

H2S Travel Guidance during COVID-19

This document sets out guidance for the operation of home to school transport in order to minimize the risk of the transfer/spread of COVID-19 to passengers, employees, contractors and their employees whilst travelling on transport supplied or contracted by South Gloucestershire Council. Specifically the guidance sets out the operating principles for the September Term when a full return of all pupils is planned.

These guidelines should be read in conjunction with the Council's Conditions of Contract Framework 2018 V8 and associated code of conduct and the H2S COVID-19 Transporting Passengers Risk Assessment August 2021.

All persons travelling will need to establish for themselves the potential risk to themselves and other persons travelling at the time of travel. Parents and carers of passengers that are unable to fully understand and establish the risk for themselves are required to establish the risk on their behalf.

Persons travelling that show symptoms or have been in contact with someone showing signs of COVID-19 will not be permitted to travel and should seek medical advice.

Further information and guidance can be found in the annex of this document.

General Principles

These operating procedures have been framed around the specific Government Guidance which sets out the issues to be considered and the measures recommended to facilitate a full return to school for all pupils in September 2021.

This guidance relates to home to school transport provided for eligible children on contracted school transport, where children are travelling on public transport different arrangements will apply. The Government guidance makes a clear distinction between contracted 'closed' school transport where all the passengers are known and public transport where any member of the public can travel.

Social Distancing

While every effort will be made to ensure social distancing guidelines are met this will **not** be possible whilst actually on transport due to vehicle size and availability

Where travel is necessary, consider whether children could travel in the family vehicle, walk or cycle, accompanied by a responsible adult or carer, where appropriate.

Social distancing applies to children as well as adults. Children should keep their distance from others who are not in their household. Where this is not possible on transport, children should avoid physical contact, face away from others, and keep the time spent near others as short as possible.

If you are the responsible adult or carer travelling with children, please help them follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.

Personal hygiene

Guidance for all passengers and staff on transport.

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by Public Health England.

Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. **'Catch it, bin it, kill it'**

Parents, carers and school staff can where safe and appropriate, assist passengers and ensure hand washing has taken place before and after travelling.

Parent, Carers and Passengers Responsibilities

Please ensure you have taken all necessary precautions and followed the guidance in this document and have considered other means of transporting your child to school.

Ensure you are ready and waiting to board the vehicle prior to its arrival. Follow the instructions from the Passenger Assistant and/or driver.

Do not travel if you feel unwell, are showing symptoms of COVID-19, or have been in contact with a person showing symptoms or diagnosed as having COVID-19.

If you have travelled unknowingly with COVID-19 or its symptoms you must inform the Client Transport team immediately at ClientTransport@southglos.gov.uk

Passengers of 11yrs and over must wear a face covering whilst on transport unless there is a medical reason/exemption to their use. Passengers under 11yrs are encouraged to wear a face covering also. It is the responsibility of the wearer, parent/carer to ensure they are worn correctly drivers and passenger assistants will not be able to assist or ensure the masks are worn correctly.

South Gloucestershire Council are **not** able to provide face masks/coverings for passengers.

Passenger Assistants (Guide Escorts)

Passenger Assistants (PAs) will be required to wear appropriate PPE whilst transport is operating. PPE will be provided to PAs, including face masks, gloves and hand sanitiser. Instructions in the use of the additional PPE and relevant COVID-19 risks assessments will be released alongside this document to PAs.

PAs are not permitted under any circumstance to enter the passenger's homes and must, where-ever physically possible, ensure social distancing guide lines are adhered to by passengers, parents and carers.

They must ensure the vehicle is embarked/disembarked in a sequence to minimise contact.

On arrival at the school the transport staff and passengers must follow the instructions of the school staff.

PAs must report any concerns of clients, drivers or themselves showing symptoms of COVID-19, or if they have concerns relating to personal hygiene, vehicle cleanliness and/or social distancing infractions. The taking of a passengers temperature is not permitted as this is not a reliable method for identifying Covid -19.

PAs must not travel if unwell, are showing symptoms of COVID-19 or have been in contact with a person showing symptoms or diagnosed as having COVID-19. Government self-isolating guidance must be followed. Contact 111 or follow the link below for further guidance.

Drivers and Contractors

Everyone needs to assess and manage the risks of COVID-19. As an authorised contractor/driver, you also have a legal responsibility to protect yourself and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19. Your risk assessment will help you decide whether you have done everything you need to.

The Council may request a copy of your risk assessment at any time. In any event, you are required to follow the procedures set out in this document and the Council's COVID-19 risk assessment.

Do not travel if you feel unwell, are showing symptoms of COVID-19 or have been in contact with a person showing symptoms or diagnosed as having COVID-19. Government self-isolating guidance must be followed. Contact 111 or follow the link below for further guidance.

