 -
4.1.8. Take precautions: Practice good workplace hygiene and cleanliness	- 17 -
4.1.9 End of module review	- 18 -

4.2. Additional safety and preventative measures for Fork Lift Truck (FLT) operators	- 19 -
4.2.1. Vehicle cleaning.....	- 19 -
4.2.2. Driving safely	- 20 -
4.2.3. End of module review	- 20 -
4.3. Additional safety and preventative measures for Heavy Goods Vehicle (HGV) drivers (also relevant to smaller vehicle class drivers)	- 21 -
4.3.1. Vehicle cleaning.....	- 21 -
4.3.2. Traveling with Co-Drivers	- 22 -
4.3.3. End of module review	- 23 -
5. Annexes.....	- 24 -
5.1. Pre- and Post- Assessment Form	- 24 -

List of Abbreviations

COVID-19	Corona Virus Disease 2019
FLT	Fork Lift Truck
HGV	Heavy Goods Vehicle
ITC	Industrial Training Centre
MHE	Materials Handling Equipment
MoH	Ministry of Health
PPE	Personal Protective Equipment
RTC	Road Traffic Collision

1. Introduction

1.1. Background and Project Partners

Since Zambia recorded its first confirmed COVID-19 case in March 2020, the transport and logistics sectors have been under increasing pressure to maintain supply chains of essential goods and medicines across the country. Important regional travel restrictions and border testing regimes introduced to slow the spread of the virus have also disrupted the movement of health commodity cargo, leaving landlocked countries such as Zambia particularly vulnerable to shortages and stockouts. Some professional drivers continue to endure challenging working conditions out on deliveries and possible increased road safety risks, while increased demand at central medical stores for emergency orders means protecting key workers from the virus at all levels is more important than ever.

Over 7,500 malaria deaths occurred in Zambia in 2018¹. With this in mind, it is vital that action is taken to build resilience in the health supply chain workforce, to ensure that preventative medicines and equipment continue to reach the most vulnerable people, especially at a time when the pandemic threatens to overwhelm already fragile health systems.

In September 2020, Transaid secured seed funding to help protect health supply chain and mobile workers in Zambia from the increased risk of exposure to COVID-19. The project is a recipient of People that Deliver's Grand Challenge for Last Mile Health Supply Chain COVID-19 Support, and follows a donation from the FIA Foundation to support projects in sub-Saharan Africa that seek solutions to critical health commodity transportation and logistics challenges brought on by COVID-19.

The project focuses on increasing COVID-19 awareness and preparedness among the health supply chain workforce in order to increase capacity and build lasting resilience against the shock of future pandemics. To achieve this, Transaid has partnered with the Industrial Training Centre (ITC) in Zambia and worked in partnership with the Ministry of Health to develop targeted factsheets and deliver training to essential key workers involved in the warehousing, handling and onwards distribution of medicines and medical equipment across Zambia.

This trainer's manual was a direct output of this initiative and was developed with technical assistance from People that Deliver, DHL and the British Industrial Truck Association (BITA). The content of this manual is intended for use in Zambia, and should be revised periodically to reflect current national protocols.

For further information, please email info@transaid.org or info@itczambia.co.zm

More resources are available for download from Transaid's Knowledge Centre at <https://www.transaid.org/knowledge-centre/>

¹ World Health Organization, 2019, **World Malaria Report 2019**. Geneva: WHO.

1.2. Protecting the Health Supply Chain's Key Workers

Regional travel restrictions and border testing regimes introduced to slow the spread of the virus have disrupted the movement of health commodity cargo, leaving land-locked countries such as Zambia particularly vulnerable to commodity shortages and stock outs. There is growing concern that this reduced capacity may be increasing pressure on Zambia's already fragile health system, and its ability to maintain the distribution of vital supplies of medicines across the country whilst in parallel mounting a coordinated response to the COVID-19 pandemic.

Transporters are playing a vital role in ensuring that supply chains continue to function as many populations face rolling lockdowns and service disruption due to the COVID-19 pandemic. The essential role of professional drivers during the pandemic has never been more visible. In Zambia over 90% of goods are transported by road, and some drivers continue to endure challenging working conditions and possible increased road safety risks, while increased demand for emergency orders means that protecting keyworkers from exposure to the virus is more important than ever.

