

COVID-19

Guidance for Travelcare Staff

V3 20th May 2020

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COVID-19 Main Guidelines¹

- The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. Loss of smell or taste.
- If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms).



COVID-19 Main Guidelines¹

- Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people





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Keep 2 metres apart from
your co-workers where possible

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Travelcare Assumptions

- It is not expected that Travelcare vehicles carry any known or possible Covid-19 positive passengers. (The PHE definition of “possible case” is that symptoms are shown¹). Passengers that are known to spit or cough frequently will also not be carried at this stage.
- PPE is a scarce resource and should only be used where indicated in the PHE guidance which is reflected in this document.
- Wherever possible Travelcare staff will maintain at least a 2m separation between themselves and passengers. In this circumstance PPE is not required.
- In some cases it is necessary to be closer to the recommended guidance, eg passenger seated closer than 2m, fastening seatbelts, securing wheelchairs or providing other assistance to passengers, in which case the following guidance should be applied.
- Some passengers may be Covid-19 positive without displaying symptoms and a passenger may begin to show symptoms during a journey. Guidance on this is included.
- As there is no appreciable difference in risk, all bus services provided by Travelcare should follow these guidelines whether they are specific PTS services or not.

When Is PPE Needed?

- PPE is not needed where staff remain at least 2m from the passenger
- **Masks** should be worn when you will be working within 2m of a passenger. This will be most of the time for PAs and occasionally for drivers. Masks can be worn for the whole of a journey but should be disposed of as soon as they are removed, they should not be reused.
- **Gloves and Aprons** are for only for use for if you are dealing with bodily fluids such as saliva or mucous or perhaps if a passenger has been sick. They are not needed if you are simply guiding a passenger to a seat or fastening seat belts. Good hand hygiene is all that is needed in these cases. They must not be worn when driving.

PPE Required by Task

	Disposable Gloves	Disposable Plastic Apron	Fluid Resistant Surgical Mask	Eye/Face Protection
Driver in vehicle with a bulkhead, no anticipated direct care - 3	✗	✗	✗	✗
Driver or Passenger Assistant conveying any individual to essential healthcare appointment, that is not currently a possible or confirmed case in vehicle without a bulkhead, no direct patient care and within 2 metres - 4	✗	✗	✓	✗
Direct care assessing an individual that is not currently a possible or confirmed case (within 2 metres) – 4 <small>Note that direct care means activities that may bring you into contact with bodily fluids, eg wiping saliva, dealing with vomit etc</small>	✓ Single Use	✓ Single Use	✓ Sessional use	✓ Risk Assess sessional use

1 - Risk assessed use refers to utilising PPE when there is an anticipated/likely risk of contamination with splashes, droplets or blood or body fluids.

3 – [PHE Table 3](#) 4 – [PHE Table 4](#)

Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

1 Perform hand hygiene before putting on PPE.



2 Put on apron and tie at waist.



3 Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



4 With both hands, mould the metal strap over the bridge of your nose.



5 Don eye protection if required.



6 Put on gloves.



*For the PPE guide for AGPs please see:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.



4 Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.



7 Clean hands with soap and water.



*For the PPE guide for AGPs please see:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Putting On (Putting On.pdf)

Taking Off (Taking Off.pdf)

Official
Video

Disposal of PPE

- There are 3 safe ways to dispose of used PPE, in order of preference these are:-
 1. Where the receiving site is a clinical site, PPE may be removed and disposed of in line with local policy at the receiving site.
 2. When there is no suitable facility at the disposing site, the PPE should be sealed in a plastic bag eg a pedal bin liner and then placed in a bin bag. At the end of the shift the bin bag must be sealed and then:-
 - a) Where there is a convenient LCC facility which has arrangements for clinical waste close to the vehicle base location the sealed bag may be disposed of at that site in line with local policy.
 - b) Where no facility exists, the bin bag should be stored safely for 72 hours before disposal in normal waste ¹
- Area Managers will determine the method to be used for each vehicle journey made and ensure that the crew is briefed.

Precautions while Travelling

- Maintain separation in the vehicle as much as is possible
- Maintain Good Ventilation by:-
 - Ensuring that the heating system is set to use outside air – not to recirculate
 - Keeping windows open where possible.

Cleaning Vehicles

Vehicles will require an enhanced between use clean, ensuring thorough decontamination of all exposed surfaces, equipment and contact areas before it is returned to normal operational duties, with universal sanitising wipes or a chlorine-based product.