Follow social distancing measures, minimise the number of passengers in your vehicle and the amount of travelling time. Drivers may exit the vehicle whilst passengers are boarding to minimise contact but **MUST** ensure it is safe to do so and the vehicle is parked safely and immobilised. A dynamic risk assessment will be required each time this practise is used.

Face masks should be worn at all times that transport is operating. Driving staff wearing glasses may remove face shields/face coverings whilst driving but **MUST** wear face shields/coverings while passengers are boarding and disembarking. All PPE will need to be supplied by the contractor or driver. However South

Gloucestershire Council will endeavour to assist with the supply of PPE if unavailable on the open market.

Vehicle Hygiene

It is very important to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents. Consideration to the vehicle type and weather conditions will need to be applied. Air-conditioning should not be used with recirculated air from the vehicles interior compartments.

Vehicles used in the carriage of passengers on behalf of South Gloucestershire Council are required to be cleaned before and after each use. Standard cleaning agents such as detergents, disinfectants and bleach can be used. Particular attention should be paid to high contact surfaces such as doors, door panels, door handles, window glass, controls, seatbelts, seats and driving controls. Drivers and contractors will be expected to supply a receptacle for the disposal of used face coverings, tissue's etc. in the vehicle.

If you suspect or believe a passenger travelling or has travelled in your vehicle, has or is showing symptoms of COVID-19 or has been in contact with a person showing symptoms you will be required to fully sanitise the vehicle and quarantine it for a minimum of period of 72 hours, fully sanitise again prior to use and report immediately to the Council's Client Transport Team at

ClientTransport@southglos.gov.uk

Rapid Testing

Everyone over the age of 16 without coronavirus symptoms is being encouraged to take a rapid test (lateral flow) twice a week. Rapid tests give results in 30 minutes and are a vital tool to help stop the spread of coronavirus.

We would encourage anyone coming to working in the passenger transport industry to be tested twice a week.

We have guidance to help you understand the [types of Covid-19 testing available](#).

The government and NHS test and trace have the following easy read leaflets:

- [How to test yourself for Covid-19 before you go to hospital](#)
- [How to test yourself for Covid-19 at home](#)

Testing if you have Covid-19 symptoms

The main symptoms of Covid-19 are:

- high temperature
- new, continuous cough
- a loss or change to sense of smell or taste

If you have any of these symptoms, even if mild, book or order a polymerase chain reaction (PCR) test as soon as possible.

You can [book an appointment or order a PCR test to be delivered to your home](#) on GOV.UK or by calling 119.

Self-isolate straight away until you get your results. Do not leave home, except to post a test kit or for a PCR test appointment.

GOV.UK has guidance on [getting a PCR test if you have no symptoms](#).

Local testing facilities

The Department of Health and Social Care runs a number of testing units in our area.

What you do when you get to a testing facility

You will be given instructions on how to take your test safely when you book. There will be signs to direct traffic and pedestrians (as appropriate) at each testing facility.

You will not be tested if you do not have an appointment.

What the test involves

The test involves taking a swab of the back of the throat and the nose.

You may have some mild discomfort, but it should not hurt.

Testing if you do not have Covid-19 symptoms

Rapid testing (lateral flow test)

Rapid lateral flow tests give results in 30 minutes and are vital in stopping the spread of coronavirus.

Everyone over the age of 16 without coronavirus symptoms is being encouraged to take a rapid test (lateral flow) twice a week. It is especially important that anyone working in adult social care or working with vulnerable groups gets tested twice each week.

Children and young people at secondary school or college are already taking rapid lateral flow tests through their school testing programme. For more information visit our [schools, education and childcare](#) page. If you have symptoms, you must book a test on [GOV.UK](#) or call 119.

Getting home rapid lateral flow testing kits

You can [order home rapid lateral flow testing kits](#) on GOV.UK. Locally, you can collect free home rapid lateral flow testing kits from:

- 12 [local libraries](#)
- the [mobile facility](#) (a specially equipped van)
- some local pharmacies – visit the [NHS website](#) to find your nearest pharmacy

Libraries offering home rapid testing kits for collection are:

- Bradley Stoke Library
- Cadbury Heath Library
- Downend Library
- Emersons Green Library
- Filton Library
- Hanham Library
- Kingswood Library
- Patchway Library
- Staple Hill Library
- Thornbury Library
- Winterbourne Library
- Yate Library

For the opening times at each library check the [changes to library services during Covid-19](#).

You do not need an appointment to collect home rapid testing kits.

We have 2 mobile testing vans that will visit different locations across the area.



