Workplace Travel (for an apprentice that is not symptomatic or otherwise Covid19 compromised)

**Vehicle cleaning**
- Clean all areas in the vehicle they are commonly touched, using hand sanitiser (60% alcohol or usual low hazard cleaning products). In particular, clean vehicle:
  - key fobs
  - door frames/handles
  - steering wheel
  - gearstick/handbrake
  - fuel input
  - radio/satnav
  - any other touch/steering column controls (indicators, lights, windscreen wipers etc).
- On leaving the vehicle for use by anyone else, also ensure the vehicle is emptied of personal items such as mobile phones, cases, and any clothing, PPE or waste materials.
- Remove cleaning materials, other waste and single-use PPE and ensure there are suitable waste disposal arrangements.
- Ensure hand sanitisation before and after each journey, and during if need be.

**Pairing in vehicles**
- As far as possible, establish worker pairs – or if that is not possible, teams or shift groups – so that where close proximity vehicle travel is unavoidable, it occurs between the same people.

**SFARP: mitigating measures**
- SFARP means 'so far as is reasonably practicable (HSW Act 1974)'
- In addition to face coverings, possible mitigating measures may include:
  - Reduce number and duration of shared journeys, whenever possible
  - Increase frequency of workers’ hand washing and vehicle cleaning*
  - Reduce number of workers each person has close proximity with by using ‘fixed pairs/teams or partnering’ (so a person travels with only one other, or a few others)**
  - Use a vehicle that allows spacing between occupants and/or limit the number of occupants – these may include leaving some seats empty
  - Enable workers to sit side-to-side (not passenger facing) whenever possible – do not sit ‘three to a cab’ in driver front bench seats
  - Ventilation: increase the flow of fresh air (e.g. opening windows) – do not recirculate vehicle air conditioning
  - Screens to separate workers from each other (e.g. clear, flexible lightweight plastic sheets).