PROTECTION PLAN FOR PUBLIC TRANSPORT UNDER COVID-19:
FRAMEWORK AND CONTENTS

Author(s) SBB / PAG / Annexe E: VöV

Confidentiality
Status
Version 20210319.1
Last amended 19.03.2021
Last amended by SBB / PAG
Copyright This document is protected by copyright. Any commercial use requires express advance permission.

Explanation of dated versions For each service offer stage, a version is created and marked with the date when it takes effect. These are planned to parallel the FOPH’s easement stages. The upcoming versions contain the relevant additions for each easement date.

Governance:

<table>
<thead>
<tr>
<th>Topic / Chapter</th>
<th>Responsibility for contents and agreement</th>
<th>Version</th>
<th>Valid from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection plan for public transport (Main document)</td>
<td>FOT / SBB / PostBus acting as system leaders for road and rail</td>
<td>Version 1: 27 April 2020</td>
<td>11 May 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Version 2: 14 May 2020</td>
<td></td>
</tr>
<tr>
<td>Annex B: Group travel by public transport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annex C: Rail catering</td>
<td></td>
<td>27 May 2020</td>
<td>06 June 2020</td>
</tr>
<tr>
<td>Annex D: Rail and road tourist services / Charters</td>
<td></td>
<td>27 May 2020</td>
<td>06 June 2020</td>
</tr>
<tr>
<td>Annex E: Cableways / Boats</td>
<td>Public Transport Union</td>
<td>27 May 2020</td>
<td>06 June 2020</td>
</tr>
<tr>
<td>Annex F: Ticket sales by bus drivers</td>
<td>FOT / SBB / PostBus acting as system leaders for road and rail</td>
<td>Version 5: 22 June 2020</td>
<td>23 June 2020</td>
</tr>
</tbody>
</table>

Entire document: minimum distance at 1.5 metres. Various adjustments in connection with the additional easements of 19 June 2020.
| Full document – Requirement to Wear Masks. In relation to the decision of the Federal Council of 1 July 2020 | FOT / SBB / PAG system leaders for road and rail | Version 6: 06.07.2020 | 06.07.2020 |
| Adjustments in line with stricter measures announced by the Federal Council on 28.10.2020 | FOT / SBB / PAG system leaders for road and rail | Version 7.2: 02.11.2020 | 2.11.2020 |
| Change in line with the stricter measures of the Federal Council introduced 4 December 2020 (special rules for festive period and winter sports). | FOT / SBB / PAG system leaders for road and rail VÖV | Version 8 | 09.12.2020 |
| Adjustments in line with stricter measures announced by the Federal Council on 13.01.2021 | FOT / SBB / PAG system leaders for road and rail | Version 9 | 18.01.2021 |
| Adjustments Annex B: Group travel by public transport | FOT / SBB / PAG system leaders for road and rail | Version 10 | 19.03.2021 |
Record of changes [Changes since last version are marked in yellow in the document]

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of the change</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>20200511.1</td>
<td>27 April 2020</td>
<td>First version</td>
<td>SBB / PostBus</td>
</tr>
<tr>
<td>20200518.2</td>
<td>18 May 2020</td>
<td>Added “masks for children” to the public transport protection plan in the chapter “Work where a distance of 1.5 m cannot be avoided” and added Annex A: IPV</td>
<td>SBB / PostBus</td>
</tr>
<tr>
<td>20200608.1</td>
<td>27 May 2020</td>
<td>Annex B: Group travel</td>
<td>SBB / PostBus / Elvetino / committee on tourist services (KTV)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annex C: Rail catering</td>
<td>SBB / PostBus / committee on tourist services (KTV)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annex D: Rail and road tourist services</td>
<td>Public Transport Union / Swiss cableways (Seilbahnen Schweiz) / Association of Swiss Navigation Companies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annex E: 1) Cableways / 2) Boats</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td>20200622.1</td>
<td>23 June 2020</td>
<td>Main document: Ticket sales in vehicles in the chapter «Work where a distance of less than 1.5m cannot be avoided». Annex F: Ticket sales by bus drivers Reference made to new COVID-19 Ordinance 3 and COVID-19 Ordinance special situation.</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Entire document: Adjustment of the minimum social distancing from 2 metres to 1.5 metres in accordance with the decision of the Federal Council of 19.06.2020.</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Addition, passengers on public transport should wear a protective face mask</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Adjustments to Chapter 2 Maintaining distance: waiting rooms, sales rooms, group reservations, lifts.</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chapter 4 People at particular risk</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chapter 6 Particular work situations</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Several small semantic corrections</td>
<td>PostBus / SBB / PostBus</td>
</tr>
<tr>
<td>20200706.1</td>
<td>06.07.2020</td>
<td>Amendments based on the supplement to the Covid-19 Ordinance on the Special Situation of 2 July 2020 (Requirement to Wear Masks)</td>
<td>SBB/PAG/VöV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Additions to – Key principles of protection plan.</td>
<td>SBB/PAG/VöV</td>
</tr>
<tr>
<td>Version</td>
<td>Date</td>
<td>Changes</td>
<td>Source</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>20201019.1</td>
<td>19.10.2020</td>
<td>Changes due to the update of the Covid-19 Ordinance special situation of 18.10.2020 (extension of the requirement to wear face masks) Additions to key principles of the protection plan and reference to this at all relevant points in the document.</td>
<td>SBB/PAG</td>
</tr>
<tr>
<td>20201102.2</td>
<td>02.11.2020</td>
<td>Precept on the area of validity of cantonal measures concerning fixed facilities. Chapter 3 Maintaining distance: Employees working behind plexiglass at counters must now also wear a face mask.</td>
<td>SBB/PAG</td>
</tr>
<tr>
<td>20210118.1</td>
<td>15.01.2021</td>
<td>Amendments based on the supplement to the Covid-19 Ordinance on the Special Situation of 13.01.2021 • Requirement to wear masks on public transport • Maintaining distance • People at particular risk • Particular work situations</td>
<td>SBB / PAG</td>
</tr>
<tr>
<td>20210319.1</td>
<td>19.03.2021</td>
<td>Annex B: Group travel by public transport Annex C: Rail catering</td>
<td>SBB / PAG</td>
</tr>
</tbody>
</table>
CONTENT

Protection plan for public transport under COVID-19: framework and contents ...................... 6

Precepts ..................................................................................................................................... 6

1. Requirement to wear masks on public transport ................................................................. 7
2. Hand hygiene ....................................................................................................................... 9
3. Maintaining distance .......................................................................................................... 9
4. Cleaning .............................................................................................................................. 12
5. People at particular risk ...................................................................................................... 14
6. People infected with COVID-19 at work ............................................................................. 14
7. Particular work situations .................................................................................................. 14
8. Information / communication ............................................................................................ 14
9. Management ...................................................................................................................... 15

Protection plan for public transport during the COVID-19 period: Accompanying measures .... 16

1. Requirement to wear masks on public transport ................................................................. 17
2. Hand hygiene ....................................................................................................................... 17
3. Maintain distance ................................................................................................................ 18
4. Cleaning .............................................................................................................................. 20
5. People in particular danger .................................................................................................. 21
6. People infected with COVID-19 at work ............................................................................. 21
7. Particular situations at work ............................................................................................... 21
8. Information / Communications ......................................................................................... 22
9. Management ...................................................................................................................... 25
10. Other protection measures ............................................................................................... 25

Conclusion .................................................................................................................................. 25

Annexes ..................................................................................................................................... 26

a. International Passenger Services ....................................................................................... 26
b. Group travel by public transport ......................................................................................... 27
c. Rail catering ......................................................................................................................... 29
d. Rail and road tourist services (including cog and heritage railways) / Charters .............. 32
e. 1) Cableways ..................................................................................................................... 33
e. 2) Boats ............................................................................................................................. 34
f. Ticket sales by bus drivers ................................................................................................. 36
PROTECTION PLAN FOR PUBLIC TRANSPORT UNDER COVID-19: FRAMEWORK AND CONTENTS

PRECEPTS

LEGAL PRECEPTS
The basis of this protection plan are the precepts of Covid-19 Ordinance 3 from 19.06.2020 (818.101.24) and the amendments from 13.01.2021, the Employment Act (SR 822.11) and its ordinances.

