

Plan to prepare your business and staff

A COVIDSafe Travel Action Plan assists your business develop initiatives that support your transition to your New Normal by:

- Raising awareness throughout your organisation so everyone understands if, when and how to travel safely to work and for business.
- Empowering staff to make the best transport decisions for themselves and the business at every step by providing relevant information.
- Supporting you to communicate and actively engage with staff throughout the process so they can continue to receive the latest advice.
- Helping you explore how what the business does now will benefit you in the future.

Your **COVIDSafe Travel Choices team are here to help** you and your employees make the right decisions about travel for work. Help us keep you and your employees safe and the transport network moving.

- This Travel Action Plan is shaped around the COVIDSafe Key Messages for Employees and will be provided in Word and Interactive PDF.
- We will keep you informed ahead of major network/transport changes and new NSW Government advice.
- We will provide resources in our [Dropbox](#) and other useful tools on our website at: <https://www.mysydney.nsw.gov.au/covidsafetravelchoices>

COVIDSafe Travel Choices – Key messages for employers:

- Consider how the changes you have made now can [benefit](#) your organisation in the future
 - Review [existing policies and procedures](#), especially regarding [working from home and flexible working](#)
 - Support and promote Transport for NSW's COVIDSafe Travel Choices Key Messages for your business, employees, visitors and customers with a [Travel Action Plan](#)
 - Keep up to date with Australian and NSW Government advice regarding COVIDSafe [workplaces](#), [transport and travel](#).
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COVIDSafe Travel Choices – Key messages for employees:

- Stay at home if [unwell](#) and [get tested](#)
- Consider [working flexibly](#) if you can
- Try [travelling outside peak](#) times
- [Plan ahead](#) if you must travel for work
- Follow the [physical distancing](#) guidelines and [wear a mask](#) on public transport
- [Walk or ride a bike](#) for shorter trips

Keep up to date with NSW Government COVID-19 [news](#) and [travel advice](#).

Key Message	Action	Select	By whom and how?	Reopening	Transitioning	Sustaining	New Normal
Stay at home if unwell and get tested	Implement daily welfare checks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunchtime briefings to: <ul style="list-style-type: none"> Make staff aware of current public health advice Make managers aware of positive case management guidelines Make staff aware of leave options available to them 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: NSW Health COVID-19 Symptoms NSW Health COVID-19 Clinics Safe Work Australia suspected or confirmed Case Management Guidance						
Consider working flexibly if you can	Plan and implement a staged return to work	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement/review flexible working policies, including Working from Home (WFH) arrangements	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement compressed work weeks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reduce headcount in the office at any one time by implementing split/staggered shifts	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide WFH support to employees incl. health and well-being training	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide managers with training on leading and managing teams remotely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement technological business solutions eg. laptops, tele and video conferencing	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure all meetings have a remote access option	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement employee pulse survey to inform Transition and TAP (to be provided by TfNSW)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement remote working hubs eg. WeWork or satellite offices	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Implement a communications approach via intranet, emails, posters, lunchtime briefings to: <ul style="list-style-type: none"> Make staff aware of your flexible working options Make staff aware of the benefits of flexible working 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Working from home Travel Choices Flexible Working Toolkit		Safe Work Australia Working from Home guidance PSC Flexible Working Tools				

Try travelling outside peak times	Disseminate Road/Public Transport data to employees to inform their transport options	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure shifts/staggered shifts have changeover is outside peaks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Extend office hours outside peak travel period	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement flexible hours to allow staff to work from home for all or part of the day and travel outside peaks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement incentives to encourage staff to travel to and from work outside of the peak periods (eg. before 10am and 2pm, coffee vouchers, guaranteed ride home)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a policy so internal/external meeting are held after 10am and before 3pm	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement equitable car parking policy for those arriving later	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunch-time briefings to: <ul style="list-style-type: none"> Encourage staff to travel outside peak times as Public Transport is close to capacity /to allow for physical distancing at these times and achieve a more comfortable trip when driving Promote benefits of 30% discount with off peak train travel fares Promote benefits of checking traffic or Public Transport capacity before travelling 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Travelling outside peak times Opal Travel app						
Plan ahead if you must travel for work	Review your Business Travel policy	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare a Travel Access Guide	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Develop Guaranteed Ride Home scheme in event employee cannot travel on network safely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunchtime briefings to: <ul style="list-style-type: none"> Make staff aware of real-time travel apps prior to use before making their journey to work Promote consideration of the need to travel if the network is busy Promote trip planning before travelling Disseminate a Travel Access Guide to staff and visitors 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Plan ahead Trip Planner		CityMapper TfNSW Live Traffic GoogleLive Traffic Map				

Follow the physical distancing guidelines and wear a mask on public transport	Provide pre-paid office Opal cards for business trips to be used off peak	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Give out free portable hand sanitiser/masks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review carpooling/fleet management including cleaning protocols	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunchtime briefings to: <ul style="list-style-type: none"> Make staff aware of physical distancing/hygiene issues when using public transport and fleet vehicles Publicise the need to wear a mask on public transport and the 'No Dot, No Spot' campaign Encourage safe use of On Demand/point to point services/ride share/taxis (especially for vulnerable workers) Encourage use of free/subsidised car parking outside CBD 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Physical distancing guidelines Wear a mask on public transport 'No Dot, No Spot'						
Walk or ride a bike for shorter trips	Offer a bike or e-bike fleet	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide end of trip facilities for pedestrian/bicycle riders eg. bike parking, lockers, showers and manage safely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manage existing end of trip facilities safely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gamify Active Transport with staff competitions	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Incentivise Active Transport with staff rewards or payments	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunchtime briefings to: <ul style="list-style-type: none"> Make staff aware of benefits of active transport Encourage staff to walk/cycle mixed with public transport if necessary, to work/for business trips Make staff aware of End of Trip facilities Enable safe active transport trip planning incl. new pop up bike paths/pedestrian zones Improve bike riding confidence/advertise courses 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Walk or ride a bike Travel Access Guide How To tool Bicycle NSW Bicycle User Groups	City of Sydney Bike Map City of Sydney Cycleways Facebook Page Macquarie Park Bike Map Pop-Up Cycleways					

Supply chain	Review procurement policies to promote off peak/consolidated deliveries	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review loading dock management plan	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Find storage for/stockpile non-perishable items	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arrange off peak time slots for tradespeople/servicing	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implement a communications approach via intranet, emails, posters, lunchtime briefings to: • Make staff/suppliers/tradespeople aware of new arrangements	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resources: Safe Work Australia Delivery Drivers advice						
Company Contact			COVIDSafe Travel Choices Contact				
Contact		Contact					
Mobile		Mobile					
Email		Email					