1.3. About this training manual

The main audience for this training is health supply chain workers engaged in the procurement, warehousing and onwards distribution of medicines and medical-related equipment, with an emphasis on:

- Heavy Goods Vehicle (HGV) and smaller class vehicle drivers;
- Fork Lift Truck (FLT) operators;
- Warehouse operators (and those interacting with vehicles and vehicle drivers)

The training is split into three modules. The first module is intended for colleagues working at all levels of the health supply chain workforce, including office personnel and senior management. This module introduces key concepts of understanding around COVID-19, including recognised symptoms and how routes of transmission. Preventative measures are also discussed, including the use of PPE.

The second module is intended for FLT operators, but is also relevant to warehouse workers and those frequently using Material Handling Equipment (MHE).

The third module is intended for HGV drivers, but is also relevant to all classes of vehicle size, including saloon cars commonly used as office pool cars. This module discusses additional precautions, including vehicle sanitisation and road safety.

1.4. Training Aims

The aim of this training to increase the COVID-19 awareness and preparedness amongst health supply chain workers in Zambia in order to:

- Reduce the risk against possible exposure to, and transmission of, COVID-19 while carrying out work related activities;

- Increase resilience in the health supply chain workforce to protect against future pandemic shocks.

1.5. Training Outcomes

On completion of the training, trainees will be able to:

- Identify and mitigate possible risks of exposure in the workplace;
- Identify and respond appropriately to a possible COVID-19 exposure or infection;
- Implement and adhere to preventative care strategies in the workplace;
- Identify and implement additional workplace safety and preventive care strategies specific to their job role.

1.6. Teaching Methods and Delivery

This training was designed to be highly participatory in its approach. Trainees will begin the training with varying levels of COVID-19 awareness and it is important to accommodate everyone by encouraging group discussions and letting participants ask questions. The training will also challenge some sensitive cultural norms, such as the need to keep your mouth covered when speaking, and not offering a hand to greet people. You should introduce each of these measures by assuring the trainees that others will not think they are being rude or unpleasant.

The full contents of this training manual can be delivered in a classroom setting (with social distancing observed) with the use of some props. In some places, it may be possible to hold demonstrations outside. This is particularly helpful when demonstrating how to clean and sanitise vehicles with HGV drivers and FLT operators.

In each module, the trainer is prompted to deliver the content by three action verbs:

EXPLAIN – The trainer is to explain the content to the trainees;

DEMONSTRATE – The trainer is to demonstrate the content to the trainees;

ASK – The trainer is to ask the trainees questions about the content.

1.7. Trainee Assessment Method

To ensure the training is being understood and COVID-19 awareness is being imparted, a short pre- and post- assessment² can be completed to gauge learning and knowledge transfer. This should be done periodically as is also assesses the relevance of the training, and highlights areas which may need improving.

² A copy of the pre- post- assessment is included in annex 5.1.

1.8. Certificate of Attendance

Upon successful completion of this training, all trainees will be awarded a certificate of attendance from the training provider.

1.9. Training Compliance and Workplace Protocols

This training was designed to be delivered in Zambia. The training materials used must as a minimum, comply fully with Zambian national protocols, therefore any changes or updates made by the Zambia Ministry of Health must be incorporated in existing training materials.

Before each training, you should to check the current national guidelines and include any changes or updates in the training.

This training is not intended to replace any COVID-19 safety protocols already in the workplace. You should encourage trainees to familiarise themselves with any existing workplace protocols, and direct any questions they have to their company's management. Questions of a medical nature should only be directed to a qualified health practitioner.

2.0. Health and Safety

2.1. Worksite Health and Safety

Most workplaces will have a health and safety officer, or a person in charge of health and safety matters. It is important that you meet with that person and familiarise yourself with each worksite's emergency evacuation procedures, including:

- Any alarms that will sound and what they mean;
- Routes to safely evacuate a building or enclosed area, including the location of emergency exits;
- The location of meeting or assembly points.

Remember to take note of this information, as these procedures will need to be relayed to the training group. It is important to carry out this exercise each time you visit a place, even if you have been there before as emergency procedures are often revised and updated.

