

APPLIES TO:

All Branch Staff

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly. Wear gloves and use standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

Branches should consider:

- Parking arrangements for additional vehicles and bicycles.
- Other means of transport to avoid public transport e.g. cycling.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser (minimum 60% alcohol based) if soap and water are not available.
- How someone taken ill would get home.

Where public transport is the only option for workers, you should consider:

- Changing and staggering branch hours to reduce congestion on public transport.
- Avoid using public transport during peak times (05:45 - 8:15 and 16:00 - 17:30).
- Reminding workers that face coverings are mandatory on all types of public transport.

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Shifts:

As with other sectors, you may wish to consider flexible working or a split shift system to reduce the volume of staff at any one time. Where possible the advice is to create cohorts keeping the same individuals together rather than swapping between teams.

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Arrival at work:

- Review door entry system and, where possible, use fobs or cards instead of an access pad. You may also wish to investigate hands-free door opening options.
- Establish entry and exit points to reduce congestion. If possible introduce one-way flow at entry and exit points
- Add posters to communicate key messages:
 - Social distancing rules.
 - Wash hands as soon as they enter.
 - Anyone with symptoms must not be at work.