Public transport is an important component of our society and the basis for a functioning economy. With its measures to ease the coronavirus restrictions, the Federal Council is counting on a functioning public transport system. The Federal Department of Environment, Transport, Energy and Communications (DETEC) and the Federal Office of Transport (FOT) have commissioned SBB and PostBus in their role as system leaders to develop a protection plan for public transport which will be presented to the Federal Council by 29 April 2020.

The protection plan takes effect for the entire public transport network and defines the precepts and measures designed to protect customers and staff on public passenger transport in Switzerland. Transport companies are required to implement the plan outlined below. This also applies to more specific public transport companies such as, for example, boat operators and cableways which are important for access. Each transport company is to implement the plan in line with its specific circumstances.

Key principles of the public transport protection plan:
- The Federal Council’s epidemiological/health and hygiene guidelines form the basis of the present protection plan. The document outlines how customers can implement these recommendations on public transport.
- It supports transport companies with their operational implementation of the Federal Council’s recommendations and comes into force on the 11 May 2020, coinciding with the reinstatement of the service offer on public transport and the second stage of the announced easing of measures. The protection plan will be amended should the Federal Council’s strategy require it or a need for optimisation/amendment emerge during the period of implementation.
- The rules/recommendations apply for the entire public transport travel network including stations and stops.
- In the case of measures that concern fixed facilities (stations, stops, etc.) cantonal measures may apply if they are stricter than the measures designated by the Confederation. The public transport protection plan does not specifically address the cantonal measures. Local facilities are responsible for implementing these measures. For vehicle-related measures, the Confederation regulations apply.
- The wearing of a face mask is obligatory for the protection of everyone concerned if the social-distancing rules cannot be adhered to.
- The recommended minimum distance between two people to maintain the social distancing rules is 1.5 metres.
- A face mask must be worn during travel on trains, trams, buses, boats or cableways with a concession in accordance with Article 6 of the Passenger Transport Act (PTA) and on cross-border buses of transport companies with a concession in accordance with Article 8 PTA. (see point 1 Requirement to Wear Masks on Public Transport).
- A face mask must be worn in publicly accessible inside spaces of institutions and companies as well as in waiting areas and other access areas of public transport (see section 1 Requirement to Wear Masks on Public Transport).

- The protection plan relies on the responsibility and solidarity of customers. It is incumbent upon customers to provide their own hygiene products (protective masks/hand sanitiser).

- Transport companies will not assume any police duties. They will support the implementation of the protection plan with accompanying and communicative measures. They are encouraged to work in collaboration with the local police authorities.

- The Federal Office of Public Health’s (FOPH) hygiene and conduct rules still apply to staff and customers on public transport.

- Customers will be reminded of the guidelines in effect before and during their entire journey (transport chain) (customer information, screens, announcements, pictograms etc.).

- Staff are to be aware of the guidelines in effect and to know which specific protection measures must be taken into consideration and followed when carrying out their duties.

- Transport companies can use customer guides/attendants to make customers aware of the measures.

- The system leaders (SBB for rail, PostBus for road, boat and cableway) will provide recommendations for a coordinated implementation and set out the key principles. Transport companies can plan for further accompanying measures.

- All public transport companies are obliged to follow the guidelines the authorities. To that effect, transport companies will set out their own internal plans for protecting their staff based on the companies’ specific circumstances.

1. REQUIREMENT TO WEAR MASKS ON PUBLIC TRANSPORT

Principle

On the basis of Article 3a of the COVID-19-Ordinance on the special situation (Covid-19-Verordnung zur besonderen Lage) and the explanations regarding this ordinance, passengers are required to wear face masks on public transport vehicles from 6 July 2020. The mask must cover mouth and nose.

Under Article 3a of the Covid-19 Ordinance, the requirement to wear a face mask will apply also throughout Switzerland from 19 October 2020 in the publicly accessible inside spaces of institutions and companies as well as in the waiting areas and other access areas of public transport.

There are exceptions for:

a. children up to the age of 12;

b. People who can prove that they cannot wear a face mask for a specific reason, particularly medical reasons; Article 3a paragraph 1 letter b specifies the proof that is required.

The requirement applies to public transport vehicles, such as trains, trams, buses, boats and cableways (not definitive).

The requirement to wear a face mask also applies to persons on platforms and in other waiting areas for rail, tram and bus services (e.g. platforms, tram and bus stops) or in railway stations, at stops or in other access areas (e.g. cableway stations) of public transport. The requirement to wear a face mask applies both in the indoor and outdoor spaces of the waiting and access areas indicated.

The requirement does not apply in restaurants or bars located on boats or trains where the catering protection plan of HotellerieSuisse / GastroSuisse applies.

The mask may be taken off when consuming a small meal for the duration of consumption if eating is permitted in the vehicle.
Services not published according to the timetable, such as special event or themed trips, with mandatory prior registration of passengers are not deemed public transport under this protection plan, i.e. there is no general requirement to wear masks on.

On cross-border services, the requirement to wear masks applies – regulations from abroad concerning foreign territory notwithstanding – from borders and within Switzerland.

Passengers are themselves responsible for ensuring they are in possession of a face mask for travel by public transport.Scarves or other generic fabric items are not face masks.

The rules of the public transport protection plan continue to apply, in particular the distancing and hygiene rules.

Vehicles where masks must be worn

Details about public transport vehicles on board which masks must be worn:

Public transport vehicles are vehicles for transporting passengers run by companies with a concession under Article 6 or a permit under Article 8 of the Act on the carriage of passengers of 20 March 2009 (Personenbeförderungsgesetz, PBG, classified compilation 745.1). The PBG governs the regular commercial carriage of persons by rail, road, waterway, cableway, elevator and other means of transport bound to the route of their infrastructure (Art. 1 paragraph 2 PBG).

In the vehicles used for the carriage of passengers, face masks must be worn; this also applies to the open deck of boats.

The cabins on board tourist transport services are also notably classified as vehicles for the purposes of this Act (cf. Art. 2 paragraph 2 letter b of PBG). The only exceptions are ski lifts and chair lifts; in this case, the stipulations of the operator’s protection plan apply.

Implementation

To ensure implementation, drivers and other staff can help enforce this requirement where feasible.

Current staff responsibilities and rules for using public transport continue to apply:

1. Public transport staff are to make customers aware of the requirement to wear a mask (e.g. announcement, single conversations), as they currently do for example in cases of indecent behaviour. Public transport staff are not responsible for ensuring passengers wear masks.

2. Staff who check tickets can order people without a mask to alight at the next stop.

Greater powers rest with the security units defined by the Federal Act on the Security Units of Public Transport Companies (PTSA, classified compilation 745.2), i.e. the security service and the SBB police.

They are required to ensure the observance of the conditions of carriage and use (Art. 3 paragraph 1 letter a PTSA). They can stop, check and eject persons who have contravened the conditions of carriage (Art. 4 paragraph 1 letter b PTSA). Anyone who disobeys the orders of these persons will be charged a penalty.

