

ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR –COVID-19, NO 31, 28 SEPTEMBER 2020

I hope that this latest briefing finds you and your family well. This briefing provides important information around car/vehicle sharing in light of the First Minister's statement on this on 22 September. I understand that this statement has generated some queries relating to the position with work vehicles and so I aim to clarify our position on this with this briefing.

We have considered the First Minister's statement and the updated guidance available on car sharing and we are satisfied that our position on the sharing of vehicles at work is still valid. The First Minister's statement and the Transport Scotland guidance around car sharing (i.e. that you should only travel with members of your own, or extended, household) relates to personal vehicles and travel in a leisure capacity rather than travelling when at work.

Travelling at Work

For the avoidance of doubt, Tayside Contracts' position on the use of vehicles at work during the COVID-19 pandemic is as outlined in our [Generic Use of and Travelling in a Tayside Contracts' Vehicle Risk Assessment](#) and our [Guidance on Face Coverings in Vehicles](#) document.

The default position is that single occupancy in vehicles should be applied whenever operationally feasible. When single occupancy is not possible, the key elements of the risk assessment and face coverings guidance should be followed and is summarised below:

It is a requirement for all employees travelling in a Tayside Contracts' vehicle within two metres of another person to wear a face covering, unless:

- it is clearly impractical to do so or
- the person is unable to tolerate wearing a face covering due to a medical condition or
- an employee has concerns about being in a vehicle with another person even with a face covering

Any such instances will be considered on an individual basis by the line manager and a solution agreed between the line manager and employee

The wearing of a face covering is in addition to several additional infection control measures including:

- max 2-person occupancy where 2m physical distancing cannot be fully applied
- occupants facing forward and avoiding face to face
- max single journey duration time of 1 hr
- max cumulative daily journey time of 2hr 30 mins
- part of a work bubble/family – vehicle occupants kept constant wherever practical
- use of the same vehicle as much as possible
- there is NO eating or drinking in a shared vehicle during travel
- cleaning of touch points between vehicle uses by the driver

Managers have been encouraged not to force any employee to share a vehicle where the employee does not feel comfortable doing so and to instead discuss the employee's concerns with them.

Travelling to/from Work

In relation to car sharing and travelling to and from work, on 22 September the First Minister stated that individuals should only travel with members of their own, or extended, household.

The Scottish Government recognises that there may be occasions when there is no alternative but to travel with people from out with your household. This should be limited as much as possible.

On such occasions, you should:

- keep to small groups of people, up to 6 at any one time
- keep your distance and take care entering and exiting the vehicle
- sit as far apart as possible in the vehicle, avoiding face-to-face
- maintain good ventilation by keeping the car windows open
- wear a face-covering, unless you are exempt
- clean your hands before and after your journey
- if the vehicle is your responsibility, clean the door handles and other areas that people touch.
- If you regularly share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.

Although Tayside Contracts' duty of care does not extend to travel to and from work, it is expected that employees will adhere to the Scottish Government guidance.

The above position with regards to travel in private vehicles and travel in works vehicles may seem contradictory but it is important to note and understand that the reason Tayside Contracts can still permit vehicle sharing when there is no reasonable alternative, is because we have put strict control measures in place to mitigate against the risk of transmission of COVID-19 as detailed in our generic risk assessment.

If you require further information, please refer to the following:

The Scottish Government's current restrictions:

<https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/getting-around/>

Advice on travelling within Scotland: <https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/guidance-on-travelling-within-scotland/#section-64072>

Advice on how to travel safely: <https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/#section-63888>

Should you have any questions about any of the topics covered in this briefing or are seeking support please do not hesitate to contact your line manager. Please continue to refer to Tayside Contracts' website www.tayside-contracts.co.uk on a regular basis to check for further updates.

If you have not already done so and wish to provide your email address to us in order to benefit from electronic access to communications such as these, please forward your email address to Communications@tayside-contracts.co.uk We will not forward your email address onto any third parties or use it for any other purpose other than to communicate with you.

Iain C Waddell, Managing Director, 28 September 2020