

# COVID-19

## Guidance for Travelcare Staff

V3 20<sup>th</sup> May 2020

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# COVID-19 Main Guidelines<sup>1</sup>

- The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. Loss of smell or taste.
- If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms).



# COVID-19 Main Guidelines<sup>1</sup>

- Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people





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# SAFETY FIRST



Keep 2 metres apart from  
your co-workers where possible

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# Travelcare Assumptions

- It is not expected that Travelcare vehicles carry any known or possible Covid-19 positive passengers. (The PHE definition of “possible case” is that symptoms are shown<sup>1</sup>). Passengers that are known to spit or cough frequently will also not be carried at this stage.
- PPE is a scarce resource and should only be used where indicated in the PHE guidance which is reflected in this document.
- Wherever possible Travelcare staff will maintain at least a 2m separation between themselves and passengers. In this circumstance PPE is not required.
- In some cases it is necessary to be closer to the recommended guidance, eg passenger seated closer than 2m, fastening seatbelts, securing wheelchairs or providing other assistance to passengers, in which case the following guidance should be applied.
- Some passengers may be Covid-19 positive without displaying symptoms and a passenger may begin to show symptoms during a journey. Guidance on this is included.
- As there is no appreciable difference in risk, all bus services provided by Travelcare should follow these guidelines whether they are specific PTS services or not.

# When Is PPE Needed?

- PPE is not needed where staff remain at least 2m from the passenger
- **Masks** should be worn when you will be working within 2m of a passenger. This will be most of the time for PAs and occasionally for drivers. Masks can be worn for the whole of a journey but should be disposed of as soon as they are removed, they should not be reused.
- **Gloves and Aprons** are for only for use for if you are dealing with bodily fluids such as saliva or mucous or perhaps if a passenger has been sick. They are not needed if you are simply guiding a passenger to a seat or fastening seat belts. Good hand hygiene is all that is needed in these cases. They must not be worn when driving.

# PPE Required by Task

|   | Disposable Gloves | Disposable Plastic Apron | Fluid Resistant Surgical Mask | Eye/Face Protection            |
|---|-------------------|--------------------------|-------------------------------|--------------------------------|
| Driver in vehicle with a bulkhead, no anticipated direct care - 3   | ✗                 | ✗                        | ✗                             | ✗                              |
| Driver or Passenger Assistant conveying any individual to essential healthcare appointment, that is not currently a possible or confirmed case in vehicle without a bulkhead, no direct patient care and within 2 metres - 4                        | ✗                 | ✗                        | ✓                             | ✗                              |
| Direct care assessing an individual that is not currently a possible or confirmed case (within 2 metres) – 4<br>Note that direct care means activities that may bring you into contact with bodily fluids, eg wiping saliva, dealing with vomit etc | ✓<br>Single Use   | ✓<br>Single Use          | ✓<br>Sessional use            | ✓<br>Risk Assess sessional use |

1 - Risk assessed use refers to utilising PPE when there is an anticipated/likely risk of contamination with splashes, droplets or blood or body fluids.

3 – [PHE Table 3](#) 4 – [PHE Table 4](#)



## Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

### Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

|  |   |   |
|--|---|---|
| <p><b>1</b> Perform hand hygiene before putting on PPE.</p>                             | <p><b>2</b> Put on apron and tie at waist.</p>     | <p><b>3</b> Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.</p>  |
| <p><b>4</b> With both hands, mould the metal strap over the bridge of your nose.</p>  | <p><b>5</b> Don eye protection if required.</p>  | <p><b>6</b> Put on gloves.</p>   |











\*For the PPE guide for AGPs please see: [www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

## Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

|   |   |
|---|---|
| <p><b>1</b> Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.</p>    | <p>Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.</p>    |
| <p><b>2</b> Clean hands.</p>   | <p><b>3</b> Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.</p>   |
| <p><b>4</b> Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.</p>   | <p><b>5</b> Clean hands.</p>    |
| <p><b>6</b> Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.</p>    | <p><b>7</b> Clean hands with soap and water.</p>   |

\*For the PPE guide for AGPs please see: [www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)



Putting On (Putting On.pdf)



Taking Off (Taking Off.pdf)

[Official Video](#)

# Disposal of PPE

- There are 3 safe ways to dispose of used PPE, in order of preference these are:-
  1. Where the receiving site is a clinical site, PPE may be removed and disposed of in line with local policy at the receiving site.
  2. When there is no suitable facility at the disposing site, the PPE should be sealed in a plastic bag eg a pedal bin liner and then placed in a bin bag. At the end of the shift the bin bag must be sealed and then:-
    - a) Where there is a convenient LCC facility which has arrangements for clinical waste close to the vehicle base location the sealed bag may be disposed of at that site in line with local policy.
    - b) Where no facility exists, the bin bag should be stored safely for 72 hours before disposal in normal waste <sup>1</sup>
- Area Managers will determine the method to be used for each vehicle journey made and ensure that the crew is briefed.

# Precautions while Travelling

- Maintain separation in the vehicle as much as is possible
- Maintain Good Ventilation by:-
  - Ensuring that the heating system is set to use outside air – not to recirculate
  - Keeping windows open where possible.

# Cleaning Vehicles

Vehicles will require an enhanced between use clean, ensuring thorough decontamination of all exposed surfaces, equipment and contact areas before it is returned to normal operational duties, with universal sanitising wipes or a chlorine-based product.

- Appropriate PPE must be worn to decontaminate the vehicle - as a minimum, this should include apron and gloves
- All contact surfaces (windows, walls, ledges), working from top to bottom in a systematic process, will require decontamination
- Pay special attention to all touch points including door handles, steering wheel, gear lever etc as well as the passenger area.

# If a Passenger Displays Symptoms

## Government Guidance for Transport Settings

- If anyone becomes unwell with the symptoms of coronavirus (COVID-19) in a transport setting they must be sent home and advised to follow the stay at home guidance.
- If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff or a passenger has helped someone who was taken unwell with symptoms of coronavirus (COVID-19), they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- It is not necessary to close the transport setting or send any staff home unless government policy changes.

# Washing Hands and Distancing is the most important thing

## When should I wash my hands?

- You should wash your hands (or use hand gel) frequently in particular:-
  - Before entering and after leaving a building or vehicle
  - Before and after touching a passenger

## Should Passengers use Hand Gel?

- The best option is for passengers to wash their hands fully before getting on the vehicle but hand gel use is also acceptable.
- Depending on the passenger this might not always be possible but wherever you can, encourage them to wash their hands or use hand gel before and after travel.

# Area Manager Responsibilities

- Ensure that appropriate PPE and cleaning equipment is available to crews.
- For each trip, determine the safe disposal method for used PPE. This will include liaison with potential disposal sites to agree local policy.
- Ensure that all crews are briefed on the contents of this document.
- Maintain a record of the equipment provided and briefings given using the attached spreadsheet.



Microsoft Excel  
Worksheet



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WASH YOUR HANDS OFTEN**



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