2.2. COVID-19 Security

To minimise the risk of exposure during the training, you should adhere to the following COVID-secure guidelines:

- Prepare the training space by ensuring all contact surfaces have been thoroughly cleaned beforehand;
- Open windows and doors to maintain good ventilation;
- Separate chairs by 2-metres length. Turn any chairs not in use to face the back of the room;

- Ensure a hand washing station is made available so all trainees can wash their hands with soap and running water before entering the room, again on re-entry, and after the training is completed;
- Ensure face masks are worn correctly at all times during the training;
- The registration should be taken by the trainer. Registers and stationery should not be handled by multiple people.

2.3. Personal Protective Equipment (PPE)

Several items of PPE are discussed in the training. The training will be significantly enhanced if the following items are distributed to trainees during the training:

- 1x washable and reusable face mask (to be worn on entry to the training space and at all times during the training)
- 1x small bottle of hand sanitiser
- 1x bar of hand washing soap
- 1x pen (to avoid sharing stationary)
- 1x COVID-19 information for the health supply chain workforce factsheet³ (laminated)

All PPE items must be sanitised and handled appropriately to limit the risk of contamination.

3.0 Training Content

3.1. Introduce the Training

- Introduce yourself;
- Explain the emergency evacuation process out of the room and to the assembly points;
- Ask all the trainees if any are feeling unwell, or if anyone in their household is feeling unwell. Anyone with a suspected case of COVID-19 should leave the training and report to the site's medical officer;
- Register all participants ensuring the correct spelling is used.

3.2. Welcome and housekeeping rules

- Introduce any other trainers and the work of the Industrial Training Centre (ITC);
- Explain that social distancing should be observed at all time and masks must be worn correctly throughout the training;
- Ask that trainees turn off their phones and not to leave the room mid-session unless there is an emergency;
- Encourage trainees to take notes and to raise their hand to ask questions;

³ To download a high-quality version of this factsheet go to: <https://www.transaid.org/knowledge-centre/staying-safe-in-the-workplace-covid-19-information-for-the-health-supply-chain-workforce/>

- Explain at what time the training should complete and when breaks will be held.

3.3. Introductions and scope of today's training

- Ask each participant to introduce themselves and their job function;
- Explain the role of the health supply chain and the pressures it is currently facing (see section 1.2);
- Ask each participant to explain what they expect to learn from the training;
- Explain how knowing the risks and adopting simple behaviour changes can increase the resilience of the health supply chain.

3.4. Training Modules, Aims and Outcomes

- Give the training modules for that session (relevant to the training group);
- Give the training aims;
- Give the training outcomes.

4.0. Training Modules

4.1. COVID-19 Awareness and Preparedness for Health Supply Chain Workers

This module should take: 90 minutes

On completion of this module, the trainee will be able to identify:

1. What COVID-19 is and what the risks are;
2. How COVID-19 is transmitted between people;
3. The symptoms of a possible COVID-19 infection and what to do if they suspect they have, or have possibly been exposed to, COVID-19;
4. What they can do to reduce the risks of exposure to COVID-19 in the workplace.

4.1.1. What is COVID-19 and what are the risks?

This section should take: 10 minutes

EXPLAIN:

- COVID-19 is a **communicable disease** which means it can spread quickly between people living and working close to one another.;
- COVID-19 can cause serious **respiratory illness** which means it affects a person's ability to breathe normally.

There is a risk to your **own health** and the **health of others** you come into contact with:

- People infected with COVID-19 may become unwell. In some cases, the illness can be serious, and even fatal.

There is a risk to the **health supply chain** if the workforce becomes unwell with COVID-19:

- The distribution of vital medicines and medical equipment across the country for all illnesses could be severely impacted;
- Zambia's ability to respond to the COVID-19 pandemic could be severely impacted.

ASK:

1. COVID-19 is a communicable disease. What does this mean?
2. What are the risks to the health supply chain?

4.1.2. How is COVID-19 transmitted between people?

This section should take: 10 minutes

EXPLAIN:

COVID-19 can spread from **person to person** when very small particles of the virus are breathed out in tiny droplets from the nose or mouth.

There are two different known routes to transmitting and catching COVID-19.

1. When and **infected person** coughs, sneezes, or breathes and **another person** breathes that in. This transmission is contactless.
2. When droplets breathed out by an **infected person** land on a surface and **another person** touches this surface and then touches their face with contaminated hands. This transmission involves contact.

The particles are too small to be seen and a surface does not have to be wet to be contaminated with COVID-19.

ASK:

1. What are some scenarios in the workplace where you might usually be required to work close to one another?
2. What are some items in your bags and pockets that you touch frequently?

