



## Safe Operating Procedure

### Getting Back To School

Throughout this pandemic period and in the transition as we return to normal operation, it is very important that we follow some simple guidelines to protect our staff, students and anyone else that we may come into contact with on our home to school coach travel services.

We are committed to proactively reducing the spread of COVID-19 and maintaining the health of our staff and our school groups. As such, please ensure you and your students follow this guide to help maintain the hygiene levels that we currently have in place.

Our current system includes cleaning of all floors, seats and glass surfaces, mopping with disinfectant of all floors, disinfecting of dash areas, driver controls and handles including cleaning all handrails, hand grabs, seat belt buckles and armrests.

Ellison's Safe Operating Procedure is based on the current official government scientific advice. The transmission of COVID-19 is primarily through people touching surfaces contaminated by the virus and then transferring that contamination to their mouth, eyes or nose. There is also a possibility of breathing in droplets expelled by another person when in close face to face contact.

The primary concern on board school coaches is that full social distancing is not always possible. With this in mind, your coach will arrive in a sanitised, virus free condition and please be assured that we have extra measures in place to ensure maximum safety.

## **Extra measures**

The **MANDATORY** use of face coverings or masks.

Hand sanitizer is available on all coaches upon boarding.

All students will be issued with a seating number and all coaches will have clearly marked seats.

The physical barrier of the high backed seats avoid 'face to face' proximity.

All students will be seated in their year groups(Bubbles) where possible.

The inbound and outbound coach will be the same where possible.

The school coach is a closed door service (Only pre booked students with passes may travel)

We appreciate that these precautions and procedures are somewhat onerous, however it is of course in all our interests to do what we can to prevent the spread of COVID-19.

Should you require any further information or have any specific considerations and requirements for your group then please do not hesitate to contact us at [sales@ellisonscoaches.co.uk](mailto:sales@ellisonscoaches.co.uk)

Would you kindly bring the above procedures to the attention of your child or students prior to travel. Thank you for your help and cooperation - and for booking with Ellisons Coaches. (This document is dated 14th July 2020)

The Ellisons Team