- Appropriate PPE must be worn to decontaminate the vehicle - as a minimum, this should include apron and gloves
- All contact surfaces (windows, walls, ledges), working from top to bottom in a systematic process, will require decontamination
- Pay special attention to all touch points including door handles, steering wheel, gear lever etc as well as the passenger area.

If a Passenger Displays Symptoms

Government Guidance for Transport Settings

- If anyone becomes unwell with the symptoms of coronavirus (COVID-19) in a transport setting they must be sent home and advised to follow the stay at home guidance.
- If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff or a passenger has helped someone who was taken unwell with symptoms of coronavirus (COVID-19), they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- It is not necessary to close the transport setting or send any staff home unless government policy changes.

Washing Hands and Distancing is the most important thing

When should I wash my hands?

- You should wash your hands (or use hand gel) frequently in particular:-
 - Before entering and after leaving a building or vehicle
 - Before and after touching a passenger

Should Passengers use Hand Gel?

- The best option is for passengers to wash their hands fully before getting on the vehicle but hand gel use is also acceptable.
- Depending on the passenger this might not always be possible but wherever you can, encourage them to wash their hands or use hand gel before and after travel.

Area Manager Responsibilities

- Ensure that appropriate PPE and cleaning equipment is available to crews.
- For each trip, determine the safe disposal method for used PPE. This will include liaison with potential disposal sites to agree local policy.
- Ensure that all crews are briefed on the contents of this document.
- Maintain a record of the equipment provided and briefings given using the attached spreadsheet.



Microsoft Excel
Worksheet



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NHS

**FOLLOW THE RULES AT WORK
WASH YOUR HANDS OFTEN**



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How to prepare your Fleet Data for Decarbonisation & Replacement Planning



FLEET | FUEL | EAM | GPS | MOTOR POOL | MWM

APSE (Southern Group) Vehicle Maintenance & Transport Advisory Group

Nick Bridle - Senior Industry Consultant, Fleet Technology

July 2020



Agenda

- ⚙️ Transport Decarbonisation Plan Opportunities
- ⚙️ Replacement Planning & Capital Funding Scenarios
- ⚙️ Next Steps – Points to consider

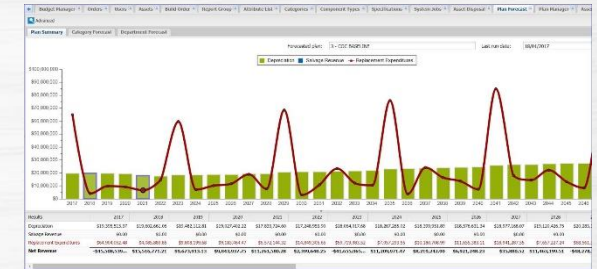
Government Decarbonisation Policies

- ❌ The UK is the first major economy to commit to net zero carbon emissions by 2050
 - Internal combustion engine (ICE) ban from 2035.
 - Committee for climate change would like 2030/32 - (some LA's looking at 2028)
- ❌ UK Transport is now the largest Greenhouse gas emitting sector at 28% for all UK emissions
- ❌ European legislation is forcing manufacturers to provide greener / cleaner vehicles by 2021 or face significant fines for every gram of CO2 over 95g/km
- ❌ European Truck Manufacturers must reduce the CO2 emissions of their products by 15% by 2025 based on a 2015 baseline
- ❌ Battery Electric Vehicle (BEV) Total cost of Ownership (TCO) tipping point is here
- ❌ Hydrogen and Fuel Cell Electric Vehicles
 - Hydrogen creation can be achieved and stored through electrolysis, (water is split into Hydrogen and Oxygen)
 - Fast Charging times – 300 miles of range in 5 mins. BEV from a 150kW charger would be circa 1 hour.
 - Scalable across all modes of transport cars/vans/trucks/buses, etc.