4.1.3 What are the symptoms of COVID-19?

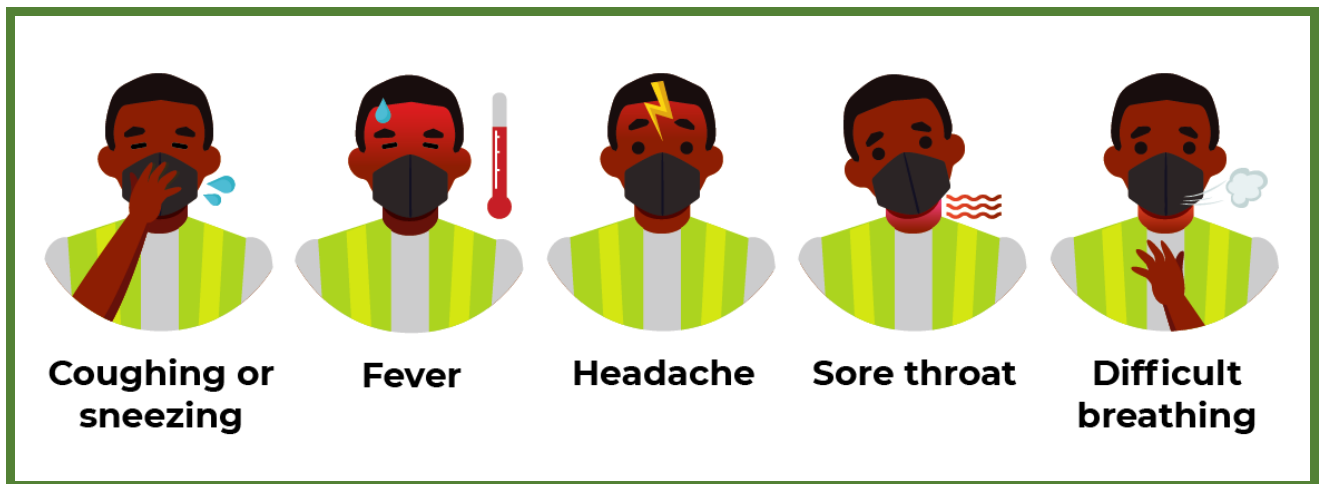
This section should take: 10 minutes

EXPLAIN:

The following symptoms have been associated with a confirmed COVID-19 infection:



Trainers: please check this advice is still current according to the Zambia Ministry of Health



EXPLAIN:

COVID-19 affects people in different ways:

- It can take **between 1-14 days** from when someone is infected with COVID-19 for symptoms to show;
- It is not necessary to display **all or multiple symptoms** at the same time;
- Some people infected with COVID-19 **will not display any symptoms** while still being able to transmit the virus to others;
- Anyone in this training may have COVID-19, which is why we are all wearing masks and practising social distancing;
- Some of these symptoms are associated with other common illnesses. It is important not to ignore them or self-diagnose.

ASK:

1. If you do not display any symptoms does that mean you cannot have COVID-19?
2. How long after infection can it take for COVID-19 symptoms to show?

4.1.4 What should you do if you suspect you have COVID-19?

This section should take: 10 minutes

EXPLAIN:

If you display any of the symptoms of COVID-19, or feel you may have been exposed to someone infected with COVID-19, you must follow the **Zambia Ministry of Health guidelines**:



Trainers: please check and advise the latest guidelines from the [Zambia Ministry of Health](#) here

In addition to the Ministry of Health guidelines, if you begin to feel unwell in the workplace you should also:

- Immediately alert your supervisor or manager **and** follow their advice;
- Follow any other specific guidelines your workplace has in place for reporting possible cases of COVID-19.

In order to protect your colleagues, you may be asked to go home and only return to work once it is deemed safe to do so.

- You should not meet with any of your colleagues before you return to work;
- Avoid treatments, including home remedies and cures being promoted by anyone other than the Zambia Ministry of Health, as these are likely to be untested and unproven, and could be unsafe.

ASK:

1. What action should you take if you begin to feel unwell in the workplace?
2. Why should you not use treatments being promoted by anyone other than the Ministry of the Health?