The sanction in Article 83 paragraph 1 letter j of the Epidemics Act (Epidemiengesetz, EpG) may also be applied. The prosecution and trial of such offences is a cantonal matter (Art. 9 PTSA and Art. 84 paragraph 1 EpG).

No specific penalty for disorderly behaviour has been laid down.

Communication

Each individual is responsible for following the requirement to wear a face mask. This requirement will be communicated actively by the transport companies.
- Replacement of the pictogram campaign with the public transport protection poster (Phase I Awareness Raising) with adapted images and texts.
- Messages must be updated to reflect the new situation of the extended requirement to wear face masks on public transport and communicated to customers via all available channels before and during travel.
  - Digital: online, screens, announcements etc.
  - Print: posters, paper displays etc.

**Staff**

The requirement to wear a face mask also applies to staff on board the vehicle.

- For safety reasons, drivers are excused from the requirement to wear a mask when in the driver’s cab. A mask can be worn when driving as long as it does not interfere with safety. A mask must be worn when in contact with customers, selling tickets and when leaving the driver’s cab.
- To communicate clearly with people who are hard of hearing, staff can notably remove the mask.
- The transport companies will adapt their internal protection plans and instructions for staff.
- The transport companies will ensure that staff who are required to wear masks are provided with them.

## 2. HAND HYGIENE

The following applies to staff:

- All public transport employees are to be actively requested to wash their hands regularly. If this is not possible, hand sanitiser will be made available to them.
- The FOPH’s rules on hygiene will be actively communicated internally.
- All public transport service buildings will have facilities for sanitising one’s hands.

The following applies to customers:

- It will not be possible to provide water, soap or sanitiser across the board along every possible public transport chain.
- Customers are able to wash their hands in accordance with the guidelines in the toilet on board their means of transport (if available) and in the toilet facilities in stations (if available). The provision of water and soap is to be guaranteed on means of transport with toilet facilities for the duration of their operating times.
- It is not necessary to provide sanitising products in the vehicles.
- Staff who come into contact with customers are to be equipped with protective face masks and sanitiser for their own protection.
- Hand sanitiser dispensers will be set up at the main and secondary entrances to large stations.
- Hand sanitiser dispensers are to be set up at clearly visible points in the entrances and exits to travel centres/counters.
- Customers are to be requested not to use cash to pay for their purchases wherever possible.

## 3. MAINTAINING DISTANCE

- Staff and customers are to keep the minimum distance from others wherever possible.
- Vessel sizes for buses and trains are always to be calculated depending on the availability of resources in accordance with the basic planning provision for 2020, so as to help passengers and staff maintain the minimum distance from others by providing as much space as possible.
- Ordered closures of shops and food and drink outlets must also be implemented in stations in line with FOPH guidelines.
With regards to “Contact tracing”, refer to the recommendations of the FOPH.

**Establishing moving and stopping zones**

- Public transport is an open system. This open system is to be maintained even in the current circumstances.
- There are to be no restrictions on access or structural measures at stops or stations to reduce the flow of people.
- Customers will be requested to maintain the minimum distance from others through targeted accompanying measures.
- Additionally, we request that customers travel at less busy off-peak times whenever possible.

**Division of space**

- Existing measures taken on vehicles for the protection of customers and staff will continue to be in force:
  - doors will open automatically on all vehicles, wherever technologically possible
  - doors at the front of road vehicles (buses) on which tickets are not sold will remain closed. Access through the doors at the front of vehicles will only be provided for the purpose of ticket purchases and/or access by passengers with visual impairments.
  - as a rule, the first row of seats will remain blocked off (buses, trams).
- On rail services, separate and clearly differentiated or specially labelled areas will be made available to staff on duty (customer attendants) and train crew. (Staff must leave these areas for the vehicle readiness control, for maintaining presence on the vehicle (security personnel), for ticket inspections and for helping people with a disability to board the vehicle).
- At stationary, staffed sales points, plexiglass screens will form a barrier between customers and staff. Additionally, to create a further division of space, plexiglass screens are to be installed in between the work spaces of sales staff, provided that there are counters available which are not closed long-term.
- Waiting rooms at stations and stops may be opened, provided that the minimum social distancing which applies can be maintained. If this is the case, the waiting rooms are to be cleaned more frequently and, if necessary, equipped with sanitation facilities.

**Limiting the number of people**

- Public transport in Switzerland is an open system which has neither a requirement for reservation nor access-restricting structures at its stations or stops.
- It would be unrealistic to try to equip every stop and station in Switzerland with access-restricting structures and marks for social distancing.
- It would be impossible for passengers to maintain physical distance from one another when boarding during the dense regular timetable without huge impacts on the whole system (punctuality, missed connections on transport chains etc.). Other measures will help passengers keep to the social distancing guidelines:
  - Customers will be urged to avoid travelling at peak commuting times and instead choose less busy connections for their journey.
  - Furthermore, we will call upon customers to take responsibility for themselves and ask that they show due consideration to one another. It is incumbent upon customers to maintain the minimum distance from others at stops and stations.
  - Additional personnel (e.g. customer guides) can be brought in to key areas with high demand to help implement this principle.
On public transport:
- Proper spacing on board vehicles is the responsibility of passengers. When present, train crew members can offer their support by pointing out free seats to passengers.
- Where possible, customers are to be informed of free seating areas directly face-to-face, by use of announcements or other technological tools (e.g. coach-specific occupancy projections in the online timetable for trains).
- At busier points for alighting and boarding, passengers should be asked to make a path for those alighting (when waiting to board), and to respect the social distancing rules before and when alighting.
- Annex B applies to group reservations.
- A requirement for reservation may be temporarily introduced for routes on which higher, accumulating demand can be predicted at certain times. When foreseeable, the avoidance of over-occupancy, bringing with it a high risk of infection, takes precedence over transport duties. It is incumbent upon the relevant transport company to take the operational decision on this matter, giving at least one week’s notice.
- In exceptional circumstances, passengers may be prevented from travelling in order to avoid over-occupancy.

Station/stops:
- No access checks will be carried out at stations or stops.
- Access to travel centres and points of sale will be restricted:
  - Implementation in accordance with FOPH guidelines regarding minimum social distancing, by means of appropriate measures (e.g. distance markers on the floor).
- Distance markers in front of lifts, along with the instructions: Maintain current minimum social distancing and keep lifts free for people with reduced mobility.
- Distance markers in front of ticket machines in stations. It is down to the relevant authorities to make decisions on distance markers in public spaces, and their responsibility to install them.
- Notice signs/information on screens etc. to be used to implement social distancing in stations/on platforms/at stops in accordance with the recommendation/announcement of the FOPH.
- Existing access restrictions (e.g. entry to cableway stations, boat stations, Metro Lausanne) are to remain in place and to be adjusted, e.g. with the addition of distance markers on the floor at the entrance.
- Customers are recommended to purchase tickets / services in advance using digital channels and advised not to go to the counter.
Transport companies may use customer guides/attendants to help implement the measures.

Work where the minimum distance cannot be avoided
- Passengers on public transport vehicles must wear a face mask from 6 July 2020. From 19 October 2020, the requirement to wear a face mask will also apply in publicly accessible inside spaces and in all waiting and access areas (inside and outside spaces) of public transport (see section 1 Requirement to Wear Masks on Public Transport).
- Staff in direct contact with customers are to wear face masks. This applies particularly to attendants and ticket inspectors, staff providing assistance, cleaning personnel, security personnel. For safety reasons, drivers are excused from the requirement to wear a mask when in the driver’s cab. A mask can be worn when driving as long as it does not interfere with safety. A mask must be worn when in contact with customers, selling tickets and when leaving the driver’s cab.
- At staffed sales points, plexiglass screens will be installed to protect customers and staff. From 28 October 2020, the requirement to wear a mask also applies for employees here.
- Until further notice, ticket inspectors are not to touch customers’ SwissPass / tickets / ID during ticket inspections (visual inspection of tickets). Gloves may be used if required.

