

## 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 as restrictions are eased.
- 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 in four stages.

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 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 you are [sick](#)
- Continue to [work from home](#) if you can
- Try [travelling outside peak](#) times
- [Plan ahead](#) if you must travel for work
- Follow the [physical distancing](#) guidelines; '[No Dot, No Spot](#)' on public transport
- [Walk or ride a bike](#) for shorter trips.

Key Message	Action	Select	By whom and how?	Reopening	Transitioning	Sustaining	New Normal
<b>Stay at home if you are sick</b>	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"> <li>Make staff aware of current public health advice</li> <li>Make managers aware of positive case management guidelines</li> <li>Make staff aware of leave options available to them</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Resources:</b> <a href="#">NSW Health COVID-19 Symptoms</a> <a href="#">Safe Work Australia suspected or confirmed Case Management Guidance</a>						
<b>Continue to work from home if you can</b>	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"> <li>Implement a communications approach via intranet, emails, posters, lunchtime briefings to:</li> <li>Make staff aware of your flexible working options</li> <li>Make staff aware of the benefits of flexible working</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Resources:</b> <a href="#">Working from home</a> <a href="#">Travel Choices Flexible Working Toolkit</a>		<a href="#">Safe Work Australia Working from Home guidance</a> <a href="#">PSC Flexible Working Tools</a>				

<b>Try travelling outside peak times</b>	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"> <li>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</li> <li>Promote benefits of 30% discount with off peak train travel fares</li> <li>Promote benefits of checking traffic or Public Transport capacity before travelling</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Resources:</b> <a href="#">Travelling outside peak times</a> <a href="#">Opal Travel app</a>						
<b>Plan ahead if you must travel for work</b>	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"> <li>Make staff aware of real-time travel apps prior to use before making their journey to work</li> <li>Promote consideration of the need to travel if the network is busy</li> <li>Promote trip planning before travelling</li> <li>Disseminate a Travel Access Guide to staff and visitors</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Resources:</b> <a href="#">Plan ahead</a> <a href="#">Trip Planner</a>		<a href="#">CityMapper</a> <a href="#">TfNSW Live Traffic</a> <a href="#">GoogleLive Traffic Map</a>				

<b>Following the physical distancing guidelines</b>	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	<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"> <li>Make staff aware of physical distancing/hygiene issues when using public transport and fleet vehicles</li> <li>Publicise the 'No Dot, No Spot' campaign</li> <li>Encourage safe use of On Demand/point to point services/ride share/taxis (especially for <a href="#">vulnerable workers</a>)</li> <li>Encourage use of free/subsidised car parking outside CBD</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Resources:</b> <a href="#">Physical distancing guidelines</a> <a href="#">'No Dot, No Spot'</a>						
<b>Walk or ride a bike for shorter trips</b>	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"> <li>Make staff aware of benefits of active transport</li> <li>Encourage staff to walk/cycle mixed with public transport if necessary, to work/for business trips</li> <li>Make staff aware of End of Trip facilities</li> <li>Enable safe active transport trip planning incl. new pop up bike paths/pedestrian zones</li> <li>Improve bike riding confidence/advertise courses</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources:</b> <a href="#">Walk or ride a bike</a> <a href="#">Travel Access Guide How To tool</a> <a href="#">Bicycle NSW</a> <a href="#">Bicycle User Groups</a>		<a href="#">City of Sydney Bike Map</a> <a href="#">City of Sydney Cycleways Facebook Page</a> <a href="#">Macquarie Park Bike Map</a>					

<b>Supply chain</b>	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: <ul style="list-style-type: none"> <li>Make staff/suppliers/tradespeople aware of new arrangements</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources:</b> <a href="#">Safe Work Australia Delivery Drivers advice</a>							
<b>Company Contact</b>			<b>COVIDSafe Travel Choices Contact</b>				
Contact		Contact					
Mobile		Mobile					
Email		Email					