



Covid19 update to travel for excursions and outings

Version 1.01

November 10th 2020

This is guidance released for Write-Trak tutors based on the most recent guidance from November 5th 2020. Please also note that the UK Government consider this this is guidance, and is not mandatory activity.

This is to be utilised in conjunction with the Covid-19 policy and all other policies relevant to this of Write-Trak

NOTE; Due to ongoing changes in legislation the guidance contained within this document may become obsolete, updated and be changed to reflect this.

Table of contents

TRAVEL UPDATE	3
Transport.....	3
Can I meet outside with students?	3
SAFER GUIDANCE	4
Risk assessment.....	4
Social distancing.....	4
Distance travelled	4
Identification for tutors / students on excursions / outings	4
Mitigating actions – what can I do?	5
Cleaning.....	6
PPE	6
Face covering when travelling.....	6
Exemption and certificates when travelling.....	7
REFERENCES	8
Coronavirus (COVID-19): safer travel guidance for passengers	8
Coronavirus (COVID-19): safer transport guidance for operators	8
What parents and carers need to know about early years providers, schools and colleges in the autumn term.	8
Appendix 1 – exemption image for iPhone / iPad.....	9
Appendix 2 – small exemption badge	10
Appendix 3 - exemption card	10
Appendix 4 – exemption cards.....	11
Appendix 5 – exemption certificates.....	12

Travel update

In line with the existing policy on travel and transport in Write-Traks Covid-19 policy due to recent Government changes in guidance the additional information is being provided to staff and tutors.

Transport

- All transportation providers for Write-Trak should follow the UK Governments guidance on safer travel, [COVID-19: safer transport guidance for operators](#) , and Protocol for operating KCC transport services policy, Appendix 1.
- Write-Trak and its tutors will endeavour to ensure tutors, parents and young people follow the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning their travel.
- Ensure that transport arrangements cater for any changes to start and finish times
- Download the NHS COVID-19 app, if possible.
- Check that your vehicle is safe and roadworthy if you haven't used it for several weeks.

Can I meet outside with students?

There are still circumstances in which you are allowed to meet others from outside your household or support bubble in larger groups, but this should not be for socialising and only for permitted purposes. A full list of these circumstances can be found in the regulations and includes: formal education or training, and to provide emergency assistance.

Safer guidance

Transport providers, staff and tutors, should remain mindful of their obligations under health and safety, equalities and employment legislation. You should co-ordinate your planning and actions with Write-Trak at all times for all excursions and outings.

Risk assessment

Staff and tutors should use this guidance to create a risk assessment that will:

- identify the risks arising from coronavirus
- inform the decisions and control measures that will need to be put in place

You should review your risk assessment regularly to ensure it remains relevant and appropriate. To support workers in high risk groups, Write-Trak openly encourages all of its tutors and staff to discuss any concerns they or individuals may have around their particular circumstances.

Social distancing

Passengers and drivers should maintain 2-metres distance from people outside their household or support bubble, where possible, because the risk of transmission is small at this distance.

If passengers and drivers cannot keep a 2-metre distance, they can reduce the risk of transmission by maintaining a 1 metre distance where possible, and taking suitable mitigations. Write-Trak advise tutors, staff and passengers on ways to keep their distance from other people as much as possible while travelling on excursions and outings.

Distance travelled

Write-Trak does not recommend that any trip be planned that is more than 5km from the tutors location while the Covid-19 crisis exists.

Identification for tutors / students on excursions / outings

Tutor must take with them and have ready for inspection if asked by an appropriate authority, their Write-Trak tutor photo identification when on all educational excursions and outings.

Mitigating actions – what can I do?

Write-Trak fully recognises that there are situations where social distancing may not be fully possible, where the social distancing guidelines cannot reliably be followed in full, staff, tutors and students should consider the following mitigating actions:

- creating and agreeing a single, clear approach to social distancing for all workers and passengers
- agreeing and maintaining clear rules for workers and passengers that meet social distancing guidelines
- setting clear rules for interacting with passengers,
- reducing the number of people each person has contact with by using fixed teams, bubbles, partnering or grouping
- keeping travel groups as small as possible
- using an appropriate face covering in situations where social distancing is not possible
- further increasing the frequency of hand washing and access to hand sanitiser
- using screens or barriers if possible
- sitting or standing side-by-side or behind other people, rather than facing them, where seating arrangements allow
- increase surface cleaning
- keeping the driving time involved as short as possible
- making adjustments for those with specific needs or protected characteristics, for example disabled people, older people and pregnant women
- consider groups of people who process information differently or who may not be able to distance from others
- having windows of the vehicle open to allow for better ventilation.

In addition:

- limit the number of people or households that you come into contact with, for example by avoiding the busiest routes, as well as busy times like the rush hour
- avoid touching your face
- cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- only touch surfaces where required for safe travel
- stay outdoors, rather than indoors, where possible
- minimise the time spent close to other people, where possible
- avoid loud talking, shouting or singing
- dispose of waste safely, including items such as used disposable face coverings

Cleaning

Touch points (for example buttons to open doors, hand rails) should be a particular area of focus for more frequent cleaning. You should follow guidance on cleaning and waste disposal and implement cleaning protocols to limit coronavirus transmission and consider who will carry out the cleaning activity.