Replacement Planning & Capital Expenditure

What quick wins can I consider to Decarbonise my Fleet

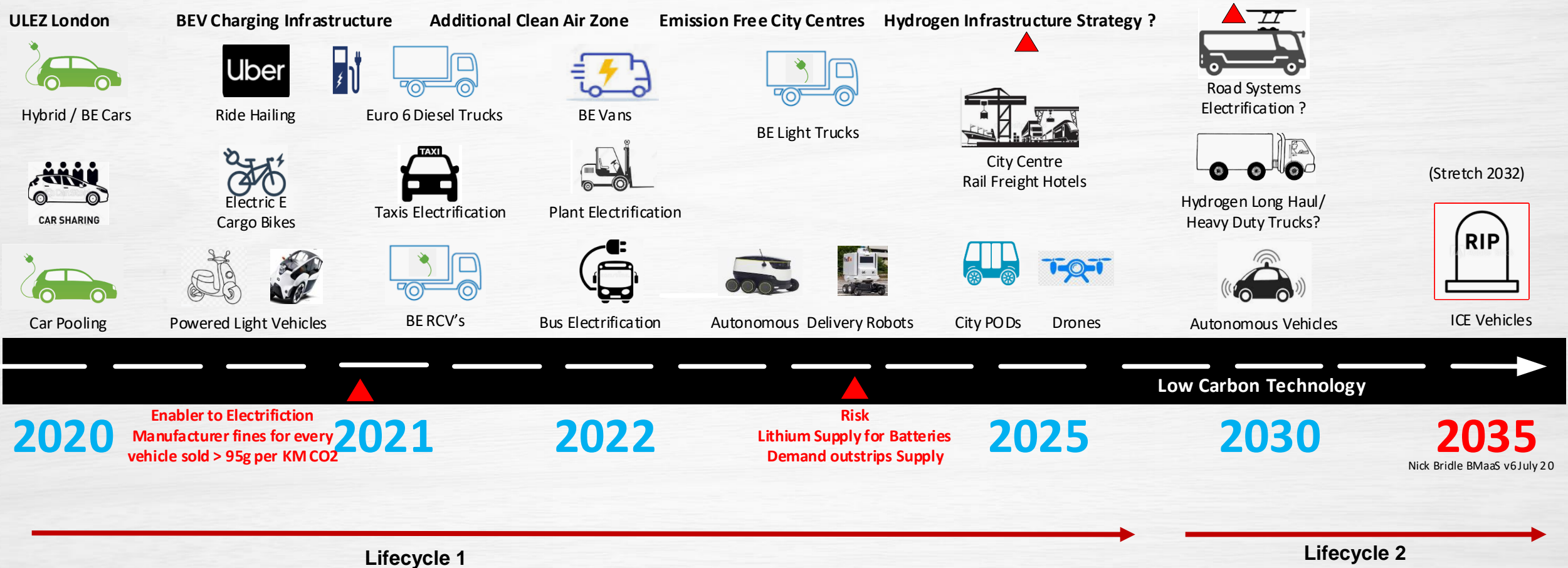
- ❌ Create a Capital replacement plan out for 15 years (with scenarios)
- ❌ Measure my Fleets CO2 & NOx current baseline ?
- ❌ Identify my fleet by Engine Euro rating ?
- ❌ Identify how many over age vehicles I have in my fleet?
- ❌ Identify which Asset replacement dates are well out into the future ?
- ❌ What new model types and range options do I need to consider ?
- ❌ Decision on my Euro 6 Diesels – Still a good consideration for high mileage operations ?



