



# Covid Safe Operating Procedure Guidelines for Home to Work Contracts

We have put together some information and simple guidelines to help reduce the spread of Covid-19 so that your staff can travel with confidence.

## Enhanced Cleaning

Swift Valley Coach Travel has implemented enhanced cleaning regimes for the peace of mind of passengers including regular cleaning down of high contact touch surfaces such as handrails, armrests and seatbelt buckles throughout the day. Coaches are deep cleaned daily prior to travel and treated with an anti-viral fogging system on a weekly basis.

## Boarding Procedure

- Passengers are reminded that they should practise social distancing at pick-up points.
- At the pick-up point the driver will disembark and wait on the pavement whilst passengers board the coach. For the safety of everyone our drivers will advise all passengers that they must wear face coverings correctly throughout the journey unless they are medically exempt. Face coverings are a legal requirement on passenger transport.
- Hand sanitiser will be available at the entrance to the the coach.
- Passengers should board the coach loading from the back to the front.
- Passengers are asked to follow all signage on board.
- Due to social distancing some seats may not be in use, passengers should only sit in available seats and not change seats at any time during the course of the journey.
- Drivers will wear a face covering and travel with windows open to provide increased ventilation.
- Food and drink will not be permitted on board because face coverings must not be removed during the journey.
- To reduce the risk of transmission the toilet on board the coach will not be available.
- At the destination point passengers should allow drivers to disembark first and observe social distancing as they leave the coach, one row at a time from the front.

**Any passenger displaying symptoms of Covid-19 should not attempt to travel and should seek further advice from NHS 111**



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