



*Worcestershire's Leading Coach Operator*

## **Astons Coaches COVID-19 Client Guidance.**

If you are hiring a vehicle from us, you can be assured that the vehicle will have been fully cleaned the evening before and sterilised using one of our anti viral fogging machines. Your driver will also endeavour to clean all touch surfaces as much as possible over the duration of your hire.

It is also important that in line with current government guidelines and Astons Coaches own risk assessment, that the following restrictions are also in place:

- Please do not board the vehicle if you have any symptoms of COVID-19.
- Please wear a face covering for the whole duration of your journey, unless exempt.
- Please use the antibacterial gel provided on entry.
- Currently, only 45- 50% of seats are available for use (normally 1 seat per pair) so that 1m social distancing can be maintained. Seats that are out of use are clearly marked.
- Please use rear seats first when boarding, and depart from the front when disembarking.
- No vehicle toilets or serveries are currently in use.
- Please avoid touching surfaces unnecessarily.
- If you are getting on and off our vehicle multiple times during the day, please use the same seat.
- Please do not eat and drink on the vehicle.

Please help us to keep you safe.



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## **Controlling the risks of infectious diseases.**

### **Introduction**

All employees and clients may be at risk of infection, or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum. Such substances may contain micro-organisms such as bacteria and viruses which can be spread if staff do not take adequate precautions. Also at risk of spreading infection are those involved in food preparation and handling. It is therefore important that strict hygiene precautions are observed.

Our rules on controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

In order to restrict and reduce the risk of infection in the workplace, the Company will:

- **have systems in place that assess the risk of and prevent, detect and control the risk of infection**
- **ensure sufficient resources are available to secure effective prevention and control of infection**
- **ensure employees, clients, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow**
- **information is obtained from and shared with other businesses**
- **audits are carried out to ensure policies and procedures are being implemented**
- **ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition**
- **ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment and vehicles**
- **ensure that a suitable cleaning schedule is in place and followed**
- **ensure there is suitable and sufficient hand washing facilities and antimicrobial hand rubs where appropriate**
- **ensure suitable information on infections is provided to clients, including the importance of hand washing by visitors**
- **ensure information regarding infection is passed on to any other person, as necessary**
- **ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care**
- **inform the local health protection unit of any outbreaks or serious incidents relating to infection**
- **ensure all staff, visitors and clients co-operate with our control of infection procedures**



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- provide regular suitable training, including induction training to all staff on the prevention and control of infection
- keep a record of all training and updates to staff
- ensure prevention and control of infection responsibilities are outlined in employees in job descriptions
- stagger start and finish times so that fewer people are together at once where possible
- cancel non-essential overseas travel to affected areas across the world
- cancel non-essential training sessions
- deal with clients/customers by phone and email
- if face to face meetings must take place, ensure that facilities are suitable to minimise the spread of infection eg allowing a distance of more than one metre between participants
- consider whether employees may work from home
- offer appropriate vaccines to employees and keep a record of relevant immunisations
- ensure the following policies are in place and kept up to date: -

**Procedure**

The Company will apply the below infection outbreak procedure to control the risk of infectious diseases in the workplace:

- strongly recommend that employees and clients follow any Government guidance published on self-isolation/quarantine
- encourage staff and clients to report symptoms of infectious diseases
- ensure staff who have infectious disease symptoms do not come to work and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped
- where required, ensure notifiable outbreaks are reported to the relevant authority eg HSE
- co-operate with any investigation by a relevant authority and comply with any investigation findings
- keep the number of employees dealing with affected persons to a minimum and do not allow these employees to be involved with food handling
- prioritise cleaning, paying particular attention to the cleaning and disinfecting of vehicles, toilets, handles, support handrails, taps and wash basins
- ensure staff pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required
- provide and use antibacterial hand wash in all hand washing areas departmental buildings and all vehicles
- inform visitors and clients of the outbreak and discourage unnecessary visits
- receive external advice, if necessary.