



E-BOOK

HOW TO KEEP YOUR FLEET SAFE DURING THE CORONAVIRUS PANDEMIC OUTBREAK?



INDEX

The purpose of this e-book	03
Who is it for?	03
6 preventive attitudes in the workplace	04
1. Guide to prevent	05
2. Caring for people	06
3. Reducing the impact	07
4. Planning	08
5. Learning process	09
6. Health inside and out	10
There is no such thing as too much information	11
What is coronavirus?	12
Prevention x Online Services	13
Online Tools	14

SOURCE: Ministry of Health, São Paulo State Office of Health, World Health Organization (WHO) and Center for Disease Control and Prevention (CDC) of the United States.



THE PURPOSE OF THIS E-BOOK

We know that difficult times like these require care and prevention, particularly in view of the pandemic outbreak of Coronavirus. In times of crises leaders need to develop and implement alternative solutions and special care to protect their employees in order to curb or minimize transmission within their organizations.

In addition to affecting health and people's sense of security, situations like these affect the global economy and businesses alike. With this in mind, CEPA Mobility Care created this e-book containing essential information on the virus along with the care an organization must take to implement on-line solutions that can help the company manage its fleet road safety.

This includes online trainings where drivers and other collaborators can learn from the safety of their home or individual spaces.

We hope you find this material useful. Together we will overcome this hurdle without neglecting road safety and company productivity.



WHO IS IT FOR?

Fleet and EHS leaders, managers, and professionals who work with logistics, transportation, security, quality, entrepreneurs and directors of national and multinational companies that have motor vehicle fleets and drivers.



6 PREVENTIVE ATTITUDES FOR THE WORKPLACE

GUIDE TO PREVENT 01

The most important measures aimed at containing the New Coronavirus are frequent hand hygiene and care when coughing or sneezing.

It is important that employers encourage these habits through in-company communication campaigns as well as ensuring easy access to hand sanitizing products (soap and water or alcohol-based hand sanitizers).

Occupational Health and Management teams must receive training on providing adequate orientation and answering any queries employees may have on the topic at hand.



CARING FOR PEOPLE

02

Any employee displaying symptoms of COVID-19 (official name of the new coronavirus disease), which include but are not limited to fever, tiredness, dry cough, and difficulty breathing, should be oriented to seek medical attention. Should any employee present similar symptoms after travelling to another country or having been in contact with a COVID-19 suspected or confirmed case, should be immediately sent home and remain in quarantine for at least 14 days.

It is important to:

- Ensure the implementation of flexible medical leave policies, that do not require a medical certificate for employees to work from home. Thus avoiding unnecessary visits to health centers to attain a medical certificate.
- Provide conditions for employees to care for sick family members.
- In the event of a confirmed COVID-19 case at the workplace, the organization must immediately contact local health authorities and follow the established protocol.

This procedure must be transparently and clearly communicated to all employees without exposing the sick employee, hence preserving his/her identity. An alternative is to create a direct channel of communication with HR to ensure employee privacy.



REDUCING IMPACT 03

Companies must study their operation, understand which aspects of their activity may be affected by this pandemic and what attitudes need to be taken to reduce its effects.

Here are some examples:

- Create technological conditions to promote remote work, virtual meetings and reduce face-to-face contact or business trips.
- Identify alternative suppliers to avoid disruption of company operation.



PLAN FOR ALL SCENARIOS

04

Companies must establish possible scenarios and guidelines on the attitudes to be incorporated, considering the health and wellbeing of their employees, while still keeping the company active.

Events that have been planned for the coming months, such as national or international business trips, should receive special attention in order to seek alternative measures considering potential changes in the scenario such as the advance spread of COVID-19.

Companies that have direct or face-to-face interaction with customers or clients must assess the security of their facilities in order to contain the spread of the virus.

The organization should consider occupational safety, welfare and health policies in order to eventually postpone activities such as professional events or business trips.

It is important to highlight that adopted attitudes must comply with the recommendations of local authorities.

