



Covid-19 Policy

Revision: 001

Date: 19 May 2020

Introduction

- from Ecocabs Managing Director Matthew Kirkby

“Some of the services that we provide at Ecocabs are essential for people and organisations in our local community, including the NHS.

I have therefore decided that Ecocabs will continue to operate during the Covid-19 pandemic, although on a much reduced basis compared to our normal operations.

This policy document describes the actions we are taking in each area of our business to minimise the risk to our staff and customers from Covid-19.

We have critically reviewed every aspect of the way we work to ensure we can operate as safely as possible over the coming months whilst the Covid-19 pandemic remains a threat.”

Our Covid-19 Policy has been prepared in accordance with the guidance provided by the Government in their publication “Coronavirus (COVID-19): Safer transport – guidance for operators Safer working principles and risk assessment for transport operators and organisations” issued on 12 May 2020.

Matthew Kirkby, Managing Director

Staff Training

The following specific training has been provided to staff to support the implementation of this policy:

For our management team:

- Best workplace practices dealing with Covid-19
- Covid-19 Protective measures in education
- Safer transport Coronavirus (Covid-19)
- Managing supply chain risk Covid-19

For all staff and drivers:

- Infection prevention and control for Covid-19

Operating Hours

Our normal operating hours have been reduced to 06:30 to 19:30 seven days a week. Our office/booking hours are **06:00 to 22:00**.

Essential journeys outside our normal operating hours will be made, but will need to be pre-booked.

Passengers in Our Taxis

We are only accepting bookings for journeys that comply with current government guidance on making journeys. In addition, we are offering to collect and deliver essential items (food and medicines) from local shops and suppliers where people are unable to get these things themselves.

Passengers are encouraged to book using our App, so that they can use contactless payment.

Passengers are asked to sit in the rear of the vehicle, and to use the hand sanitiser provided when they get into the vehicle.

If they pay by cash this is done through the front passenger window to maximise social distancing.

Our Drivers

We have fitted clear perspex screens into our vehicles to reduce the risk of accidental contact between passengers and driver to a minimum.

Each driver has been provided with a personal virus prevention pack which contains gloves, hand gel, N95 face, and NHS approved liquid disinfectant and wipes.

The drivers disinfect the passenger and driver contact surfaces in the vehicle immediately after completing each journey (internal and external door handles, seat belts and buckles, steering wheel, gear stick, control stalks).

At the end of each shift the drivers cleans the interior of the vehicle with disinfectant, and clean the vehicle keys before hanging them up. **(Pete Note: Have we allocated certain vehicle to each of the current drivers to minimise swapping over??)**

Our Office

Our office is closed until further notice. Office based staff are all working from home.

If it is necessary to visit the office for any reason, such as essential maintenance, then people apply hand sanitiser before opening the office door to enter, and again after leaving the office and locking the office door.

Our Workshop

Our workshop is open to carry out essential maintenance and repairs to the vehicles. Only one mechanic is usually working in the workshop. He cleans his hands with hand sanitiser before opening up the workshop to start work, and after locking up the workshop when he has finished work.

Before starting work on each vehicle, the vehicle is disinfected.

If any other people work in the workshop then 2m social distancing is followed whenever possible. If people have to work closer than this to perform any specific task, then face masks must be worn.

When supplies are delivered to the workshop they are received outside the workshop to avoid the need for delivery persons to enter the workshop.

Policy Review

This policy is reviewed by the Managing Director of ecocabs every Friday and updated as necessary to ensure the latest government advice on best practice is being followed.