4.1.5 Take precautions: Wear a face mask

This section should take: 15 minutes

EXPLAIN:

Face masks catch the droplets being breathed out from the nose or mouth when a person coughs, sneezes or even speaks normally. Face masks help reduce the risk of infection by protecting people working close to one another:

**My mask
protects you**



**Your mask
protects me**



You should:

- Wear your face mask correctly at all times when in the workplace;

- Wash your hands thoroughly each time before fitting and after removing your face mask;
- Change your face mask if it becomes damp to avoid getting droplets on your hands which have penetrated through the mask;
- Wash reusable face masks every day and thoroughly dry them before reusing.

You should not:

- Remove or lower your face mask when speaking to other people;
- Share your face mask with anyone;
- Use a dirty or unclean face mask.

DEMONSTRATE:

Show the trainees the correct way to handle and wear a face mask:

1. You should **wash your hands** with soap or use hand sanitiser before applying and removing your face mask;
2. You should only ever handle the face mask by its **elastic or string ties**;
3. To work correctly, your face mask must cover both your **nose and mouth** at all times.



**Over the
nose and mouth**



**Over the
mouth only**



**Over the
nose only**



**Neither the
nose or mouth**

ASK:

1. Why is it necessary for everyone to wear a face mask even if they are not showing any COVID-19 symptoms?
2. Should you remove your face mask to welcome an important visitor?

4.1.6. Take precautions: Practice social distancing

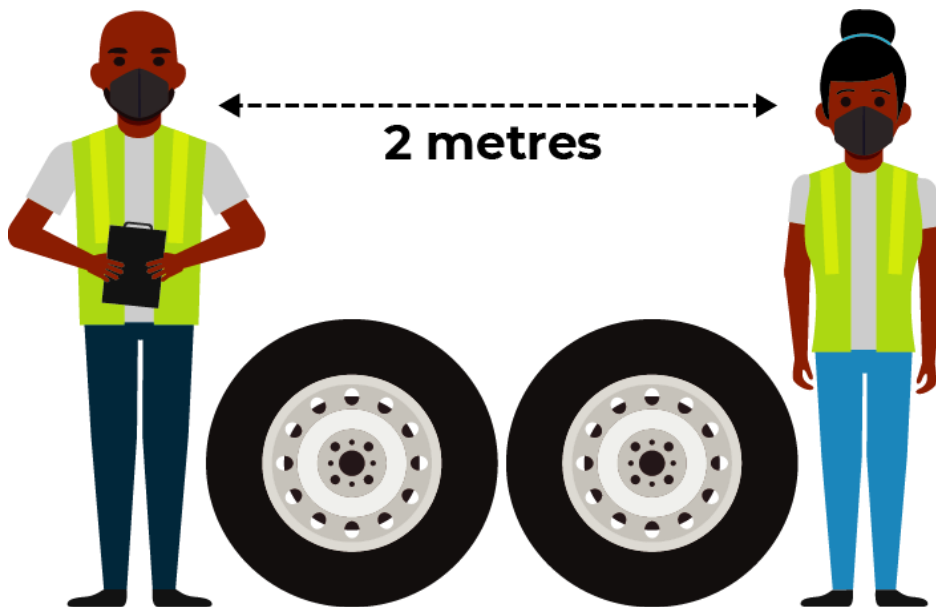
This section should take: 10 minutes

EXPLAIN:

Social distancing limits physical contact between people. When practising social distancing, you should:

- Keep a minimum distance of 1-2 metres from other people;
- Avoid touching or shaking hands with others;

- Reduce the number of people per meeting by dividing sessions into smaller groups;
- Consider hosting meetings that involve people from different locations or departments remotely via phone, or use video call software;
- Use workplace objects, such as two truck wheels on a horse, to judge a safe distance.



When practising social distancing in workplace, you should:

- Work **back-to-back or side-to-side** rather than face to face;
- Adhere to any **physical barriers or demarcations** in the workplace, such as cones and floor tape;
- Follow **one-way systems** in to and out of rooms which have two entrances;
- **Stay in your work stations** to minimise the number of contacts between different groups;
- Make sure **shared facilities**, such as offices, bathrooms and breakrooms, aren't too busy before entering.

DEMONSTRATE:

Show the trainees what 2-metres length looks like:

1. Begin by standing next to a wall at the front of the room;
2. Slowly move away from the wall until the trainees say you have moved 2-metres;
3. Check the length with a tape measure.