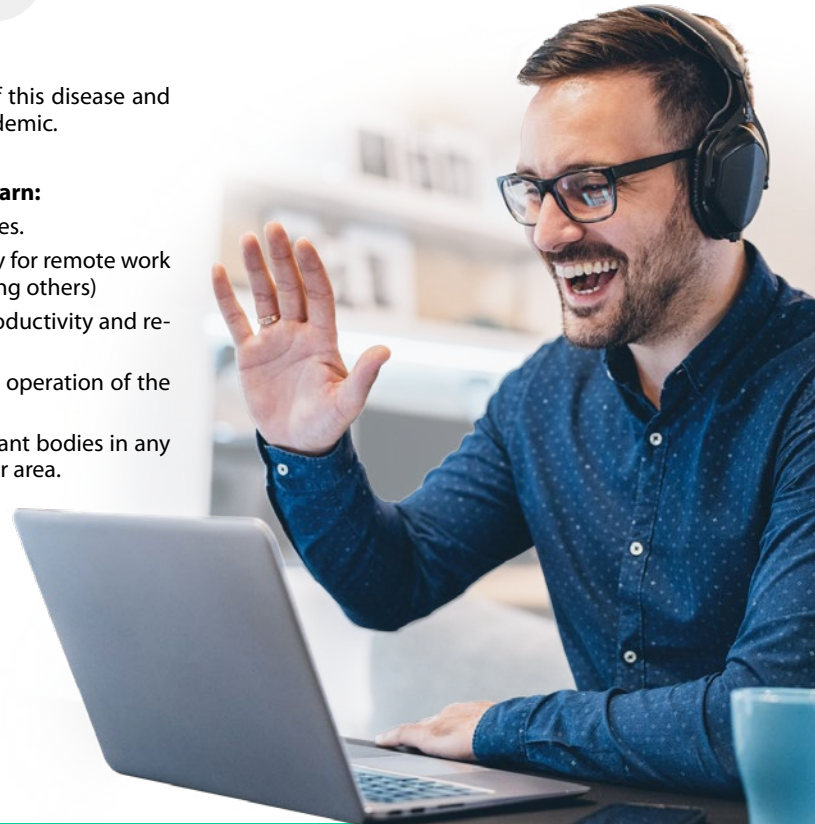


LEARNING PROCESS 05

Specialists around the world are still investigating the severity of this disease and economic analysts are calculating the financial impact of the pandemic.

It is important to take advantage of the current situation to learn:

- How to assess and improve home office (work from home) policies.
- How to list or rate technological infrastructure in terms of priority for remote work (teams and systems for virtual meetings, collaboration tools, among others)
- How to evaluate the need for business travel, thus increasing productivity and reducing costs.
- How to plan in advance for crisis scenarios that may impact the operation of the business.
- How to follow up official technical information, consulting relevant bodies in any atypical situation that may require guidance from a professional or area.



HEALTH INSIDE AND OUT 06

Generally speaking, what actually protects life is our immune system. That is why we must encourage our employees to take care of themselves by promoting good nutrition, avoiding excess intake of sugar and industrialized food that may jeopardize our immunity.

We must also promote care for our psychological well-being through rest, meditation, exercise and remaining in balance.



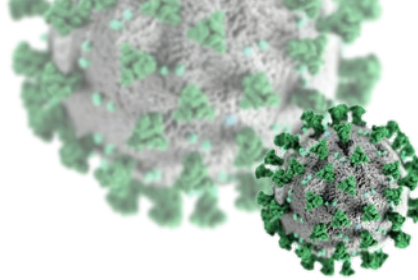


THERE IS NO SUCH THING AS TOO MUCH INFORMATION

At the moment, seeking and exchanging information is our best tool. Here are some useful recommendations to keep you abreast and help you use this knowledge in your favor

- Talk about the issue within the company to ensure that every employee is well aware of what is happening and how to prevent transmission by sanitizing hands and other actions.
- Remain alert to news from the market to prevent being affected by supplies or merchandise that have been purchased and received from countries at risk or affected by COVID-19.
- Keep in touch with key clients to remain aware of postponed activities.
- Observe details in contracts, both with customers and suppliers, to verify aspects related to the increase in the dollar (exchange rate), taxes, levies, and any other costs.
- Follow-up the real situation of each city where our partners, clients or suppliers have operations, seeing as this may generate the possibility of postponement or cancellation of events, among others, which may directly affect the dynamics and operation of companies.

WHAT IS CORONAVIRUS?