Work with bodily contact
- If someone is taken into custody by the SBB Police, they will be given a protective face mask or one will be put on them. In case of unavoidable bodily contact, the SBB Police officers will protect themselves and the person in question by wearing protective face masks, gloves and protective glasses.
- When assisting people with restricted mobility, public transport staff can use gloves in addition to masks.

Working with tools with bodily contact
- Not relevant to public transport companies in connection to contact with customers.

4. CLEANING

Rail
- As a matter of course, public transport companies are to clean their vehicles at regular intervals, several times a day to ensure cleanliness.
- In the current circumstances, the frequency of cleaning is to be increased and the focus placed on surfaces with which customers come into contact (e.g. handrails, buttons and tables).
Examples of cleaning carried out on SBB railway vehicles (not exhaustive)
- Visible cleaning several times a day with focus on cleaning of surfaces (during changing of trains at terminus stations) 3-5 times per day:
  - Handrails, buttons and surfaces such as tables/rests with alcohol/surfactant cleaning agent (explicitly identified by the FOPH as effective against the coronavirus)
  - Waste disposal
  - Toilet (toilet, floor, sink) with toilet cleaner (explicitly identified by the FOPH as effective against Covid-19)
- Day cleaning at least once daily (at night):
  - All the same cleaning tasks as visible cleaning plus:
    - picking up litter from floor or vacuum cleaning
    - internal window cleaning with alcohol/surfactant cleaning agent
- Intermediate cleaning at least once a week:
  - All the same cleaning tasks as the day cleaning with more time input
  - Moreover, for the duration of the Covid-19 period many transport companies are carrying out further, targeted cleaning operations. For example, from 11 May 2020, SBB will be carrying out additional cleaning of vehicles on the move (with at least 30 additional cleaners across Switzerland plus Team Clean with up to 70 asylum applicants from Zurich/Bern/Lausanne) with more available cleaning time (at least 15-30 minutes until alighting)
    - The main focus is contact surfaces such as handrails and buttons as well as surfaces such as tables/rests
    - Waste disposal
    - Toilet

Buses/trams/cableways/boats
- Transport companies operating buses, trams, boats and cableways are to clean their vehicles regularly, at least once a day, to ensure cleanliness.
- In the current circumstances, the frequency of cleaning has already been increased and the focus placed on surfaces with which customers come into contact (e.g. handrails, handles, buttons and tables).
- During the change over time at terminus stations, surfaces with which customers come into contact are cleaned again when possible and waste is disposed of.
- The driver cleans / disinfects the driver’s work area at every change of shift.

**Cleaning of stations, stops and travel centres**
- Cleaning operations in stations have been intensified and the frequency of cleaning increased from 3 to 6 times a day. The focus there is placed on surfaces with which customers come into direct contact, such as, for example:
  - Lifts/lift buttons
  - Toilets
  - Ticket machines/screens
  - Benches and information points
  - Post boxes
  - Handrails
- Cleaning is carried out using disinfecting cleaning agents tried and tested on Covid-19.
- The thorough cleaning of platforms, shopping arcades, and underpasses is currently being carried out as a priority and its frequency increased from 4 to 6 times a year.
- The cleaning frequency at small stops in the outskirts has also been doubled.
- Increased intensity of cleaning at travel centres/points of sale: in mid-size and large travel centres the intensity of cleaning has been increased to 1-2 times a day, and in smaller travel centres to 1-3 times a week. Visible cleaning is carried out by staff daily.

**Cleaning of stops in public spaces**
- An appropriate frequency for cleaning of public transport stop infrastructure in public spaces will be fixed according to need with the authorities responsible.

**Cleaning of ticket machines and other customer-relevant infrastructure**
- Alongside travel centres, other customer-relevant infrastructure is also to be cleaned more intensively. That includes ticket machines, ATMs and lockers.
- At these touch points, the focus will be on the parts which customers have direct contact with, such as for example the touch screens.
- Many transport companies have been implementing these measures successively starting as early as the second half of March 2020.

**Ventilation / air conditioning**
- At stops, the doors of vehicles are to open automatically (where technically/operationally possible) to facilitate the circulation of air. They will be closed depending on the weather conditions at the discretion of the transport company. Air conditioning filters are to be regularly cleaned according to the instructions of the manufacturer or replaced. Following clarification of issues concerning occupational health in consultation with the FOPH, the FOT has stated that there is no reason to believe based on current knowledge that the coronavirus can be transmitted via air conditioning and ventilation.

**Surfaces and objects**
- Cleaning of surfaces in the vehicles is described above.
- In buildings where staff work, cleaning products have been made available so that work spaces can be cleaned regularly. These spaces are also to be cleaned regularly.
Toilet facilities
- Toilets on vehicles are to be cleaned regularly and emptied in line with professional requirements (see introduction above). The transport companies are responsible for implementing this.
- For public spaces, the relevant authorities take decisions about the cleaning of toilet facilities and are responsible for implementing them.
- Toilet facilities at stations / stops: increased cleaning frequencies.

Waste
- Waste bins on vehicles and at stations and stops are to be emptied regularly, even when they contain limited contents (see instructions above). In buildings where staff work, closed bins will be provided where possible. For public spaces, the relevant authorities decide on the emptying of waste bins and are responsible for implementing these decisions.
- Customers are asked to take waste with them when they alight if possible and dispose of it in the containers on the platforms.

Work clothing and washing
- Use personal work clothing. Uniforms and work clothing are personal and are to be washed regularly because they could potentially become contaminated.
- Wash work clothes regularly with commercial detergent.

5. PEOPLE AT PARTICULAR RISK
- COVID-19-Ordinance 3 extensively regulates the protection of employees at a particular risk. Employees belonging to a high-risk group may be deployed in public transport if the public transport protection measures and the requirements as per Article 27a paragraph 3 of Covid-19-Ordinance 3 are observed.

6. PEOPLE INFECTED WITH COVID-19 AT WORK
- Company employees showing symptoms of COVID-19 are to be sent home and to follow the instructions of the FOPH (see www.bag.admin.ch/isolation-und-quarantaene).
- A special guideline sheet based on FOPH requirements details the action to be taken when people have had contact with the infected person.

7. PARTICULAR WORK SITUATIONS

Personal protective equipment
- All staff may voluntarily wear protective equipment at any time.
- How to use personal protective equipment:
  - there are guides on the correct use of both gloves and protective masks. These guides are to be given to staff with the protective equipment. Active communication of these guides to all staff has also taken place.
  - Various guideline sheets, e.g. on how to use masks or disposable gloves, will be made available to the transport companies on the websites of the system leaders.

8. INFORMATION / COMMUNICATION
- Customers must be informed appropriately about the main requirements of the public transport protection plan before and during their journey (whole transport chain). This includes:
• Placing information prominently on the website of the relevant company.
• Information around stations and stops (posters, screens, departure boards, announcements)
• Information on vehicles (posters, advertising posters, screens, announcements)
• E-mails to customers / newsletter / social media
• To increase the effectiveness of the information, consistent verbal and visual language must be used. This includes recognisable pictograms providing “corona communication”. This material is made available to download on the websites of the system leaders in agreement with the FOPH.