Modes of Transport

New Asset Types and Road Map for Availability

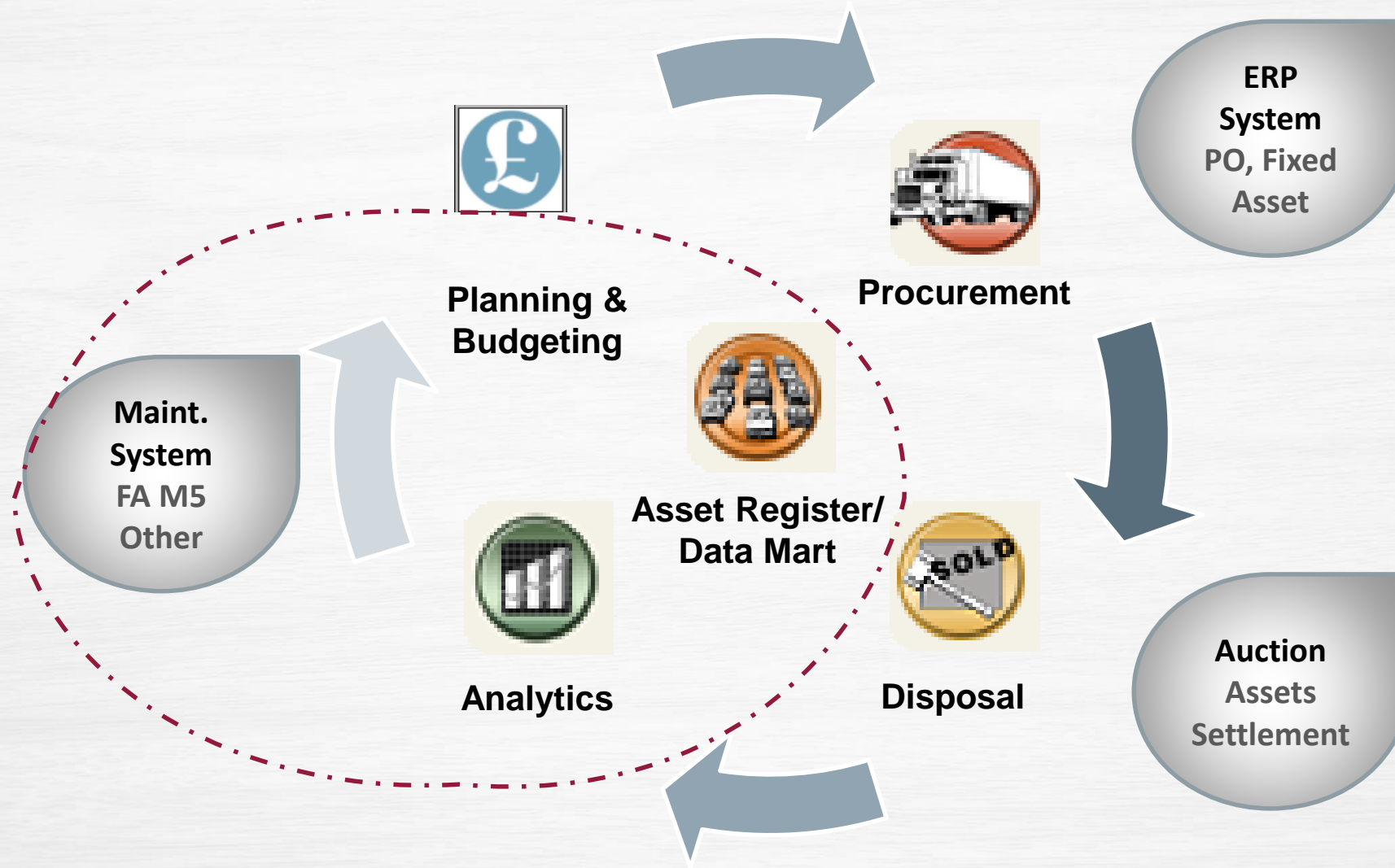
