

## **Pippa's Guardians – Covid-19 Code of Conduct Guidelines for Drivers and Passengers**

Pippa's Guardians is fully committed to helping our students return to their school as safely as possible, and this includes their transfers once they reach the UK.

### **We ask all our students to agree to the following:**

- Our students should not travel if they have any symptoms of Covid-19.
- Our students should keep their faces covered during the journey between the airport, train station or wherever they are collected from, and school. We would prefer our students to wear a mask, however if that is not possible, they may wear a scarf or other face covering. The drivers will not be able to provide our students with a face covering for safety reasons.
- Before getting into the vehicle our students will be asked by the driver to use hand sanitizer.
- Tissues will be available in all vehicles, and should there be a need to use one, students should place the tissue in the rubbish bag provided in the car, and sanitise their hands using the sanitiser provided.
- Our students will not be permitted to sit in the front of the vehicle so as to provide a safe distance between passengers and the driver.

### **We ask all drivers to agree to the following:**

- All drivers to wear masks whilst in the vehicles.
- All drivers will carry a bottle of water and soap, or bottles of hand sanitizer, and will ask our students to sanitise their hands before entering the vehicle.
- In addition, the driver and our students should use any hand sanitising stations available on departing the airport terminal or train station.
- Where possible, drivers will keep 2 metres away on collection of our students, and drivers and students are not to shake hands.
- Our students must sit in the back of the vehicle.
- Drivers are permitted to put our student's luggage into the vehicle, however before handling anything the driver must put on a fresh pair of disposable gloves, and then take them off again as soon as the luggage is stowed. The gloves must be put into a rubbish bag. The driver should not touch anything else whilst the gloves are worn.
- If our student's luggage is too heavy for just the driver to lift, and assistance is required from our student, both parties should wear their masks as they would no longer be able to keep the 2m distance.
- Driver will regularly (and between all jobs) clean all customer contact surfaces such as door handles (inside and out), window switches, grab handles, etc, with sanitising wipes or spray.
- Drivers will regularly clean surfaces such as steering wheels, handbrake, gear stick, etc and it is recommended that this is done at least at the beginning, middle and end of each shift as a minimum.
- Drivers will wash hands frequently with soap and water or sanitising gel.
- A box of tissues will be available in each vehicle in both the front (for the driver) and the back (for the passenger) so that these can be used to catch coughs and sneezes. These should be placed in the rubbish bag after use. After using tissues, the driver should sanitise his hands.
- Driver should dispose of all rubbish bags as soon as possible, but at the very least at the end of each day.

Est.1997 • AEGIS Accredited

Office: +44 (0)1684 252757 • Emergency: +44 (0)7721 372865

info@pippasguardians.co.uk • www.pippasguardians.co.uk

5 Grosvenor House, 127 Church Street, Malvern, Worcestershire, WR14 2BA

Pippa's Guardians Ltd. Registered in England and Wales. Company Number: 08434636