



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.