Decarbonizing Transport Operations



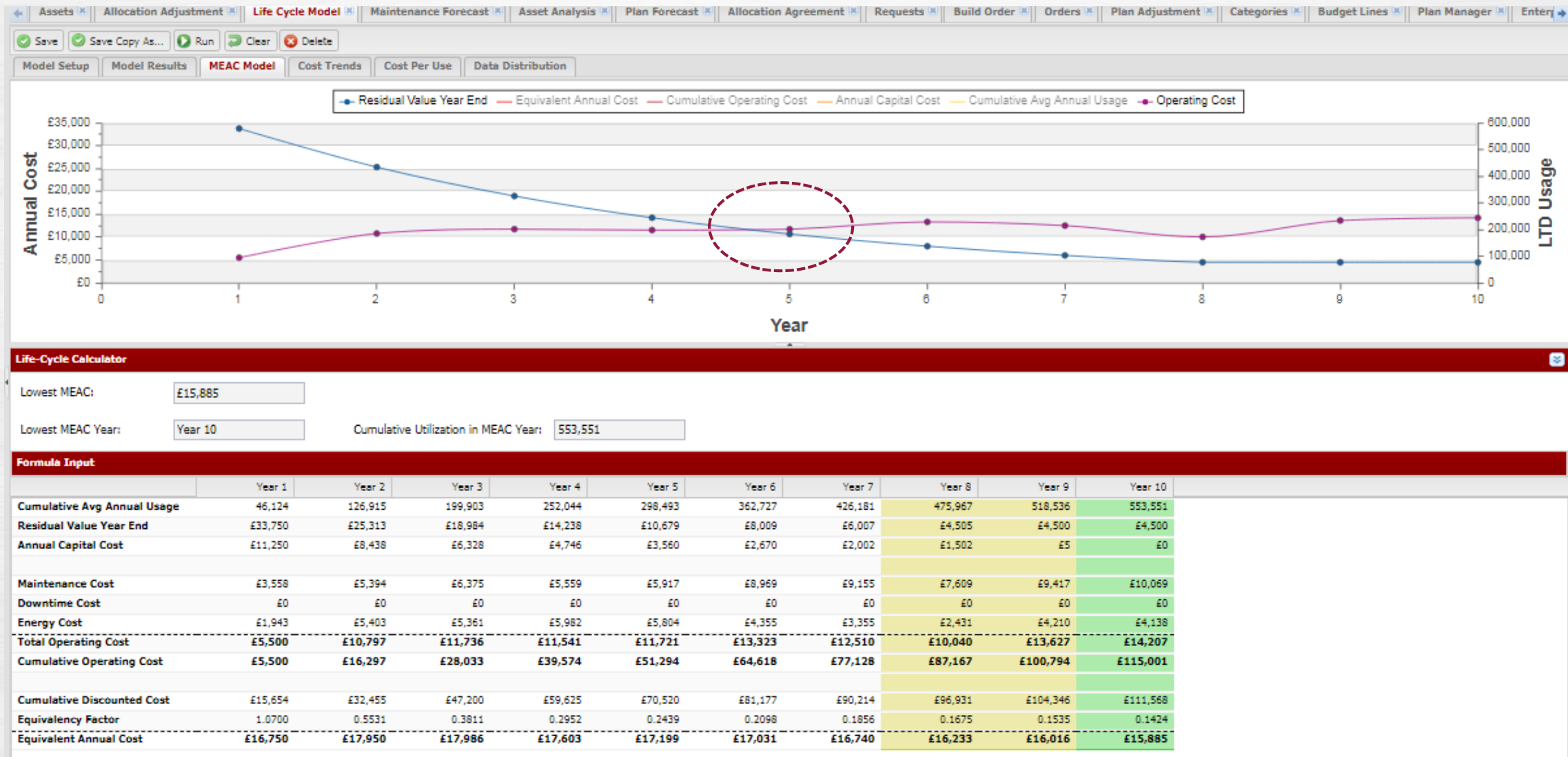
What else do we need to consider to Decarbonise our Fleets ?

