



CORONAVIRUS and Your Fleet's Pandemic Plan

The outbreak of coronavirus disease 2019 (COVID-19) has presented new challenges for keeping your fleet running, complying with the regulations, and supporting the health of your workforce.

To address these challenges requires a **pandemic preparedness plan** created to protect your employees, customers, and the general public from viral threats as you adapt to an ever-changing situation. **With the proper plan, you can maintain operations during a crisis to keep your vehicles moving.**

Your plan should take into account the following issues:

AVAILABILITY OF GOODS AND SERVICES

- Are your customers (shippers and receivers) and their vendors able to continue operation during the outbreak?
- What would the demand for your customers' products or services (pharmaceutical vs. appliances vs. toys, etc.) be during a pandemic?
- Can essential materials and supplies be safely, legally, and practically stored at regional distribution centers or dispersed at sites along likely traveled routes?
- What is the availability of fuel and lubricants? How long can you operate if a shortage of these things occurs?
- Could there also be a shortage of repair parts or supplies for vehicles and equipment?
- Are open warehouses or storage containers available locally on short notice if you need to stockpile supplies temporarily?
- Do you have pre-established contracts with multiple vendors for essential supplies? If your supply chain is disrupted, how long can you operate?
- Are there specialty support operations available during a pandemic, such as tank wash stations and cleaning supplies for bulk hazardous materials?

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CORONAVIRUS and Your Fleet's Pandemic Plan (cont.)

EMPLOYEE AVAILABILITY

- Are you able to re-assign cross-trained employees to fill in the gaps in your operation?
 - Is a mechanic licensed with a CDL able to take loads?
 - Can a dispatcher or supervisor fill in as a driver if qualified?
 - Can someone assist in dispatching?
- Are there enough available certified maintenance technicians in-house if your third-party fleet maintenance service is unable to service your equipment?
- How will you address drivers who are unwilling to transport goods or passengers in areas designated as "hot spots" for the virus?
- Are there procedures in place for vehicles, including trucks, trailers, and buses, to be adequately cleaned and disinfected between shifts and load changes?
- Are you cleaning (daily) frequently touched surfaces on busses?
- What procedures are in place in the event a driver becomes ill while on the road?
- Do you offer a work-from-home option for administrative personnel to decrease exposure to the virus?
- Have you modified your policy on absenteeism (making it less stringent) during times of pandemic?

ROLES AND RESPONSIBILITIES

- Have you designated someone to oversee your pandemic-related prevention initiative?
- Do dispatchers have a checklist of symptoms of the coronavirus in order to refer drivers to treatment?
- Are dispatchers trained that regulations prohibit a driver from operating a CMV when ill?
- Have drivers been trained on your pandemic policy? They should have:
 - Educational materials (information about signs and symptoms, company procedures); and
 - The drivers' point of contact for questions.

Having a pandemic plan in place to account for these issues will help you identify exposure risks for workers and implement the appropriate control measures to minimize disruptions to your fleet.



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