Mondays:

- Cadbury Heath Community Centre 9am to 12pm
- Chipping Sodbury Town Council Offices (by the clock tower) 9am to 12pm
- Cribbs Causeway (ASDA) 2pm to 5pm
- Page Park, Staple Hill (by the clock tower) 2pm to 5pm

Tuesdays:

- Emersons Green (Bottegino's) 9am to 12pm
- Yate Shopping centre (by Argos and The Entertainer) 9am to 12pm
- Hawkesbury Village Hall 2pm to 5pm
- Page Park, Staple Hill 2pm to 5pm

Wednesdays:

- Staple Hill (Fountain Square Band Stand) 9am to 12pm
- Flip Out, Unit 9k, Aldermoor Way, Longwell Green (BS30 7DA) 9am to 12pm
- Marshfield Community Centre 2pm to 5pm
- Mangotsfield car park (by the school) 2pm to 5pm

Thursdays:

- Longwell Green (ASDA) 9am to 12pm
- Bradley Stoke Leisure Centre 9am to 12pm
- Aztec West (outside Keepmoat Homes) 2pm to 5pm
- Flip Out, Unit 9k, Aldermoor Way, Longwell Green (BS30 7DA) 2pm to 5pm

Fridays:

- Stoke Gifford (Sainsbury's) 9am to 12pm

- Bradley Stoke Leisure Centre 9am to 12pm
- Severn Beach Village Hall 2pm to 5pm
- Yate Shopping centre (by Argos and The Entertainer) 2pm to 5pm

Saturdays:

- Thornbury High Street (17 High St) from 9am to 12pm
- Kingswood High Street (open space near Iceland Foods) from 2pm to 5pm

Sundays:

- Patchway Community Centre from 9am to 12pm
- The Mall (car park by the Upside Down House) from 2pm to 5pm

How to do a home rapid test

You can watch Dr Amir Khan in a [video showing how to test yourself for coronavirus \(Covid-19\) using a home rapid test kit](#).

The video also covers how to read your result and report it to the NHS. (Actual test kits may vary slightly from the version used in the video, so always check the instruction leaflet in your kit).

Rapid lateral flow testing for children and young people

Secondary school and college pupils as well as staff in primary, secondary and childcare settings, have been taking regular rapid lateral flow tests since March.

Primary school age children do not need to have rapid lateral flow tests.

We have guidance to help you understand [testing for children and young people](#).

Workplace testing

GOV.UK has information for employers on [workplace testing and the different options available](#).

If you have fewer than 50 employees and do not have on-site rapid lateral flow testing, find out about our [testing for people who do not have Covid-19 symptoms](#).

Self-isolating

You must self-isolate if you have:

- Covid-19 symptoms and are waiting for the results of a PCR test
- received a positive result from a PCR test

The NHS website has advice on [self-isolation and treating coronavirus symptoms](#).

Changes that started on 16 August (2021)

You do not need to self-isolate after close contact with someone who has Covid-19 if you are:

- fully vaccinated (and 14 days have passed since your final dose)
- under 18 years and 6 months
- part of an approved Covid-19 vaccine trial
- not able to get vaccinated for medical reasons

NHS Test and Trace will let you know that you have been a close contact and check if you legally need to self-isolate.

If you do not need to self-isolate, you will be given advice on testing and guidance to help stop the spread of Covid-19.

You will be advised to have a PCR test as soon as possible (even if you have been vaccinated and do not have symptoms).

GOV.UK has the full guidance on: [Household contacts who are not required to self-isolate from 16 August](#).

Test and Trace self-isolation support payment

You may be eligible for the [Test and Trace self-isolation support payment](#) if you have been told to self-isolate by NHS Test and Trace and are on a low income.

You can be fined if you do not stay at home and self-isolate following:

- a positive test result for Covid-19
- being contacted by NHS Test and Trace and instructed that you legally need to self-isolate

People fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has Covid-19. [GOV.UK has the full guidance](#).

It is also an offence to knowingly provide false information about your close contacts to NHS Test and Trace.

Failure to comply may result in a fine of up to £10,000.

Help from community support

If you are self-isolating there are community support groups that can help you.

Search our [community support directory](#) for groups that provide local help and support, such as food shopping, prescription collection and dog walking.

Useful Information and Government Guidance

Symptoms

<https://111.nhs.uk/covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Use of PPE

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Social Distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Personal Hygiene

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Vehicle Safe Working

[Coronavirus \(COVID-19\): safer transport guidance for operators and people who work in or from vehicles - GOV.UK \(www.gov.uk\)](#)

Drivers and Contractors

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Face Coverings

[How to wear and make a cloth face covering - GOV.UK](#)

Coronavirus safer travel guidance for passengers

[Coronavirus \(COVID-19\): safer travel guidance for passengers - GOV.UK \(www.gov.uk\)](#)