- ⚙ Am I tied into long Asset Procurement contracts ?
- ⚙ Have I considered the impact on residual values for Euro 4&5 vehicles ?
- ⚙ BEV's have 60% less moving parts than their ICE equivalents
- ⚙ Can I assess the Impacts on my fixed costs ?
 - Workshops, Future Budgets for Labour & Parts
- ⚙ Don't forget my Plant Operations !
- ⚙ Can I consider Short Term Rental instead of Grey Fleet
- ⚙ What can we do to improve emissions with our current fuel ?
- ⚙ What do I need to do to deploy a recharging infrastructure at the depot ?

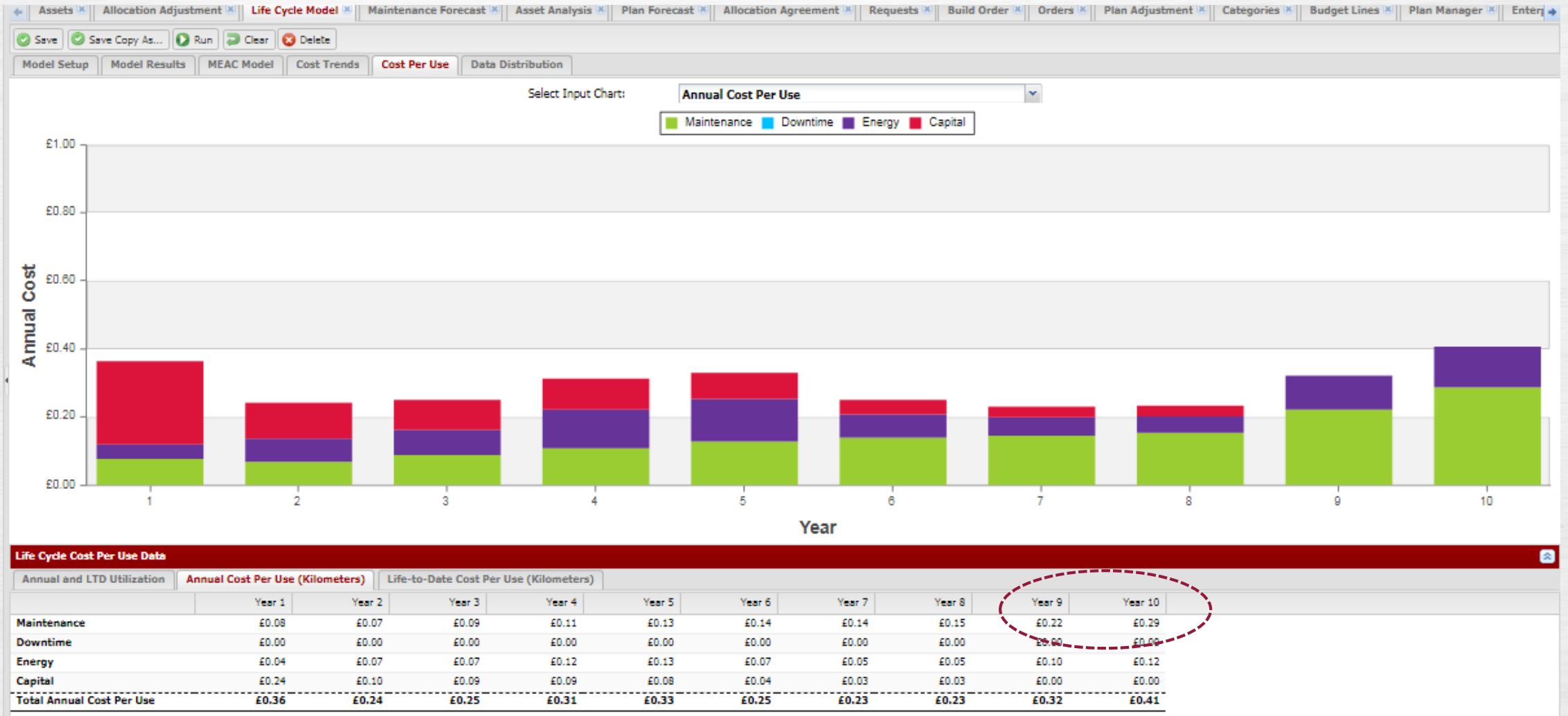
CAM Concept



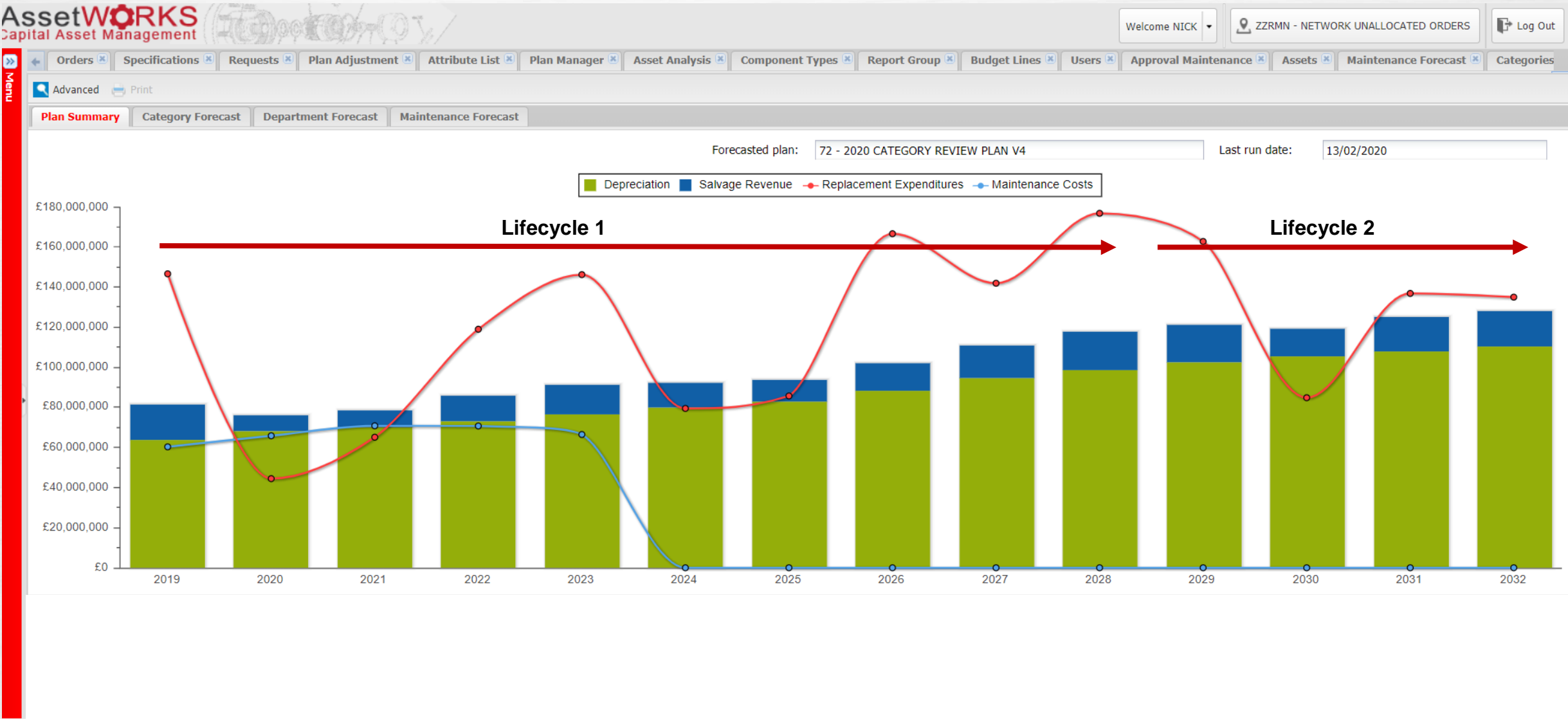
Life Cycle Analysis –Lowest MEAC



Life Cycle Analysis - PPM



Baseline Forecast Capital Replacement Plans



Replacement Planning & Scoring Options

Requests

Build Order

Assets

System Roles

Enterprise

Transformations

Code Maintenance

Categories

Plan Adjustment

Plan Manager

Accept/Reject

Save

Advanced

Add Assets

Copy

Paste

Export Plan

Import Plan Adjustment

Page 1 of 1

Filter

Plan 70 - STRATEGIC 5YR PLAN CAPVDAB2 - Not Approved

Using department	Location	Category	Plan category	Asset age (months)	Make request?	Score (%)	Forecast date	Plan date	Budget year	2016	2017	2018	2019
										£56,280	£48,307	£39,805	£0
ASSETWORKS	ZZZZZZ	CAPVDAB2	CAPVDAB2	3	<input checked="" type="checkbox"/>		Dec 2025	Dec 2025	2025	£0	£0	£0	£0
ZRWCME	352	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	100.0	May 2015	Mar 2017	2016	£9,380	£0	£0	£0
F02836	450	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	99.8	Apr 2015	Mar 2017	2016	£9,380	£0	£0	£0
H30409	919	CAPVDAB2	CAPVDAB2	122	<input checked="" type="checkbox"/>	94.9	May 2015	Mar 2017	2016	£9,380	£0	£0	£0
A09101	471	CAPVDAB2	CAPVDAB2	117	<input checked="" type="checkbox"/>	76.0	Oct 2015	Mar 2017	2016	£9,380	£0	£0	£0