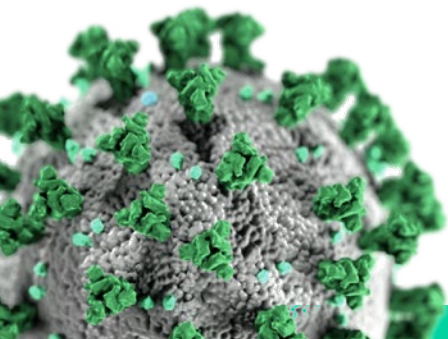
Coronavirus (CID10) is a family of viruses that cause respiratory infection. The new coronavirus agent was discovered in China, on 12/31/19.

This new agent causes a disease called coronavirus (COVID-19).

The first human cases of coronavirus arose in 1937. In 1965 the virus was named coronavirus because of its characteristic resembling a crown.

Most people are infected with common coronaviruses throughout their lives, with young children being more likely to become infected with the most common type of coronavirus.

The most common types of coronavirus are Alpha coronavirus 229E, NL63 and beta coronavirus OC43, HKU1.



PREVENTION X ONLINE SERVICES

Leaders, officers and managers in charge of drivers and fleets: CEPA has a number of online services that can help your organization maintain its on-road safety level, even in times of Coronavirus.

Here are some of our solutions:

- Individual and group online training for drivers.
- Training for drivers of all types of vehicles.
- Training for professional and non-professional drivers.



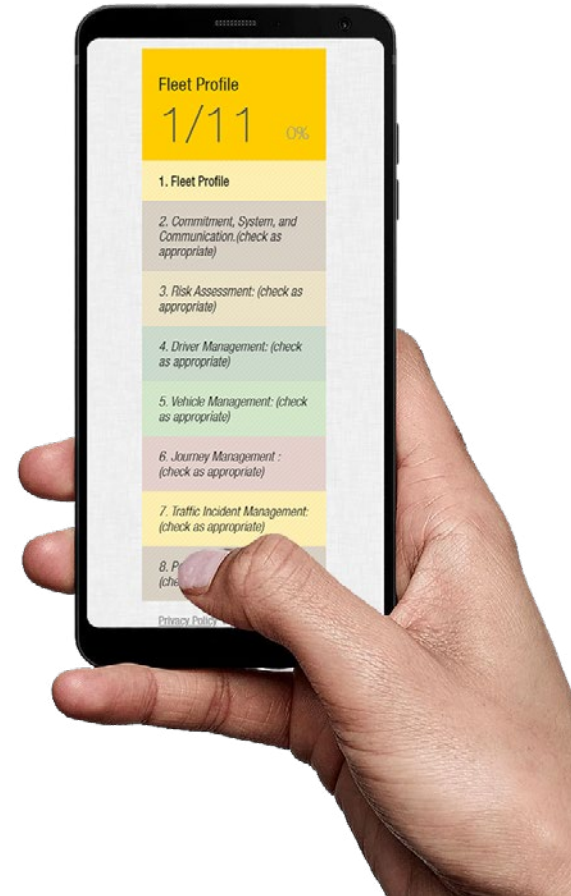
ONLINE TOOLS

- **Fleet Rate:** Free online safety diagnosis for light and heavy vehicle fleets.

[CLICK HERE TO ACCESS](#)

- **CEPA Fleet Data Manager:** An online database for recording, managing and analyzing fleet driver and vehicle data.
- **Driver Assessment:** Online assessment system on fleet driver knowledge and profile.
- **E-learning emotional intelligence:** New tool developed by CEPA and based on the decision-making process behind the wheel.
- **E-learning pack:** Individual and exclusive online training for each company on safe driving.

Our training programs and tools are focused on safe and emotionally intelligent driver behavior, thereby reducing risky behaviors while behind the wheel of a motor vehicle. They were developed exclusively by CEPA with modern teaching techniques.





CEPA
MOBILITY CARE

www.cepamobilitycare.com

CEPA URUGUAY

cepauruguay@cepamobility.com

CEPA ARGENTINA

cepaargentina@cepamobility.com

CEPA REGIÓN NORTE (BOGOTÁ)

ceparegionnorte@cepamobility.com

CEPA MÉXICO

cepamexico@cepamobility.com

CEPA BRASIL

cepadobrasil@cepamobility.com

**CEPA NETHERLANDS, EUROPE,
MIDDLE EAST, AFRICA ASIA AND PACIFIC**

cepainternational@cepamobility.com

