

## **Guidelines for key workers - social distancing in the workplace**

### **1. Introduction**

These guidelines are based upon and should be read in conjunction with the advice provided from Public Health England, Public Health Wales and Health Protection Scotland, which provides the most up to date advice from the UK Government on what everyone should do following the outbreak of the Coronavirus (COVID-19).

We are working in close coordination with our rail industry and supply chain partners to share best practise and will adopt all best practice measures on protective equipment, health advice and working practices.

We expect all colleagues to follow the advice from the UK Government on Social Distancing and support the national effort to protect citizens and colleagues.

### **2. Social Distancing in the Workplace**

Employees should work at least 2 metres apart. Where this is absolutely not possible and not safe to do so only whilst working outdoors trackside, then good practice must be followed to mitigate the risk:

- For employees working track side, the spread of the virus can be reduced working outside using Network Rail safety gloves and safety glasses.
- If you need to cough or sneeze, this should be into a tissue and then safely discarded.
- If you do not have tissues, cough and sneeze into the crook of your elbow.

Line managers will amend workloads, practices and required staffing levels, where appropriate, to that which are essential to provide, operate and support the railway.

Where works are required to take place, all measures practicable should be adopted to segregate colleagues and minimise the likelihood of transmission or exposure to the COVID-19 virus. Such measures could include:

- reducing shared transport and use own vehicle
- home start for colleagues, travel direct from home to work site, rather than depot to work site
- segregation at sign in points and mess rooms,
- changing or staggering of shift times.
- colleagues are encouraged to bring prepared food to work.

Only the required numbers of staff will be in the workplace for the essential workload. Colleagues that are not required on shift should remain at home. Line managers should carefully review rosters and create or adjust shifts to share the work activity fairly among the pool of available work force.

Teams should, where possible divide into smaller groups of two people or less to make it easier for them to maintain appropriate social distancing at:

- mess rooms,
- work locations,
- vehicles,
- booking-on and access points
- any key entry points.

Employees may use Network Rail vehicles for all work travel, including commuting to and from their home, at the discretion of their line manager. This includes vehicles hired by Network Rail. We have received confirmation from HMRC that with immediate effect there will be no tax implications for staff doing so. This shall remain in place until further notice.

With immediate effect, Network Rail have expanded our vehicle insurance cover to include employees' personal vehicles when they are being used for work travel.

Q. What journeys am I covered for?

A -All journeys you make to or from a work location whilst acting on behalf of Network Rail. This includes travel between work locations.

Q. Does this affect my existing personal insurance?

A. No. You should keep that in place as normal. We do not recommend making any changes to your personal insurance. You will need that as present for your non-work journeys.

Q. Are there any restrictions?

A. Yes, drivers must be legally qualified and not found to be under the influence of alcohol or drugs. Your vehicle must be legally roadworthy with all tax and MOTs in place. The insurance may be invalid should these conditions not be met by the colleagues.

A separate document will provide detail.

Inside office spaces, as a temporary measure, desks and workstations should, where possible, be separated to enable colleagues to work apart as per UK Government guidelines.

Team briefings and meetings should be undertaken by teleconferencing where possible.

Managers and colleagues are encouraged to discuss and consider flexible ways of working wherever possible.

Face-to-face events and meetings should be cancelled or rearranged to remote calling where possible

### **3. Developing Symptoms at Work**

If you become unwell in the workplace with coronavirus symptoms (a continuous cough or a high temperature) you should:

- Inform your line manager immediately and go home,
- avoid touching anything,
- cough or sneeze into a tissue and put it in a bin immediately, if you do not have tissues, cough and sneeze into the crook of your elbow.

You are encouraged to maintain contact with your line manager and members of your team, and to look after your own and your colleagues mental and physical wellbeing.

Whatever you do, please remember to social distance yourself to reduce the transmission of this virus.