A29212	928	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	67.1	Apr 2015	Mar 2017	2016	£9,380	£0	£0	£0
F24401	328	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	61.1	Apr 2015	Mar 2017	2016	£9,380	£0	£0	£0
A17028	378	CAPVDAB2	CAPVDAB2	118	<input checked="" type="checkbox"/>	57.3	Oct 2015	Mar 2018	2017	£0	£9,661	£0	£0
669019	471	CAPVDAB2	CAPVDAB2	117	<input checked="" type="checkbox"/>	54.3	Oct 2015	Mar 2018	2017	£0	£9,661	£0	£0
A35202	475	CAPVDAB2	CAPVDAB2	118	<input checked="" type="checkbox"/>	54.3	Oct 2015	Mar 2018	2017	£0	£9,661	£0	£0
F26607	481	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	52.9	Apr 2015	Mar 2018	2017	£0	£9,661	£0	£0
F17510	352	CAPVDAB2	CAPVDAB2	117	<input checked="" type="checkbox"/>	40.0	Nov 2015	Mar 2018	2017	£0	£9,661	£0	£0
A27454	920	CAPVDAB2	CAPVDAB2	123	<input checked="" type="checkbox"/>	35.1	Apr 2015	Dec 2018	2018	£0	£0	£9,951	£0
D26376	980	CAPVDAB2	CAPVDAB2	104	<input checked="" type="checkbox"/>	30.1	Nov 2016	Dec 2018	2018	£0	£0	£9,951	£0
F07410	328	CAPVDAB2	CAPVDAB2	92	<input checked="" type="checkbox"/>	6.7	Dec 2017	Dec 2018	2018	£0	£0	£9,951	£0
SC3280	328	CAPVDAB2	CAPVDAB2	92	<input checked="" type="checkbox"/>	0.0	Dec 2017	Dec 2018	2018	£0	£0	£9,951	£0

Next Steps

- ⚙ Offer a demo of the CAM system to interested LA's
- ⚙ To work with the APSE teams on developing a plan for a feasibility pilot through an agreed Special Interest Group (SIG) number of LA's
- ⚙ Source and add Fleet data to a UK hosted CAM database
 - Use APSE Transport Category & Industry standard codes to load data
 - Run Category lifecycle and replacement planning analysis
 - Review the current fleet and identify any early quick wins
 - Produce a Capital replacement plan with scenarios based on carbon reduction opportunities
- ⚙ Produce a report with findings
- ⚙ Identify the effort to work in partnership on a roll out to other authorities

Questions?



