



Great Western Railway

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GWR.com

Rules for station adoption during the COVID-19 pandemic

Version 1: 22 June 2020

This document sets out initial steps for some station adopter and volunteer activities to resume.

Overview

Whilst the Government are gradually easing down lockdown restrictions it must be remembered that this in turn may see an increase in travel by train and the number of passengers using stations. To minimise any potential for a 'second wave' of infection through unnecessary interaction the following requirements for station adoption activities **MUST** be adhered to until further notice.

It must be remembered that the current Government guidelines advise you to stay at home as much as possible.

It must be acknowledged that adoption activities at some locations will remain suspended where the appropriate measures cannot be maintained.

A resumption of normal station adoption activities will only be possible once the COVID-19 Alert Level has reached Level 1.

General principles

- Any station adoption activity must strictly abide by the Government's guidance on social distancing and comply with the requirements of this document. GWR reserve the right to suspend indefinitely any activities that are unable to meet the requirements
- Station adoption activities must be limited to one day a week and in alignment with the Government's guidance on outdoor activity
- Station adoption activity work areas must be segregated from others using the station
- Station adoption activities are limited to light gardening activities only such as weeding
- No more than two station adopters can undertake activities at any one time
- No person considered as vulnerable to COVID-19 under Government guidance should undertake any activity on a station – this will include those persons aged 70 and over and others who should be 'shielding'
- Face coverings and GWR issued high visibility vests must always be worn when station adoption activities are being undertaken
- In addition to this document, all adopters must continue to comply with the usual guidance and regulations relating to their activities at stations
- If any work is being undertaken at your station by railway personnel, or their contractors, then no station adoption activities are to be carried out at the same time
- Any group who is part of a national organisation should also follow any additional guidance as set out by them

Interaction with Station Colleagues

Minimal interaction should be undertaken with station colleagues and in accordance with social distancing requirements. Where a station is staffed for part of the day activities should only be undertaken once the GWR colleague/s has departed. Activities are not permitted during the morning and afternoon peak periods and are only permitted during daylight hours.

Before and after works

All adopters must advise station colleagues of their presence or sign in and out with the Station Manager or Duty Station Manager either in person or via phone. Adopters must bring hand sanitiser to the station and use this before and after adoption work.

Consideration for others

When carrying out activities at stations, social distance must be observed between adopters and other people at the station, as per Government guidance. Adopters must give priority to the movement of passengers and stop work if social distancing requirements cannot be complied with.

Undertaking work

Work is limited to light gardening activities only, such as weeding. No cleaning of hard surfaces such as poster frames, doors, windows and signage is to take place. No litter picking activities are to take place.

Gardening

If tools are to be shared between station adopters, they must be wiped clean first. Adopters must always bear in mind social distancing and keep space clear for others to move around the station. This may mean that adopters must pause during their work and move to a place of social distance to allow the flow of passengers around the station, especially when train services arrive/depart.

Community noticeboards and artwork

No work should be undertaken on these activities until further notice.

Book swaps and group produced leaflets

These should be removed from stations/put away until further notice.

Non-GWR areas

Any activities undertaken as part of agreed work on Network Rail stations and Network Rail land must abide by the guidance of that organisation.

GWR maintains the right to renew these rules, as well as instruct any adoption group to stop its activities if these are not followed. This document was issued on Monday 22 June 2020 and will be continually reviewed in accordance with changes in the COVID-19 Alert Level and accompanying Government and National Rail guidance. The requirements of this document will remain in force until otherwise advised.