- Particular attention must be given to ensuring customer information is up-to-date (online timetable). Customers are requested to purchase their tickets via online channels wherever possible.
- Changes to the timetable situation must be announced as early as possible via the companies' service communication and must be provided online as a minimum.
- Customers must easily be able to see what level of service is being provided by transport companies at any time. Invalid printed information must be removed or the remark “temporarily invalid” must be added.

Information for staff
- The transport companies independently define the measures for protecting their staff on the basis of the FOPH guidelines and adapt them to their company.
- Staff are to be informed regularly about the specific instructions and guidelines via the internal communication channels of the relevant transport company.
- The companies (superiors, management) are responsible for enforcement and implementation. Quality control must be ensured as part of the quality management systems.

9. MANAGEMENT
- The individual companies are responsible for planning, implementing and checking the individual components of the public transport protection plan. They are in contact with the system leaders and must keep up to date with any changes on the relevant information sites. The instructions of system leaders take the form of either definitive requirements, recommendations or examples and are classed accordingly. Each company must decide how the public transport protection plan is to be put in place within the company and implemented appropriately for customers. Company management is responsible for this and must be able to prove to the relevant authorities on request that implementation has taken place. The implementation and effectiveness of the protection plan are to be continuously monitored and amended if required.

Unwell staff
- No employees who are ill with COVID-19 shall be permitted to work. Send the relevant staff home immediately.
# PROTECTION PLAN FOR PUBLIC TRANSPORT DURING THE COVID-19 PERIOD: ACCOMPANYING MEASURES

Version: 06 July 2020

<table>
<thead>
<tr>
<th>S</th>
<th>Stands for “substitution”, which is only possible in the case of Covid-19 if sufficient distance is provided (e.g. when working from home).</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Stands for technical measures (e.g. acrylic glass, separated work spaces etc.).</td>
</tr>
<tr>
<td>O</td>
<td>Stands for organisational measures (e.g. separated teams, amended shift planning).</td>
</tr>
<tr>
<td>P</td>
<td>Stands for personal protection measures (e.g. protective masks, gloves etc.).</td>
</tr>
</tbody>
</table>
The following measures must be adapted to reflect the specific situation of individual transport companies. At some points, concrete measures taken by SBB are mentioned for purposes of illustration. These serve as examples and are not binding for other public transport companies.

1. REQUIREMENT TO WEAR MASKS ON PUBLIC TRANSPORT

Passengers on public transport vehicles must wear a face mask from 6 July 2020. From 19 October 2020, the requirement to wear a face mask will also apply in publicly accessible inside spaces and in all waiting and access areas (inside and outside spaces) of public transport (see section 1 Requirement to Wear Masks on Public Transport).

2. HAND HYGIENE

Everyone in the company must regularly wash their hands.

**Measures**

- Sanitiser dispensers have been installed in buildings were staff work.
- Staff in direct contact with customers are equipped with a refillable hand sanitiser product.
- Hygiene and behaviour rules are to be communicated proactively.
- Staff in work spaces must be given the opportunity to wash their hands in line with the instructions. Moreover, in many passenger trains it is possible to wash one’s hands in train toilets.

**Customers:**

**Measures**

Sanitiser dispensers have been installed in travel centres/points of sale and at selected locations in larger stations. Customers can disinfect their hands when entering and leaving the travel centre. In travel centres with various customer areas (e.g. Zürich HB with immediate sales, advice and sales, financial services and luggage/SBB Lost and Found office), a dispenser will be installed in all the areas.

Sanitiser dispensers at main and secondary entrances to large stations:

A total of 220 sanitiser dispensers will be installed at the main and secondary entrances to the 34 large stations. The customer should feel safe and protected from the moment of entering the station.

Washing facilities

On many trains, customers have the opportunity to wash their hands in the train toilets. Additionally, large stations / stops / cableway stations have toilet facilities where washing is possible. Hygiene and behaviour rules for hand hygiene will be communicated proactively using the same consistent pictograms:
For public spaces, the relevant authorities are responsible for decisions concerning the opening of toilet facilities and for the implementation of these decisions.

**No cash payments**

When entering travel centres, customers are reminded to pay for their purchase without using cash if possible.

### 3. MAINTAIN DISTANCE

Staff and others must maintain the minimum social distancing rules wherever possible.

**Measures**

**Station / stop:**

Staff and customers must keep the minimum social distancing rules wherever possible.

- Distance markers for POS when counters are open.
  
  Implementation according to FOPH requirements. Markings on the ground will facilitate the keeping of the minimum social distancing rules between two waiting customers.

- Distance markers in front of lifts

- Distance markers in front of ticket machines

- Entry control or other appropriate measures to limit the number of people in the travel centre.

On platforms and at stops, there will be no distance markers, as this is not possible if passengers’ safety is to be ensured.

Annex B applies to group reservations.

Waiting rooms at railway stations and stops may be opened. This will be carried out in conjunction with the requirement to wear a face mask, more frequent cleaning of the premises and, if necessary, the provision of additional sanitation facilities in those areas.

Ordered closures of shops and food and drink outlets must also be implemented in stations in line with FOPH guidelines.

**During the journey:**

Customers are to be reminded of the FOPH instructions in force during their journey (via customer information, screens, announcements, pictograms etc.).

The Maintain Distance pictogram is to be used consistently on posters and on screens.
Existing, vehicle-related measures to protect customers and staff will be continued:

- doors will open automatically on all vehicles, wherever technically and operationally possible. They will be closed depending on the weather conditions at the discretion of the transport company.

- doors at the front of road vehicles (buses) on which tickets are not sold will remain closed. Access through the doors at the front of vehicles will only be provided for the purpose of ticket purchases and/or access by passengers with visual impairments.

- access to the first row of seats will generally remain blocked (road public transport).

- separate and clearly differentiated or specially labelled areas will be made available to staff on duty (customer attendants) and train crew. (Staff have to leave this area to dispatch trains, be present in the vehicle (security staff), check tickets and provide boarding assistance to disabled passengers) (rail public transport).

- where maintaining distance is not possible, the instructions on the protection of customer-facing staff must be followed.

Social distancing can only be maintained if seating capacity remains in line with the 2020 annual plan, as far as the capacity of the transport companies allows for this.

Customers are strongly urged to avoid travelling in peak times and to choose connections with lower occupancy for their journeys. To achieve this, approaches and appeals to direct customers away from peak time which have already been tested could be used, e.g. the “work-smart initiative”.

Occupancy projections must be built into online timetables – as far as this is technically possible and data are available.

Transport companies are to call on people to show personal responsibility and solidarity and to be considerate of each other’s needs.

Passengers are asked to make space for those alighting and to form a queue.

Use pictograms showing how passengers should spread out in the vehicle.

**Rail:**

Recommence passenger counts (manually or technically) to produce data for the spacing of passengers on trains and for occupancy projections. At SBB, the Präsenz-App (presence app) will be in use again from 27 April.

Additional communication to customers by passenger attendants where available (direct, manual or automatic announcement).
Work where keeping the minimum distance is not possible

Consideration of specific aspects of work and work situation to ensure protection

### Measures

Passengers on public transport vehicles must wear a face mask from 6 July 2020. From 19 October 2020, the requirement to wear a face mask will also apply in publicly accessible inside spaces and in all waiting and access areas (inside and outside spaces) of public transport (see section 1 Requirement to Wear Masks on Public Transport).

Staff in direct contact with customers are to wear a protective mask. This applies particularly to attendants and ticket inspectors, staff providing assistance, cleaning personnel, security personnel and sometimes also to drivers (e.g., during ticket sales, closed-off transport services for schools).

