

# Cogenhoe & Whiston Parish Council

## Covid-19 Secure Policy, procedures & risk assessment

Version 1 13.5.2020

Employers of bus transit operators should develop a COVID-19 health and safety plan to protect employees.

### Your employer should:

- Institute measures to physically separate or force distance greater than 6 feet between bus transit operators and passengers. These may include use of physical partitions or visual cues (e.g., floor decals, coloured tape, or signs to indicate to passengers where they should not sit or stand near the bus operator). **Screen being installed, seat markings to limit passenger numbers (passenger choice if they get on, not driver's role to enforce this).**
- Take steps to help prevent the spread of COVID-19 if an employee is sick. Actively encourage sick employees to stay home. Sick employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. **Employees must stay home for 7 days from when symptoms started. If after 7 days, there is no high temperature there is no need to continue to self-isolate. If living with others and the employee is the first person to develop symptoms, then you must stay home for a minimum of 7 days & all other household members must not leave the house for 14 days. The 14 day period starts from when the first person develops symptoms.**
- **If symptomatic please apply for a coronavirus test.**

<https://www.gov.uk/apply-coronavirus-test>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

- Provide information on who to contact if employees become sick.
- **Usual procedures apply**
- Implement flexible sick leave and supportive policies and practices. Consider drafting non-punitive emergency sick leave policies if sick leave is not offered to some or all employees. **Usual policy applies**
- Designate someone to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them. **Deborah / Jon**
- Provide employees with correct information about COVID-19, how it spreads, and risk of exposure. **Posters displayed on vehicle.**
- Conduct worksite assessments to identify COVID-19 prevention strategies.
- Provide employees training on proper hand washing practices (see appendix 1) and other routine infection control precautions. This will help prevent the spread of many diseases, including COVID-19.

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- Provide employees access to soap, clean running water, and drying materials or alcohol-based hand sanitizers containing at least 60% alcohol at their worksite. **Hand sanitiser supplied**
- Provide employees with appropriate gloves when necessary and providing training on properly using them.
- **Supplied, turn inside out as removing and bin carefully**
- Provide disposable disinfectant wipes so that surfaces commonly touched by the bus operator can be wiped down. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Provide employees training on manufacturer's directions for use. **Appropriate materials supplied, drivers required to regularly (at beginning & end of each journey) wipe down high touch areas wearing disposable gloves to do so. These should be turned inside out as removed and binned carefully along with wipes / cleaning cloth.**
- Place posters that encourage staying home when sick, covering coughs and sneezes, and washing hands often practices at the entrance to the workplace and in other workplace areas where they are likely to be seen. **In place**
- Reach out to local public health officials to establish ongoing communications to facilitate access to relevant information before and during a local outbreak.
- Follow all applicable federal regulations and public health agency guidelines.

For bus transit operators, potential sources of exposure include having close contact with a bus passenger with COVID-19, by contacting surfaces touched or handled by a person with COVID-19, or by touching your mouth, nose, or eyes.

### **Employees should;**

- Limit close contact with others by maintaining a distance of at least 6 feet, when possible. **Screen, contactless payment system being installed. Keep the vehicle well ventilated by opening windows. Masks have been provided but are optional. If you choose to wear a mask or face covering you should;**
- **Wash your hands before putting it on**
- **Avoid touching your face or covering so you don't contaminate it with germs from your hands**
- **Change the mask / covering if it becomes damp**
- **Change the mask / face covering daily**
- **Wash your hands after removing it**

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- Consider asking bus passengers to enter and exit the bus through rear entry doors. **Not possible**
- Request passengers avoid standing or sitting within 6 feet of the bus driver. **Screen & seat markings**
- Avoid touching surfaces often touched by bus passengers.
- **Regularly cleaned (at beginning & end of each journey)**
- Use gloves if required to touch surfaces contaminated by body fluids. **Provided**
- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator. **Materials provided**
- Proper hand hygiene (see appendix 1) is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. **Sanitiser provided**
- Key times to clean hands in general include:
  - Before, during, and after preparing food
  - Before eating food
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
- Additional times to clean hands on the job include:
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as fareboxes and handrails
  - After putting on, touching, or removing cloth face coverings
- Avoid touching your eyes, nose, or mouth.

**PLEASE REPORT ANY CONCERNS OR WORRIES TO Clerk OR  
Chairman AT EARLIEST POSSIBLE OPPORTUNITY**

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We use the table below to score the risks in the **Risk Assessment Table**.

| Likelihood (a) |   | Severity (b)                              |   | Magnitude = a x b        |
|----------------|---|---|---|--------------------------|
| Certain        | 5 | Fatality                                  | 5 | 2 x 3 = 6<br>ie Low risk |
| Probable       | 4 | Severe symptoms requiring hospitalisation | 4 |                          |
| Even Chance    | 3 | Minor Symptoms – need to self-isolate     | 3 | High Risk = 20 to 25     |
| Possible       | 2 | Asymptomatic                              | 2 | Medium Risk = 11 to 20   |
| Unlikely       | 1 | Does not contract disease                 | 1 | Low Risk = 2 to 10       |

### Risk Assessment Table

| HAZARD          | RISK                           | CONTROLS                            | MEASURES TO REDUCE EFFECT  | Score    | Risk       |
|-----------------|--------------------------------|-------------------------------------|--|----------|------------|
| <b>Covid-19</b> | Drivers Contracting disease    | Passenger to Driver transmission    | Screen installed / social distancing of passengers/<br>hand sanitiser provided<br>High touch areas regularly cleaned with appropriate cleaning materials<br>Contactless payment system installed<br>Passengers encouraged to wear face coverings<br>Vehicle kept well-ventilated | <b>9</b> | <b>LOW</b> |
|                 | Passengers contracting disease | Driver to passenger transmission    | Masks provided / screen installed / hand sanitiser provided<br>Cash payments discouraged<br>Vehicle kept well-ventilated<br>Passenger choice if get on vehicle   | <b>6</b> | <b>LOW</b> |
|                 | Passengers contracting disease | Passenger to passenger transmission | Social distancing encouraged in bus (seat markings)<br>Face coverings encouraged to be worn<br>Vehicle kept well-ventilated<br>Passenger choice if get on vehicle  | <b>9</b> | <b>LOW</b> |

Signed.....Date .....

Chairman

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### Appendix 1

#### Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.