

Requests to Resume Station Adoption Activity – Northern Guidance Issued 11 June 2020

Introduction

In recognition of the easing of some lockdown restrictions, Northern is willing to assess requests to resume adoption activity at stations on a case by case basis. We appreciate many will be keen to get back to stations but must balance that with the requirements faced by our station management teams in implementing social distancing measures to protect the safety of our customers and our colleagues.

If members of your group would be interested in resuming some activity you must seek written approval from your local RSCM before undertaking any activity.

We will treat each request individually and there will be different factors depending on the location that will impact on any final decision. Our priority must be to support government guidance on social distancing at the stations we manage. That means we may be able to agree to activity at some locations and not others.

If members of your group would like to resume activity there are some criteria that would apply to any request:

1. To maintain social distancing no more than **two** members of any group should attend the station at any time. While government guidelines allow up to six people to meet, we must allow for customer movement around the station too.
2. Unfortunately, we cannot support anyone who has been shielding to resume station adoption activity at this time although we will continue to review this as government guidance evolves.
3. Given the additional workload for our management teams (eg. station cleanliness and implementing social distancing measures) we will not be able to authorise any new activity. In other words, if the activity you want to undertake would involve the station manager being present for a site visit or in significant dialogue (eg to approve work in a new location, installation of items such as noticeboards /benches/artwork) we will not be able to authorise it. We will only support maintenance of existing sites eg watering or tending to existing plants / planters. We will review this approach over time.

Next Steps

Please contact your Regional Community and Sustainability Manager (RSCM) providing:

- the names of those who would like to attend and confirmation that they haven't been shielding
- a brief outline of the activity you want to undertake (eg watering or tending to existing plants / planters and updating notice boards)
- any equipment you will be using / bringing
- any days or times you would like to access the station (please note: Volunteers attending to do so outside peak travel times and not before 9.30am)
- when you would like to resume activity
- confirmation you have read and understand the COVID-19 advice for volunteers **see list below**

Your RCSM will then consult with the relevant station manager and consider factors such as footfall at the station, whether we are aware of any issues with social distancing etc. They will then respond letting you know whether you can resume activity, and whether there are any restrictions.

You should not undertake any activity without prior written approval from your RCSM.

Please note:

1. Government guidance remains for essential travel only on public transport. Therefore, we will not be renewing any travel passes or issuing extension letters at this time, as we must maintain the limited capacity we can provide for essential use only. We cannot support travel by train to undertake station adoption activity at this time.
2. We are currently unable to accept any bids into the Northern Station Adoption Fund, we will update you when this changes.

Covid 19 – Advice to Station Volunteers

- Volunteers to follow government advice on age and specific medical conditions and to remain at home if required to do so
- Volunteers should not attend if displaying any symptoms that are listed within current government advice
- Volunteers attending to do so outside peak travel times and not before 9.30am
- Volunteers should have arrangements for travelling to the station which comply with current government advice
- Volunteers should not use trains as a means to travel to their station. These services remain for key workers and for essential travel only.
- Volunteer presence to be kept to a maximum of two people
- Volunteers to maintain social distancing standards as per current government guidelines including when signing in with station staff (where appropriate)
- Volunteers should plan activity and movement on platforms to avoid breaching social distancing standards
- No volunteer activity to commence if other contractors are on site and would prevent social distancing standards being maintained.
- When engaged in activity volunteers should remain aware of other platform activity i.e. passenger positions and movement, train arrivals and passengers alighting from trains and move position if necessary to maintain social distancing
- Volunteers should not remove or cover any COVID-19 safety signage at the station
- Volunteers should wear face coverings while on the station along with their usual PPE (eg high viz vests)
- It is highly recommended that Volunteers when on the station should be in possession of hand sanitiser for their own use. NB not all station public toilets may be available for use for handwashing
- Volunteers should avoid sharing tools or equipment
- After the activity Volunteers must wipe / clean with disinfectant or sanitising wipes any tools or equipment
- Volunteers must similarly clean any touch points within station storerooms including storeroom or cabinet door handles

- When using storerooms ensure social distancing is maintained
- Should Northern employees feel volunteers are not complying with current national guidance, and any Northern specific guidance, they have the authority to stop any work

ENDS

This guidance was updated on 11 June 2020. It will be reviewed and updated in line with any changes to government guidance, next update due no later than 30 June 2020.