You must clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch

PPE

The risks of coronavirus are best managed through measures such as social distancing, rigorous hand hygiene, not touching your face and grouping / cohorting / tutorial pods. If a risk assessment does show that PPE is required, then it must be provided to those who need it. Any PPE provided must fit properly.

Face covering when travelling

Public health advice is that transport staff (including taxi and private hire vehicle drivers) wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.

This means staff / tutors that drive:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- avoid touching their face or face covering, to prevent contamination with germs from their hands – this is particularly important
- change their face covering if it becomes damp or if they've touched it
- continue to wash their hands regularly
- change and / or wash their face covering daily
- if the material is washable, wash in line with manufacturer's instructions – if it's not washable, dispose of it safely. Use a 'black bag' waste bin or litter bin to dispose of face coverings. You should not put face coverings in a recycling bin or drop them as litter.
- practise social distancing wherever possible

Exemption and certificates when travelling

If you are travelling with any person who is exempt from wearing face coverings you should ensure that the person has completed and carry with them, an exemption certificate (useable examples are included as appendices within this document). The requirement to wear a face does not apply to any one where they cannot put on, wear, or remove a face covering:

- without severe distress
- because of any physical or mental illness or impairment, or disability (within the meaning of section 6 of the Equality Act 2010)
- where they are travelling with, or providing assistance to, another person who relies on lip reading to communicate
- where they remove the face covering to avoid harm or injury, or the risk of harm or injury, to themselves or others
- where they have to remove their face covering to take medication
- where they are requested to remove the face covering by a constable or other relevant person

References

Coronavirus (COVID-19): safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Coronavirus (COVID-19): safer transport guidance for operators

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#personal-protective-equipment>

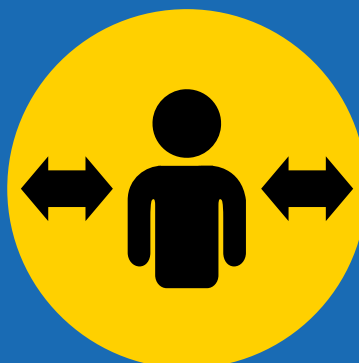
Guidance - What parents and carers need to know about early years providers, schools and colleges in the autumn term.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Appendix 1 – exemption image for iPhone / iPad

**I am
exempt
from
wearing
a face
covering.**

**Be kind.
Keep your distance.
Thank you for
understanding.**



Appendix 2 – small exemption badge



Appendix 3 - exemption card

Print version

Step 1

Print this A5 page.

Step 2

Cut along the long dashed line.

Step 3

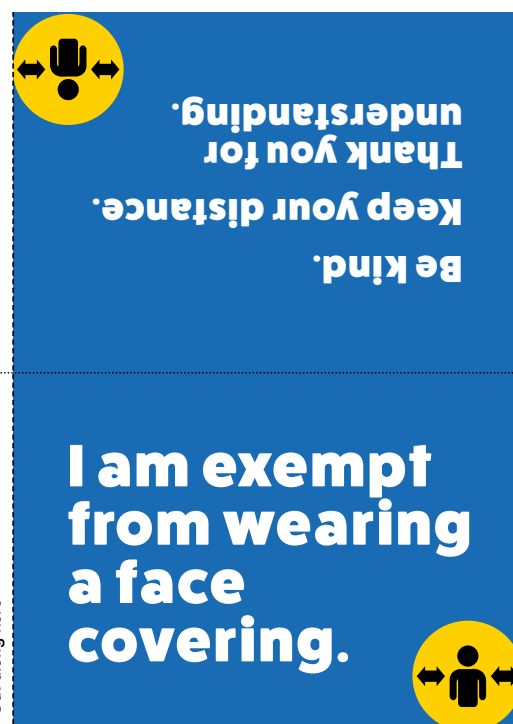
Fold along the short dotted line.

Step 4

Take with you when you are going anywhere.

Fold here

Cut along here



Appendix 4 – exemption cards



Face covering exemption cards



Some people can't wear a face mask or covering because of a **disability** or **severe distress**.

We have designed these D.I.Y cards to help deal with public situations that might happen.



The first side of the card is always the same and some people will be happy using it on its own.

Show it to quickly explain that you have a legal **reasonable excuse** not to wear a face mask.



If you want a non-verbal way to explain more you can double side your card with one of the extra messages.



These can be printed or kept on your phone as photos.

Find out more on our website
[keeptsafe.org.uk/mask](http://www.keeptsafe.org.uk/mask)

Updated June 2020 photosymbols.com

<http://www.keeptsafe.org.uk/mask>

Appendix 5 – exemption certificates



Face covering exemption card

If your child cannot wear a face mask because of special needs or autism please cut out one of the cards below to show.

Child
& Parent
Version

<p>SEN Travel Support</p>  <p>I have special needs and I cannot wear a face covering Thank you</p>	<p>SEN Travel Support</p>  <p>My child has special needs and cannot wear a face covering Thank you</p>
<p>Autism Travel Support</p>  <p>I am autistic and I cannot wear a face covering Thank you</p>	<p>Autism Travel Support</p>  <p>My child is autistic and cannot wear a face covering Thank you</p>
<p>Autism Travel Support</p>  <p>I have autism and I cannot wear a face covering Thank you</p>	<p>Autism Travel Support</p>  <p>My child has autism and cannot wear a face covering Thank you</p>



photosymbols®