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Approved
Partner

AssetWORKS

Dockless bikes -the good, the bad and the ugly

www.oxford.gov.uk



**Cllr Louise Upton
Cabinet Member for Safer, Healthier Oxford
Champion for Cycling**



The Oxford landscape

- “A cycling city” ambition
- High level of cycle usage
- Existing docked bike scheme
- A Champion for Cycling
- Oxford Cycling Forum



Dockless bikes – how it works

- Download app
- Find your nearest bike
- Geofencing
- Incentives
- Community buy-in



The Code of Conduct

- Regular checks of lights and brakes
- Contact details on every bike
- Team on the ground to deal with problems and redistribute bikes
- Be a living wage employer
- Agree to a cap on numbers
- https://www.oxford.gov.uk/downloads/file/3893/oxford_code_of_conduct_for_dockless_bike_sharing_operators



The good....

- Pollution free public transport
- Encourages active travel
- Gateway for people to start cycling
- Spreads tourists out
- Reduce abandoned bikes
- Generates useful data
- No cost to the LA



The bad....

- Generates complaints
- Pavement clutter
- Unexpected gluts
- Damaged bikes, stickers missing etc
- *Work with the operators to find solutions!*



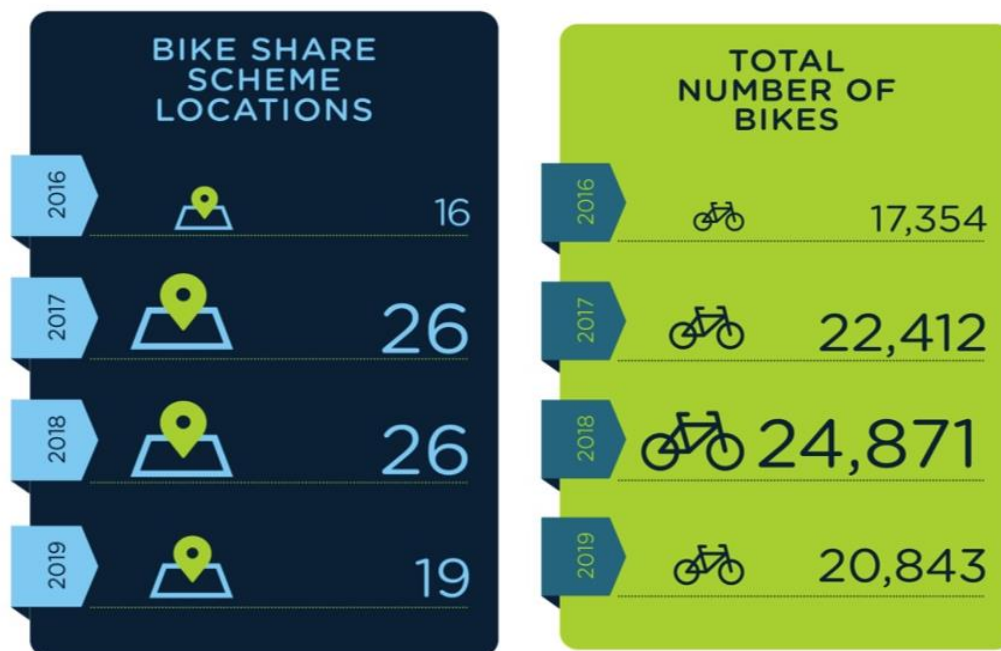
The ugly....

- Bikes dumped in streams and ponds
- Use by “pharmaceutical entrepreneurs”
- Unscrupulous operators depositing large numbers on pavements



The Oxford roller-coaster....

- From too many to none!



Impacts of Covid19

- needs and opportunities

- **Government-funding for active travel measures**
- **Need to get people around without using public transport**
- **Let's capitalise on increases in cycling seen during lockdown**
- **Carpe diem!**
- **Do consult CoMoUk the new name for Carplus Bikeplus, short for Collaborative Mobility**
<https://como.org.uk/>



And now for something completely different.... E-scooters!

- **Government has just announced that trials of e-scooters will be legal...**
- **Can they be part of the solution?**
- **Similar challenges to bike hire schemes, with similar solutions**



Thank you

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Any Questions?