ASK:

1. What are some workplace scenarios where social distancing might be difficult?
2. What are some other workplace objects we can use to estimate 2-metres length?

4.1.7. Take precautions: Wash your hands frequently

This section should take: 10 minutes

EXPLAIN:

Touching your face with unwashed hands can increase the risk of infection. Washing your hands frequently with soap and running water kills the virus which may be on your hands.

You should wash your hands before and after completing any work activities:

- Use **hand washing stations** and **hand sanitisers** located around the workplace, and report stations that have run out of supplies;
- Always use **soap and clean running water**. Avoid using a dish or bucket as still waters can be unclean;
- Wash your hands thoroughly for a minimum of 20-seconds (singing happy birthday twice);
- Dry your hands with **paper towels** or by flapping them. Do not dry your hands on your clothing or workwear.

DEMONSTRATE:

Show the trainees the correct way to wash your hands thoroughly:

1. Using a hand washing station, follow the 10 steps in the illustration;
2. Sing happy birthday twice, repeating the steps until you have finished singing.



ASK:

1. Why should you avoid using dish water to wash your hands?
2. What should you do if you notice a hand washing station has run out of water or soap?

4.1.8. Take precautions: Practice good workplace hygiene and cleanliness

This section should take: 10 minutes

EXPLAIN:

Droplets exhaled from an infected person can also land on, and contaminate, surfaces. Touching a contaminated surface and then touching your face can also increase the risk of infection.

To reduce the risk of transmission in workplace:

- Always catch a cough or sneeze in your flexed elbow even if you are wearing a mask;
- Remember to clean any Materials Handling Equipment (MHE) with the recommended cleaning products at the beginning and end of your shift;
- If you are using a laptop, phone or other electronic gadget, you should ensure it is properly and safely cleaned before returning it at the end of the shift (**do not use water on electronic instruments!**);
- Wipe down any tables and desk areas after use;
- Wherever possible, keep windows and doors open to keep rooms well-ventilated;
- To avoid over-crowding, allow more time for colleagues to use shared rooms and facilities by scheduling more break times in smaller groups;
- Consider implementing a one-way entry and exit system for any room with more than one entrance;
- Carry and use your own pen to sign documents, receipts and registers, and do not share it with anyone;
- Allow time for pool cars to be properly cleaned between journeys.

DEMONSTRATE:

Show the trainees how to use your flexed elbow to catch a cough or sneeze:



ASK:

1. Why should you not use your hands to catch a cough or sneeze?
2. What are some examples of MHE that you might need to clean before and after using? (ladders, picking trays, trolleys)

EXPLAIN:

Other items frequently shared in the workplace, including clothing and PPE, also pose a risk of infection. Shared workwear should also be cleaned more frequently.

Hard workwear with plastic surfaces should be cleaned with soap and water **at the beginning and end of each shift**. These include:

- Hard hats
- Safety goggles
- Work boots
- Identification badges and lanyards

Soft workwear should be cleaned with laundry detergent **everyday** if at all possible. These include:

- Uniforms
- Work suits and overalls
- Aprons and utility belts
- High-visibility vests and jackets
- Work gloves

4.1.9 End of module review

This section should take: 5 minutes

- Allow time for trainees to ask questions about any of the module content

4.2. Additional safety and preventative measures for Fork Lift Truck (FLT) operators

This module should take: 30 minutes

On completion of this module, the trainee will be able to identify:

- When the touch points of an FLT should be cleaned;
- What touch points of an FLT are to be cleaned;
- The correct method to safely and effectively clean the touch points of an FLT;
- Possible road safety risks arising from COVID-19.

4.2.1. Vehicle cleaning

This section should take: 15 minutes

EXPLAIN:

To reduce the risk of infection from touching contaminated surfaces of an FLT, the touch points and controls should be cleaned:

- At the beginning and end of each shift;
- At each change of operator;
- Before starting and after completing maintenance activities.

To clean a FLT safely:

- Apply a small amount of soap and water or cleaning product to a clean cloth, and remove any excess by wringing the cloth until it is only lightly damp;
- While stood outside of the vehicle and with the engine shut off, follow the cleaning checklist⁴ to clean the touch points and controls;
- **Never apply water or an excessively wet cloth directly to any electrical instruments;**
- Once you have finished, thoroughly clean any cloths used and make sure they are dry before reusing them;
- Sweep away any excess water and be careful not to cause any slip hazards.

