

## **Internal Memo**

To: All Transport Services Staff  
From: Harrow and Brent Transport Hub  
Date: 21<sup>st</sup> September 2020  
Re: Symptomatic Passengers on transport

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### **Covid19 symptoms are any of the following:**

- High temperature 38C or over or body is hotter than usual
- A new, continuous cough
- Loss or change to sense of smell or taste

Anyone that is sneezing, has watery eyes or occasional cough can still be transported.

### **Symptomatic client or staff:**

- Do not transport - must isolate
- Inform office to start 10-day countdown. Family members start 14-day countdown
- Need to be tested along with family members.

### **Negative test result – client / staff can restart when:**

- Confirmed they are 48 hours without fever
- Symptomatic family members are negative
- No instruction from NHS Test & Trace to further isolate

### **Positive test result:**

- Do not transport - must isolate
- Inform office to start 10-day countdown. Family members start 14-day countdown.
- All passengers and staff on the route must isolate for 14 days. Testing not required unless they develop symptoms. (Staff can request test as keyworkers)
- Vehicle must be deep cleaned (and stood down for 72 hours).
- Route can restart when positive tested client / staff are 48 hours without fever, symptomatic family members are negative and no instruction from NHS Test & Trace to further isolate.

### **Positive test result – family member:**

- Do not transport client - must isolate even if no symptoms
- Inform office to start 14-day countdown.
- Test required.
- Can restart after 14 days if they are 48 hours without fever, symptomatic family members are negative and no instruction from NHS Test & Trace to further isolate.

### **Unable to get test:**

If the symptomatic individuals are unable to get a test within 10 days, then at day 10 if they feel well and are 48 hours without fever, and there is no instruction from NHS Test & Trace to isolate, they may return to transport. If a fever persists, they should stay isolating and seek medical advice.

## **Example scenarios for SNT:**

1. Symptomatic client on arrival to pick up from home:
  - Do not transport any child who is showing symptoms of Covid19. Inform guardian and immediately call the office to start the isolation countdown for 10 days.
2. Symptomatic client on arrival to pick up from school / establishment:
  - Do not transport any child who is showing symptoms of Covid19. Inform teaching staff and immediately call the office to arrange collection by parent and start the isolation countdown for 10 days.
3. Symptomatic client on board the vehicle:
  - If still within vicinity of home or school, return immediately. Inform guardian and immediately call the office to start the isolation countdown for 10 days. Wipe down vehicle before continuing journey.
  - If not in the vicinity of home or school, contact the office to determine if you should continue as normal, discontinue to pick up any more clients or wait for another vehicle. Once all clients are at a destination, isolation countdown will begin.
4. Symptomatic staff member:
  - If a staff member on the route develops symptoms, stop the vehicle in a safe place, avoid contact with others, and contact the office immediately for further instructions. Most likely outcome will be a replacement vehicle sent if passengers on board.
5. Two or more symptomatic clients on board the vehicle within 10 days:
  - If two or more clients / staff are symptomatic on the same route within 10 days, all passengers and staff on the route will need to isolate for 14 days. Symptomatic passengers will need to be tested.
6. Symptomatic family member:
  - a. Do not transport any child who has a symptomatic family member. Inform guardian and immediately call the office to start the isolation countdown for 14 days. They can return if family member tested negative.
  - b. If family member tested positive, then client cannot return until isolation countdown is over and both family member and client are 48 hours without fever.
7. All other incidents or concerns:
  - All concerns in relation to passenger travelling with you should be reported as soon as possible to the office to review and advise whether it is safe to continue to transport them.

## **NOTES:**

### **After all journeys:**

- You must wipe all external and internal handles, handrails, headrest, seats, seatbelt clips area and any other frequently touched hard surface with antibacterial spray and disposable paper roll.
- Use gloves, wash your hands or sanitise immediately afterwards.
- Dispose of in dedicated PPE bins.