GUIDANCE FOR EMPLOYERS

1. **Enable workers to continue to work from home where possible**
   - Review which workers need to physically come into work and which ones don’t.
   - Support workers that don’t need to come in to continue to work from home comfortably.

2. **Help your workers to walk and cycle as much as they can**
   - If workers cannot work from home, encourage them to walk or cycle to and from work if possible. If they cannot walk or cycle, encourage them to drive if they have a car.
   - You could consider installing more bike racks, providing additional changing facilities, or publicising a Cycle to Work scheme if you have one.
   - Check with your local council on safe routes for cycling and whether they have any training available.

3. **Encourage travel outside of peak hours**
   - By staggering arrival and departure times for workers you can reduce congestion on the road and demand for public transport.
   - If you can, enable staff to travel outside of peak hours.
   - Talk with staff to determine what staggered patterns work best for them.

4. **Help workers to plan their route**
   - Encourage workers to take the most direct route which allows them to avoid busy interchanges.
   - Give workers enough notice of workplace changes so they can plan their journeys in advance.

5. **Consider providing alternative transport if possible**
   - For example, you could provide coaches, bearing in mind social distancing and face covering guidelines.
   - Consider limiting passengers and leaving seats empty to help everyone comply with social distancing.
   - Consider assigning fixed groups of workers to journeys where travelling alone is not possible.

For further information visit www.gov.uk/coronavirus