The existing customer and staff protection measures at staffed points of sale will be maintained:

- Sales staff are to serve customers through plexiglass windows.

- Additional installation of plexiglass windows between counter in light of the expected increase in customers from 27 April / 11 May.

- Masks
  - Staff at counters, behind plexiglass: From 25 October 2020, the requirement to wear a mask also applies for employees here.
  - Staff in contact with customers, for example working at travel centre reception, handing out luggage, providing services to the disabled or maintaining ticket machines: wear a mask.

When checking tickets, staff must not touch SwissPasses / tickets without gloves until further notice. Instead, they will perform a visual ticket inspection.

If a person is arrested by the SBB Police, the person will be given a protective mask or the mask will be placed on the person. In cases of immediate physical contact, SBB police officers protect themselves and those they deal with by using protective masks, gloves and protective glasses.

In some cases (not at all stations), the lifts have been equipped with notices: only 1 person per lift, keep lifts free for people with reduced mobility.

## 4. CLEANING

Regular cleaning of surfaces and objects after use as required, in particular if they are touched by multiple people.

### Measures

Cleaning will increasingly focus on contact surfaces: Handrails, handles and buttons will be cleaned several times a day.
Cleaning will be made visible to passengers:
- Additional cleaning “in sight of passengers” will take place during journeys, for example using asylum applicants (example SBB measure).
- On board vehicles, passengers will be reminded who last cleaned the vehicle and when (example SBB measure):
  - Placing a notice on toilet mirrors: Fixing synthetic paper on toilet mirrors with a personal message: “This toilet was cleaned for you on…” (or at non-conventional places so that it surprises passengers and they have a lasting positive memory of it)
  - Leaving cards on coaches with a personal greeting and a picture of the cleaning teams (may be related to a depot, e.g. Team Clean Lausanne). Consciously placing notices on essential objects such as toilets, seats, handrails (U-shaped): “This handrail has been cleaned for you.”

The driver’s cab is cleaned / disinfected by on-board staff at every change of shift.

Additional cleaning of public spaces at stations and travel centres:
Public facilities and travel centres will be cleaned more frequently based on the specific requirements of the relevant transport company.
SBB cleaning examples:
- First phase: On 16 March 2020, the cleaning frequency for Chiasso, Lugano, Bellinzona and Locarno Travel Centres in Ticino was increased to daily.
- Second phase: On 27 March 2020, the cleaning frequency for the other large and medium-sized travel centres was increased to once/twice a day. In the other, smaller travel centres, cleaning takes place 1 to 3 times a week. The customer consultants who work there clean staff and customer spaces to the best of their ability.
- More frequent cleaning of ticket machines and ATMs including touch screen surfaces (including luggage facility surfaces) and lifts in stations.

5. PEOPLE IN PARTICULAR DANGER

**Measures**

Employees belonging to a high-risk group may be deployed in public transport if the public transport protection measures and the requirements as per Article 27a paragraph 3 of Covid-19-Ordinance 3 are observed.

6. PEOPLE INFECTED WITH COVID-19 AT WORK

**Measures**

Behaviour directive in accordance with BAG instructions

7. PARTICULAR SITUATIONS AT WORK

Consideration of specific aspects of work and work situations to ensure protection.

**Measures**

The transport companies are required to make their employees work from home wherever the nature of their work allows it and provided it does not require disproportionate expense and effort. Where it is not possible for employees to work from home, the transport companies are required to
protect the health of their employees by implementing suitable measures. The Employment Act applies.

For the protection of employees indoors, there is now a requirement to wear a mask whenever more than one person is in a room. Greater distancing of work stations in the same room is no longer sufficient. The social distancing rules must also be observed in lounges and break areas.

8. INFORMATION / COMMUNICATIONS

Information for staff and customers about the instructions and measures.

Measures

Staff information

Information on the staff intranet, messenger systems, posters, screens, staff meetings

Customer information

Use of consistent verbal and visual language, pictograms:

Changes to services due to corona and behaviour rules to be placed prominently, e.g.:
Coronavirus
- Maskepflicht im Fahrzeug und an den Haltestellen
- Fahrplaninformationen
  Schutzkonzept
  Neu ansehen

Entdecken und Planen
Preisangaben
Fahrplan

Coronavirus

Informationen für unseren Fahrplan
Hinweise für alle aktuellen Aktionen und allgemeine Ausbildungen von Coronavirus auf PostAuto. Diese Seite wird fortlaufend aktualisiert.

Maskepflicht an den Postauto-Haltestellen
- Bitte denken Sie daran, den Mundschutz zu tragen.
- Rufen Sie an, wenn eine Änderung im Fahrplan vorliegt, um sicherzustellen, dass Ihre Fahrt auch noch weiter läuft.
- Bitte denken Sie daran, sich an der Fahrzeugstelle zu informieren.

Beantworten Sie unsere Frage auf der Fahrzeugstelle.

Gepostet von Stefanie Gisela ( pomysł) - 23. April um 08:36

Desired result of information provision:
- Customers know how to travel safely using public transport and are informed about the public transport service offer.
- Increase confidence in public transport use.
- Behaviour tips with pictograms and simple messages.
- Templates with pictograms and messages will be made available to all transport companies as a download.

Communication support
The information will be passed on to customers in these phases. Each phase will be supported by a communication campaign. In phase III (the current situation) there is now a distinction between step 1 “First openings” and step 2 “New normal”.

Phase III is subdivided into two steps for stimulation:

**Step 1 “First openings”:** encouraging customers to do leisure activities via marketing campaigns (firstly within their region using local services, and then nationally in the mid- to long-term). No discounts or special offers. The start of step 1 will depend on Federal Council decisions and market developments.

**Step 2 “New normal”:** winning back regular customers with and without discounts and promoting leisure activities with attractive public transport offers.

The two steps may overlap for certain segments. For example, with young people returning to public transport and participating in leisure activities across the whole of Switzerland at the same time.
Implementation of the phases
- Online channels:
  - Campaign hub with behaviour rules on sbb.ch, system leader websites sbb.ch/covid-info and covid-info.postauto.ch. Transfer 1:1 to other transport company websites.
  - Transport company online touch points, SBB app, sbb.ch.
- Social Media
  - Websites relevant to commuters (e.g. 20 Minuten online etc.).
- Offline channels:
  - Successive roll-out of posters, stickers etc. on platforms, at stations and stops, on trains, buses, trams etc. (rail posters, glass panels, doors tbd).
  - Make message visible on cleaning vehicles, cleaning staff clothing, at counters, ticket machines, disinfection points at stations etc.
  - Modify to fit regional need of French-speaking Switzerland and Ticino.

9. MANAGEMENT

Implementation of the directives in management to efficiently implement and adapt protection measures.

Measures
Appropriate measures are the creation of a task force or similar to work on suitable capacity including representatives of company management, who ensure that the components of the protection plan are implemented throughout the company.

System leaders will inform partners about the current situation and orders by producing regular reports.

10. OTHER PROTECTION MEASURES

Measures
People with restricted mobility will continue to be greeted on public transport as before. Where social distancing is not possible (boarding assistance), our staff will take measures to protect themselves and others.

CONCLUSION

Was this document developed based on a solution for the entire industry?: ☒ Yes ☐ No

This document was sent and explained to all staff.

Bern, ______________________________

On behalf of the FOT: On behalf of Postauto AG On behalf of SBB AG
Dr. Peter Füglistaler (PostBus) road system leader:
FOT Director Christian Plüss
Member of the Swiss Post Management Board
Dr. Peter Füglistaler
FOT Director
Christian Plüss
Head of Postauto AG
Member of the Swiss Post Management Board
Vincent Ducrot
CEO SBB AG
ANNEXES

A. INTERNATIONAL PASSENGER SERVICES

Area of validity
Covers cross-border services to Germany, Austria, France, Italy and Liechtenstein.