⁴ To download a high-quality version of this factsheet go to: <https://www.transaid.org/knowledge-centre/staying-safe-in-the-workplace-covid-19-information-for-the-health-supply-chain-workforce/>

ASK:

Without looking at their checklist, ask the trainees to list the touch points and controls of a fork lift truck. Add any touch points missed:

- Steering wheel and steering knob
- Control levers and switches
- Touch sensitive display screens (if applicable)
- Grab handles
- Seat belts and seat adjusters
- Windscreen and mirrors (if any)
- Dashboard
- Keys
- Any other touch points

4.2.2. Driving safely

This section should take: 10 minutes

EXPLAIN:

Increased demand on the health supply chain may result in operations becoming busier, which could result in more encounters between fork lift trucks and pedestrians in the workplace.

Fork lift truck operators are reminded to drive safely:

- Drive defensively and do not increase your speed in empty areas;
- Give plenty of space to pedestrians and other fork lift trucks;
- Keep forks low and be aware at all times of the area they will sweep when turning;
- Maintain a clear view of the travel path and remember to check the swing area at the rear of the truck when manoeuvring;
- Be aware of pedestrians, cyclists and all other road users in the industrial areas;
- Where provided, seat belts should always be fastened when operating the FLT, even at low speeds over short distance;
- Never carry passengers in a single seat FLT.

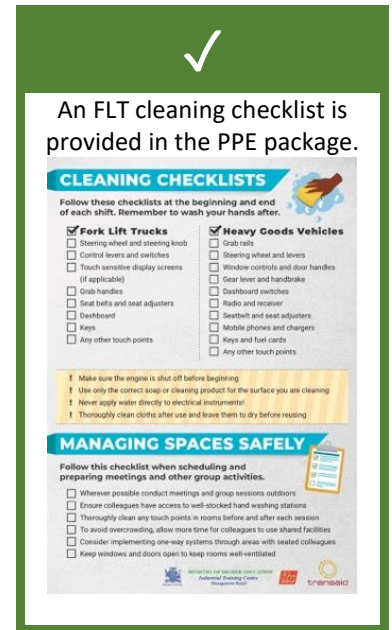
ASK:

1. Why should you not increase in your speed in empty areas even if your sight is clear?

4.2.3. End of module review

This section should take: 5 minutes

- Allow time for trainees to ask questions about any of the module content



4.3. Additional safety and preventative measures for Heavy Goods Vehicle (HGV) drivers (also relevant to smaller vehicle class drivers)

This module is applicable to all vehicle class sizes, including light trucks, vans, saloon cars and motorcycles. You should adjust the cleaning checklists to include the relevant touch points for each vehicle discussed.

This module should take: 30 minutes

On completion of this module, the trainee will be able to identify:

- When the touch points of an HGV should be cleaned;
- What touch points of an HGV are to be cleaned;
- The correct method to safely and effectively clean the touch points of an HGV;
- Possible road safety risks arising from COVID-19;
- Additional precautions to safeguard against breakdown and theft.

4.3.1. Vehicle cleaning

This section should take: 15 minutes

EXPLAIN:

To reduce the risk of infection from touching contaminated surfaces of a HGV (or other vehicle), the touch points and controls should be cleaned:

- At the beginning and end of each shift;
- At each change of operator;
- Before starting and after completing maintenance activities;
- At the end of each day when driving a long-distance route.

To clean a HGV (or other vehicle) safely:

- Apply a small amount of soap and water or cleaning product to a clean cloth, and remove any excess by wringing the cloth until it is only lightly damp;
- Starting outside of the vehicle, follow the checklist to clean the touch points and controls as you climb into the driver's seat;
- **Never apply water or an excessively wet cloth directly to any electrical instruments;**
- Once you have finished, thoroughly clean any cloths used and make sure they are thoroughly dried before reusing them;
- Sweep away any excess water and be careful not to cause any slip hazards.

ASK:

Without looking at their checklists, ask the trainees to list the touch points and controls of a Heavy Goods Vehicle. Add any touch points missed:

- Grab rails
- Steering wheel and levers
- Window controls and door handles
- Gear lever and handbrake
- Dashboard switches
- Radio and receiver
- Seatbelt and seat adjusters
- Mobile phones and chargers
- Keys and fuel cards
- Load security points (when roping, sheeting, etc.)
- Sleeping areas, especially where the head rests
- Any other touch points

ASK:

Ask the trainees to list the additional touch points for when a trailer is fitted. Add any touch points missed:

- Curtains and sheeting;
- Ratchet straps, ropes and anchor points;
- Susie cables and wander leads;
- Loading bay and tail latches and locks.

