

## Vehicle Sharing – Scotland and Wales February 24<sup>th</sup> 2022

Due to close any proximity working increasing the risk of the COVID-19 virus being transmitted through inhalation, sharing a vehicle with someone outside your family bubble should be avoided wherever possible.

If there is a **business-critical** requirement for you to undertake a vehicle journey that requires sharing the vehicle, such as a vehicle collection or delivery, and all other reasonable options to avoid vehicle sharing have been considered and deemed unpracticable) then the following controls MUST be put in place to lower the potential risk of spreading the COVID virus.

It is essential to avoid long journeys, keep the travel time to an approx. 15 minutes

1. Select a large passenger vehicle; you MUST establish at least 1metre+ between the driver's seat and the opposite rear passenger side seat (near side rear).
2. Passenger seating arrangements should **never** be next to the driver. Ensure the passenger is seated in the opposite rear corner seat (near side rear). Measure the distance to ensure it is more than 1 metre from the driver, the greater the distance the better.
3. Prior to commencing your journey ensure the vehicle has enough fuel for the journey, refer to guidance on visiting a petrol station. (11)
4. To minimise the time spent in the vehicle with another Associate, ensure you know the route you are taking.
5. Follow the guidance - 'Vehicle Cleaning Guide' prior to getting in the vehicle and after you have completed the journey.  
Use protective seat and steering wheel covers.
6. Sanitise your hands before getting in a vehicle and after getting out.
7. Without exception, there must be no more than 2 occupants in a vehicle.
8. To create extra ventilation during the journey, open the windows and ensure the heater fan is **not** set to recycling.
9. Both associates MUST wear face coverings.
10. Whilst driving both occupants should remain facing the direction of travel, the rear seat passenger MUST avoid leaning forward to talk to each other.
11. Best practice when visiting a petrol station:
  - a. If you need to add fuel to the vehicle, do so without having a passenger in the vehicle.
  - b. Keep your distance from others
  - c. If possible, pay at the pump using a contactless card.

Any car sharing activities MUST be authorised by the Head of Business.

Non-essential vehicle journeys where car sharing might occur MUST be avoided.

## Track & Trace

In the event of an Associate testing positive within a 48-hour period of sharing a vehicle with a colleague or customer, and therefore deemed to have been in close proximity, the Associate MUST declare who they have shared a vehicle with as part of the "Track & Trace" programme. The Associate sharing the vehicle will be required to follow the guidance in the Isolation Guidance document for their nation.