Basic rules

The principle of territoriality applies.
When the passenger is travelling through a given country, the official orders of that country have effect.

Passengers bear personal responsibility.
Passengers are personally responsible for knowing and following the orders of the authorities in the area they are travelling through.

The transport companies inform passengers:
Passengers must be informed appropriately about orders by the authorities in force along the entire route of their journey and/or at their destination (notice in the timetable (HIM report), information at the ticket counter, announcements/displays on the transport service on departure and/or when entering a specific area …).

The transport companies must inform their staff
The transport companies are responsible for providing their staff working on cross-border routes with information about the rules in force in the relevant country and for making sure staff have the documents required.

The transport companies will inform their partner companies abroad.
The transport companies will inform their partner companies abroad about the special requirements applicable in Switzerland based on this protection plan if they run services based on cross-border cooperation. The partner companies will ensure the provision of information for customers abroad before entry into Switzerland.
The Swiss transport company is responsible for providing this information if they run their own transport operations starting in Switzerland and going abroad.

Accompanying measures

- Transport companies inform passengers appropriately about orders by the authorities in force along the entire route of their journey and/or at their destination (notice in the timetable (HIM report), information at the ticket counter, announcements/displays on the transport service on departure and/or when entering a specific area …).
- Transport companies running cross-border services can provide the relevant documents for passengers on their websites (e.g. self-declaration for passengers). Passengers bear personal responsibility for following the orders of the authorities in the area they are travelling through and for printing and correctly filling in the documents required.
- The territorial principle also applies to catering services.
- If additional requirements are laid down abroad (cleaning requirements, seat reservations …), a decision as to whether series can run will be taken on a case-by-case basis. Developments abroad will be followed very closely.
- Staff on cross-border services must follow the prescriptions in force in the country they are travelling through.
B. GROUP TRAVEL BY PUBLIC TRANSPORT

Scope of application

- Group travel is permitted as long as there is no general ban on events issued by the Federal Council. Implementing and enforcing bans on gatherings is not the responsibility of the transport companies but of the relevant cantonal authorities.
- Group travel is generally subject to the protection plan for public transport. In the following section, only specificities/details relating to group travel are listed.
- The customer who registers the journey is responsible for following the rules in force regarding group travel and other events. The transport companies shall make customers aware of the rules when accepting group registrations / group journey bookings. They shall also inform customers that the Federal Council has laid down limits on the size of groups and that these must be adhered to, in particular with regard to private events and excursions, and that these rules can be consulted on the FOPH website. Public transport staff are not responsible for sanctioning “rule-breaking” people/groups travelling on the basis of the product bought or their behaviour.
- Customers may be made aware of alternative connections to support the implementation of the protection plan. Exceptions to the requirement to transport passengers can be made if the FOPH stipulations cannot be followed (affects in particular bus companies, refusal of travel. Guidelines for staff will be prepared).
- Group journeys are bound by the ban on gatherings of more than 5 people until this is revoked by the Federal Council. The protection plan for public transport will in principle also apply to group travel. In the following section, only specificities/details relating to group travel are listed.
- Sanctioning people/groups who do not “behave properly” is not the task of public transport staff.

Basic rules

Bookings/purchase

- Bookings are made normally via a point of sale (online/phone reservations are recommended). Temporary modifications to the sales process should be avoided.
- Group travel should also be booked contactless where possible, with delivery of tickets by post or online.

Space allocated/size of groups/positioning of groups on the vehicle

- The group travel centres will pay particular attention to ensuring that no standing places are issued when allocating groups on trains.
- The group should ideally be allocated to the front or the rear of the train. On double-deck long-distance trains, priority is to be given to the lower deck to limit the number of people passing through. Moreover, only one group should be allocated to each vehicle deck. Allocation to special areas should be avoided if possible (e.g. driving trailers on IC2000 trains).

Protection measures within the group

- The information sheet “Safety concept: travelling safely on public transport” will be given to groups.
- The general requirement to wear face masks on public transport also applies to groups (see section 1 Requirement to Wear Face Masks).
- The group leader is responsible for ensuring the protection plan is followed and the group is equipped with protective masks.
Accompanying measures

- Sales staff information
- Train crew information
- Publication of behaviour rules / travel notices for groups on the relevant website
C. RAIL CATERING

Scope of application

These provisions cover dining cars on regular services on standard and narrow gauge lines. These include offers such as minibars / railbars / ServiceStation and at-seat catering. Dining cars on tourist railways and charter services are also included. Alongside the catering services provided by Elvetino AG on SBB long-distance services, the provisions also apply to Zentralbahn’s dining cars and catering offers and the premium panorama trains Bernina Express, Glacier Express, Golden Pass and Gotthard Panorama Express. These stipulations exclude restaurants run by transport companies which belong to the Swiss Cableways Association (Swiss Cableways) and the Association of Swiss Navigation Companies. These are covered in this protection plan by Annex E Cableways / Boats.

Basic premises

Restaurant closures ordered by the FOPH also apply to restaurants on trains. Services which continue on trains must be conducted in line with FOPH guidelines (particularly regarding take-away services).

Given the specificity of rail operations, the protection plan for public transport and this annex have been prepared for rail catering services. This work draws on the protection plan for the gastronomy sector with the relevant changes made.

In particular, the hygiene and social distancing measures stipulated by the FOPH must also be followed in this context. In addition to the protection plan for public transport, the following points must be observed in particular for rail catering.

Catering on board trains is divided into: bistros/dining cars (e.g. Elvetino Bistro), take-away bars, at-seat service (e.g. meals served at seat on panorama trains) and vending machine areas.

The company will record the contact details of passengers to enable the tracing of any infection chains.

The contact details of at least one guest must be recorded per table.

The operator will inform the persons present about the following points:

- the likely inability to maintain the required distancing and the ensuing increased risk of infection;
- the possibility of being contacted by the relevant cantonal authority and their power to impose a period of quarantine in the event of contact with persons infected with Covid-19.

The following information will be recorded:

First name, surname, place of residence, telephone number, date, time, seat or table number, journey (from – to) and coach number.

The contact details recorded cannot be processed for any other purpose, must be held for 14 days after participation in the event or visit to the company and will then be immediately destroyed.

Bistros/dining cars with table service

DISTANCING

- The requirement to wear masks on public transport does not apply in restaurants on board trains, i.e. not in the dining car, in accordance with the implementing provisions of the Covid-19 Ordinance Art. 3b. The consumption of food and drinks is still only permitted while seated. A face mask must be worn when passengers are making their way to the table or toilet. The aim of this exemption is to enable eating and drinking in the dining car. Passengers who stay in the dining car without consuming anything must be made aware of the requirement to consume...
food or drink in the dining car or alternatively of the requirement to wear masks on the rest of the train.

- Block off seats and/or whole tables to ensure the minimum distance, as wearing protective masks in dining cars is not sufficient to make keeping the minimum distance unnecessary.
- Staff must know the maximum number of people allowed to stay in the dining car at any one time.
- Where sensible, install plexiglass or any other appropriate material to ensure distance from other customers. Take impacts on vehicle approval / fire safety into consideration.
- No free choice of seat – steward to allocate seat according to availability – customers are to be informed about this before entering the dining car e.g. with posters.