4.3.2. Traveling with Co-Drivers

This section should take: 5 minutes

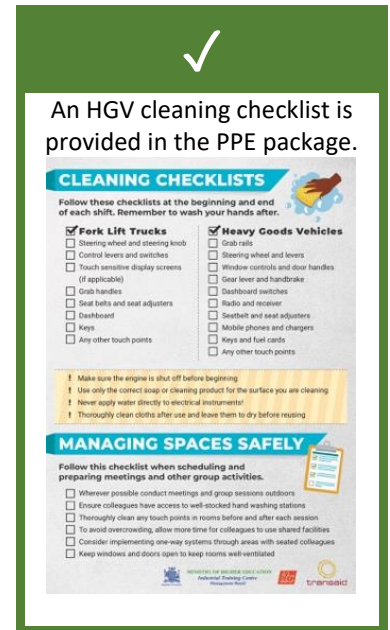
EXPLAIN:

Drivers may need to travel in pairs, especially when travelling long distances.

- Paired drivers should try and stay in their partnerships and not mix with other drivers;
- Both drivers should wear face masks correctly at all times, including when inside the cab;
- Both drivers should carry and use their own cleaning and materials, including hand sanitisers;
- Turn off any air conditioning systems or fans in cab, instead keep windows open to maintain good ventilation.

4.3.3. Staying safe on the roads

This section should take: 10 minutes



EXPLAIN:

Social distancing and travel bans may have reduced the number of vehicles on the roads (and overall congestion) which may be encouraging other road users to speed and take more risks. Even minor Road Traffic Collisions (RTCs) attract crowds putting people at risk of possible exposure to COVID-19. Cargo left in vehicles that are damaged or otherwise stranded are at risk of being stolen. This could seriously disrupt the supply of essential medicines and other medical equipment.

HGV (and other vehicle) drivers are reminded to drive safely:

- Drive defensively and do not increase your speed on quiet or empty roads;
- Keep a safe distance from the vehicle in front of you;
- Give plenty of space to other road users;
- Be aware of pedestrians, cyclists and all other road users, especially at night;
- Take regular breaks. Never drive when tired or feeling stressed.

You should anticipate more delays and changes to your normal routine. Extra precautions should be taken:

- Check that your vehicle is **roadworthy** and that it has enough **fuel** before departing as filling stations and maintenance garages may have closed or be experiencing shortages or long waiting times;
- Arrive with **plenty of time** left in your daily driving allowance as rest stops and lorry parks may have closed or been relocated without notice. Never drive when tired;
- Carry enough **water** with you from your starting point for drinking and cleaning and remember to restock whenever possible.

For cross border trips, delays at border crossings have caused long tailbacks, exposing some drivers and their vehicles to additional risks including thefts. Extra precautions should be taken:

- Fasten **tool boxes, batteries and fire extinguishers** securely;
- Ensure **fuel caps** and **water taps** are kept locked;
- Avoid leaving **personal property** such as laundry or cooking equipment outside the vehicle overnight.

ASK:

1. Why is it important that you take regular breaks when driving long distance?
2. Why should you regularly restock your water when driving long distance? (Road side shops and rest stops may have closed, or be closed at short notice)

4.3.3. End of module review

This section should take: 5mins

- Allow time for trainees to ask questions about any of the module content

5. Annexes

5.1. COVID-19 Pre- and Post- Training Assessment Form

1. COVID-19 is a communicable disease. What does this mean?

2. What the **2** different routes that COVID-19 can be transmitted from one person to another?

3. Name **4** symptoms commonly associated with a COVID-19 infection:

4. How many days after exposure to COVID-19 can it take before symptoms show?

5. You can only catch COVID-19 from people who have symptoms. **TRUE** or **FALSE**?

6. What are **3** things you can do yourself to reduce the risk of spreading COVID-19?

7. If you begin to feel unwell **in the workplace**, who is the first person you should tell?

8. From which government ministry can you find the latest COVID-19 information?

To be completed by the trainer:

Pre	Post	Date:	
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