

# SAFELY REOPENING GREATER MANCHESTER EMPLOYERS' FACTSHEET

#SafeGM



Coronavirus has affected all aspects of our lives, including how we travel. Safer travel is vital to protect the health of all of us. TfGM is working with businesses, transport operators, local councils, and others to make travelling to and from work safe. We can all play our part to reduce travel at peak times, increase the number of employees who walk, cycle or drive and enabling people to work from home.

Due to social distancing, the transport network will work very differently in the coming weeks and months. This is a significant challenge for Greater Manchester and one that will require all organisations, employers and employees to work together to address and to ensure that public transport capacity is kept for those who have no other option to travel to work. This means that reducing the number of people travelling at peak times – and supporting those who can to work from home – will be essential.

We want to support you to ensure your staff that have to return to their workplace are able to travel there safely. We've put together this fact sheet to help.

## Current Travel Advice

- Work from home, but if you cannot, you can travel to your workplace.
- If you need to travel, walk, cycle or drive if you can.
- Protect public transport for those with no alternative – do not use it unless you have to.
- Due to social distancing there will be limited space on transport services and you may have to wait - please plan ahead, avoid the peaks and be patient when travelling.
- If you have to use public transport, please wear a face covering, keep your distance from other passengers, clean your hands frequently and use contactless payment. If you can, carry a hand sanitiser with you.

## Travel from 15 June

From Monday 15 June you **MUST** wear a face covering if you are travelling on public transport in Greater Manchester.

Bus, tram and rail passengers in Greater Manchester will be required to wear a face covering for the duration of their journey.

Although face coverings are unlikely to prevent an individual from catching the coronavirus, they can help prevent someone who is infected from infecting others and therefore help control the virus.

The only exceptions are young children, people with breathing difficulties and people whose disabilities makes it difficult for them to wear a face covering.

Wearing a face covering doesn't replace existing social distancing measures. You should still keep a distance of 2m apart from other passengers while waiting for your service and on-board where possible.

Face coverings can be a simple cloth that covers the nose and mouth. They can be made using many items found in the home or in many shops currently open. There is government guidance available on how to wear and make a cloth face covering. Alternatively, face coverings can be purchased at a number of local shops or online.

The introduction of the new requirement on face coverings does not alter the existing guidance from the Government that people in Greater Manchester should continue to work from home where possible and to only use public transport for essential journeys that cannot be made by other means such as walking and cycling.

## Businesses can support their staff by:

### 1. Signposting employees to travel advice

When planning their journeys, your staff can refer to TfGM's [travel information](#) for Greater Manchester public transport timetables and safety information. All advice to staff should follow current government travel [advice on travelling safely](#).

TfGM provide weekly updates on travel including important information about how to travel safely during Covid-19 recovery. Please take a moment to sign up to them [here](#). And encourage your staff members to do the same.

As an employer you could refer to this information in a staff bulletin; create a travel advice page on your staff intranet; or use any other internal communication channels to share the most up to date guidance. Information to support your teams, including cycling and walking advice, is available on TfGM's [website](#).

### 2. Enabling staff to work from home or by staggering start and finish times.

The best way to keep safe when travelling to work is to continue to maintain social distancing and the best

way to do this is to travel at times when there are fewer people on the transport network (cycle network, public transport, road network).

We know that your business will be adapting to cope with the challenges of Covid-19 and finding new ways of working. The advice below can help you.

- TfGM's [Working Differently](#) campaign was created to help businesses implement flexible working practices. Consider changing shift patterns so that people can avoid peak travel times.
- The Growth Company have created a [guide](#) to support remote working.
- [Acas](#) have advice for businesses on flexible working.
- GM Moving's [tips for employees](#) on health and wellbeing while working from home.
- [Up to date guidance](#) for travel to, and around Manchester City Centre, including the best times to travel on public transport.

### Travelling flexibly on Metrolink

TfGM have created Metrolink ticketing products, designed to allow customers who must make essential journeys to travel more flexibly while saving them money and maintaining social distancing.

Individuals can save money by avoiding peak travel on Metrolink with contactless payments. If your staff are able to travel flexibly, and touch-in to start all journeys before 7am on weekdays (or after 9.30am) their daily cap will be the off-peak travelcard price.

A new Clipper product will also launch on Monday 15 June enables customers to buy ten identical 1-day travelcards (any zone combination, anytime or off-peak) for the price of nine. The tickets can be used within a 28-day period so is suited to those who travel less frequently or work part time or on shift patterns.

The product is available online at [getmethere.com](#) meaning customers must simply touch-in and touch-out at the smart readers on Metrolink stops to activate one of the travelcards. This helps removes the need to handle cash or visit ticket machines, encouraging safer travel and helping to stop the spread of coronavirus.

You can find out more information at [getmethere.com](#) or on social media [#ClipperGM](#).

### 3. Supporting staff to commute by bicycle or by walking

Walking and cycling make it easier for your employees to practice social distancing and get to work safely.

During the lockdown Greater Manchester has seen walking and cycling playing an increasingly important role for essential journeys and exercise. The number of journeys being made by bicycle have increased by 43% in Greater Manchester.

You can also support your teams by providing or signposting to secure cycle parking, providing shower facilities. TfGM's [cycling and walking pages](#) offer a wealth of advice including online maps, maintenance advice, tips and video guides. Our team can provide advice and support to identify which solutions are the best fit for your staff, contact [sustainable.journeys@tfgm.com](mailto:sustainable.journeys@tfgm.com) for more information

**SafeStreetsSaveLives** – Greater Manchester's local authorities are implementing measures giving pedestrians and cyclists more space to make them safer when travelling. Examples include closing streets to motor traffic, widening pavements, decluttering street furniture and traffic calming measures on residential streets. Segregated cycling routes are being installed on the A56 and A635, with a further 200km of cycle lanes planned. You can find out more [here](#).

### 4. Encouraging safe driving

Driving is currently a safe way to commute to work if staff are unable to walk or cycle. Single occupancy car trips offer a way for employees to remain socially distant however, there are likely to be greater numbers of less-experienced cyclists and pedestrians on routes and drivers must always remain vigilant. Staff should plan their journeys and avoid peak travel hours. In the city centre, there may be pressure on availability of car parking. Consider providing support to staff with car parking, by signposting and managing your car parking facilities through a car parking plan, or making additional temporary parking available. Our team can provide support, contact [sustainable.journeys@tfgm.com](mailto:sustainable.journeys@tfgm.com).

It is also possible that drivers will experience changes in road-layouts due to the temporary cycling and walking measures introduced by local authorities as well as ongoing improvements to the road network. Employees should plan their routes carefully, and leave extra time for their journeys.

Taking care on our roads means there will be less pressure on our emergency services and the NHS.

**TfGM is continuing to support businesses and their employees to travel safely and sustainably. If you would like further information we are holding an online workshop to support you to implement these initiatives. Register on our [website](#); or contact us at [sustainable.journeys@tfgm.com](mailto:sustainable.journeys@tfgm.com)**

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