

3 April 2020

# COVID-19

## ADVICE FOR WORKING AT OPERATING LOCATIONS

Our work is vital to keep the country connected. We ensure that key workers can get to their jobs and goods can get to market. That's why we must continue to run a safe and punctual railway.

While we do this, it's very important that we look after ourselves and each other.

This includes:

- Maintain two metres distance between yourself and others, wherever possible. Where this is not possible, minimise contact with colleagues. Minimum contact is a combination of time and distance.
- Wash your hands often for at least 20 seconds.
- Cough or sneeze into a tissue and put it in a bin immediately. If you do not have a tissue, cough and sneeze into the crook of your elbow.
- Avoid contact with anyone displaying symptoms of the Covid-19 virus.
- Avoid non-essential use of public transport.

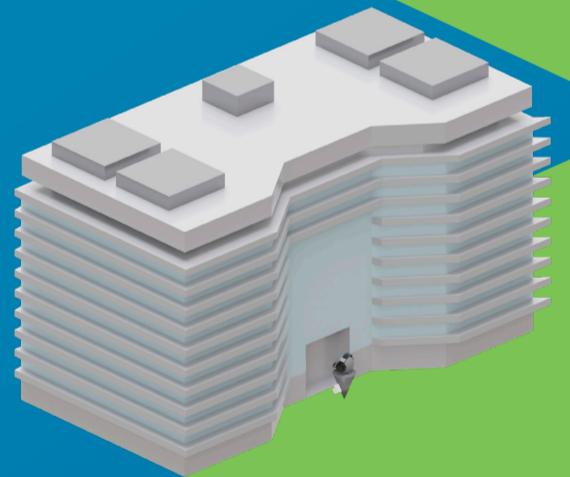
### Travelling to your place of work

- Wash your hands with soap or use hand sanitiser before entering and after exiting the vehicle.
- Clean the vehicle surfaces that you touch and near you with disinfectant.
- Do not lift-share unless absolutely necessary.
- Where shared transport is necessary, maintain airflow in the vehicle by keeping windows open.
- Use disposable gloves when filling up any vehicle at service stations.



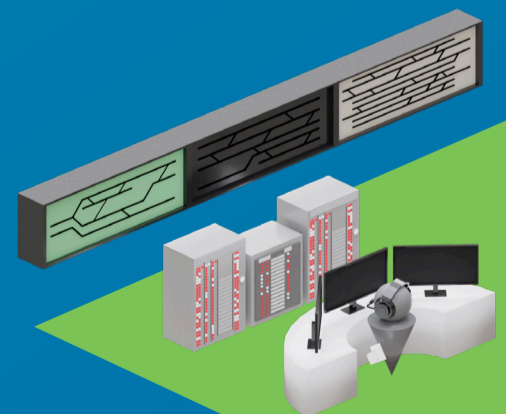
### Arrival at the operating location

- Keep two metres apart during shift handovers and if appropriate, write down handover information rather than having face-to-face conversations.
- Please observe any new arrangements where mess rooms have been physically segregated into separate areas to minimise contact.
- Stagger starting and finishing times in multi-shift operating locations to minimise contact.



### Working in an operational location

- Safety is our first priority. Normal working methods and practices still apply and everyone is expected to comply with the relevant company standards.
- Trade Unions have agreed that the company can negotiate temporary rosters at short notice when required i.e. someone off sick or isolating at short notice.
- Keep trainees on a shift to a sensible number that takes consideration of capability to best achieve social distancing at that location.
- Visits to operational locations must be kept to an absolute minimum e.g. welfare or operational compliance activities.
- Move desks apart or leave unoccupied to create more space between people wherever possible.
- If you can, bring your own prepared food to work and consider bringing your own cutlery/utensils.
- Do not share food, cups or utensils or make rounds of drinks.
- Avoid passing around paperwork and sharing pens. Where this is unavoidable use disposable gloves and/or wash hands more frequently.
- Avoid sharing communication equipment. Where this is unavoidable, clean equipment before and after use.
- Regularly wipe down your desk and/or any equipment you are using with disinfectant, cleaning products and paper towels. Always clean down your location prior to shift handover. (NB avoid excess liquid coming into contact with electrical/mechanical equipment)
- All items used for cleaning should be disposed of correctly and, where possible, double bagged and separated from general waste.



This guidance applies to all people coming onto the site, including contractors. For the full guidelines please go to MyConnect Coronavirus information hub.