**HYGIENE**

- Wear a protective mask when serving customers. Disposable gloves may also be used.
- Use disposable tablecloths and napkins (if a closed bin is available for disposal) – an alternative possibility is plastic tablecloths which can be disinfected.
- Disinfect the menu after serving each customer or use disposable menus.
- Change gloves before and after preparing each meal
- Regularly disinfect your hands with hand sanitiser
- Recommend cashless payment.

**Take-away bar area**

**DISTANCING**

- Poster on the entrance door with rules for passengers and the maximum number of passengers allowed into the take-away bar area
- Distance marker in front of the bar
- Staff must know the maximum number of people allowed to stay in the coach at the same time.
- The general requirement to wear masks on public transport applies to customers.
- The requirement to wear masks applies to staff except where a plexiglass screen is in place.

**HYGIENE**

- Serve customers with a protective mask. Disposable gloves may also be used.
- Regularly disinfect your hands with hand sanitiser
- Recommend cashless payment.

**At-seat service or railbar**

**DISTANCING**

- The customers themselves bear responsibility for keeping to the distance rules in open seating areas. Serving staff can help them find alternative seats.
- The general requirement to wear face masks on public transport applies to customers in their seat. The face mask may be removed for eating and drinking (regardless of whether this is provided/sold by a caterer or brought by the passenger) in accordance with the implementing provisions of the Covid-19 Ordinance Art. 3a, but only during consumption.
**HYGIENE**

- Disinfect tables before serving non-packaged meals (no tablecloth)
- Disinfect the menu after serving each customer or use disposable menus.
- Wear a protective mask when serving customers.
  Disposable gloves may also be used.
- Change gloves before and after serving each meal
- Regular disinfection of hands with hand sanitiser
- Recommend cashless payment.

**Vending machine area on the train**

**DISTANCING**

- As for machines at stations (ticket machines, ATMs), distance markers must be provided where space allows and this does not block the flow of people on the vehicle disproportionately.
- The general requirement to wear masks on public transport applies to customers.
- The face mask may be removed for eating and drinking (regardless of whether this is provided/sold by a caterer or brought by the passenger) in accordance with the implementing provisions of the Covid-19 Ordinance Art. 3a, but only during consumption.

**HYGIENE**

- Clean contact surfaces on buttons and touch displays and the output trays more frequently. Make the cleaning as visible as possible for customers, for example by adding additional “cleaned for you” notices/stickers.
- **Recommendation:**
  Including hand sanitiser and protective masks, if possible packed singly, in the vending machine range is recommended.
  Provide appropriate special labelling for these products.
D. RAIL AND ROAD TOURIST SERVICES (INCLUDING COG AND HERITAGE RAILWAYS) / CHARTERS

Scope of application
For the purpose of this protection plan, rail and road tourist services include services specially conceived to meet the needs of tourism which run in addition to scheduled (normally clockface) services under concession. Often these services are characterised by limited, seasonal periods of operation, non-clockface timetables, obligatory reservations and on-board catering. Rail charters are considered tourist services for the purpose of this plan. Mixed service offers (lines which provide both regional passenger services and tourist services) are not considered tourist services.

This Annex D to the protection plan does not cover transport companies which are members of the Swiss Cableway Association SBS (Swiss Cableways) or the Association of Swiss Navigation Companies (VSSU). In exceptional cases and following agreement with SBS/VSSU, these companies can follow the rail and road protection plan (e.g. for connections within cities). Provisions for the catering sector on rail services are laid down in Annex B, catering for cableways and on boats in Annex E. Annex C applies to group travel on public rail and road transport.

Basic rules
In principle, the rules laid down in the protection plan for public transport also apply to tourist and charter services. Additionally, note the following points for tourist services.

Information
Make customers aware of the provisions of the public transport protection plan and the relevant annexes when making their purchase/booking if possible, at the latest when the journey is confirmed by the transport company.

Distancing
Passengers on public transport vehicles must wear a face mask from 6 July 2020. From 19 October 2020, the requirement to wear a face mask on public transport will also apply in publicly accessible inside spaces and in all waiting and access areas (inside and outside spaces) of public transport (see section 1 Requirement to Wear Masks on Public Transport). On-board staff must help customers to follow these rules, e.g. by helping them choose seats or find alternative seats available.

To ensure the minimum distance is kept before passengers even travel, a technical approach using fares and sales restrictions (where reservations are obligatory) can be implemented at the booking stage. For charter offers, exclusive access is only available for the person ordering the offer. The transport companies are responsible for laying down the detail of these processes.

Non-public journeys / Charters
On charter services in vehicles that are separated from the rest of the transport service, exclusive access is only granted to persons who have ordered the service and guests they have invited. Such services are not deemed public transport in accordance with Art. 3a of the Covid-19 Ordinance but instead events for a closed group of users. Specific protection plans must be drawn up in this case.

Please note: an additional protection plan that takes account of the specific requirements of charter services exists for SBB charter services: the charter protection plan applies to all charter journeys and adventure trips organised by SBB Charter and can be requested by e-mailing TeamP@sbb.ch.

Hygiene
Luggage transport can continue if passengers can load/unload their own luggage while being monitored by the driver.
If possible, passengers should use cashless payments for all on-board services not provided for free.
E. 1) CABLEWAYS

Scope of application

Annex E of the protection plan applies to transport companies which are members of the Swiss Cableway Association (SBS).

Basic rules

In principle, the rules of the protection plan for public transport apply to cableways, whether they serve a population or not. In addition to the protection plan for public transport, note the following points for cableways.

In line with the Federal Council Decree and COVID-19 Ordinance on the Special Situation issued on 4 December 2020, ski resorts will require a cantonal permit from 22 December. All closed forms of transport (including gondolas, cable cars, touristic trains and shuttle buses) in ski resorts must be limited to two thirds capacity from 9 December. Exceptions can be made for families with children or people who live in the same household, particularly in the case of small vehicles of up to 6 places. There are no restrictions for chairlifts (with or without a canopy) or ski lifts. Seilbahnen Schweiz, the association of Swiss cableways, has provided the basis for company protection plans to be approved by the Cantons with the document ‘Grundlagen für Schutzkonzept Seilbahnen COVID-19’ (‘Basis for COVID-19 cableway protections plans’): https://www.seilbahnen.org/de/Service/Corona-Virus.
E. 2) BOATS

Scope of application
Annex E of the protection plan (this document) applies to transport companies which belong to the Association of Swiss Navigation Companies (VSSU).

Basic rules
In principle, the rules of the protection plan for public transport apply to boats, whether or not they serve a population. In particular, the requirement to wear masks in accordance with section 1 Requirement to Wear Masks also applies on boats and in inside and outside spaces of waiting and access areas. In addition to the public transport protection plan, note the following points for boats.

Distancing
Passengers on public transport vehicles must wear a face mask from 6 July 2020 (see section 1 Requirement to Wear Masks on Public Transport). This also applies to boats regardless of whether they have closed or open spaces/decks.
From 19 October 2020, the requirement to wear a face mask will also apply in publicly accessible inside spaces and in all waiting and access areas (inside and outside spaces) of public transport.

Floor markings or notices will be used to ensure the distance between customers and/or employees is maintained at boat stops.

Customers will be notified about the requirement to wear masks and the other parts of the protection plan before the start of their journey (e.g. on the transport company's website) and on site by means of pictograms.

Tourist services in Switzerland form an open system with neither obligatory reservations nor physical barriers at stations and stops.

Hygiene
Navigation companies must clean their vehicles regularly, at least once a day, to ensure cleanliness.

Specific measures
Tourist services in Switzerland cover a wide range of different means of transport. For this reason, there are specific measures which only apply to or could make sense for one particular type of vehicle (means of transport). More detail will be provided in the following specific implementation measures for individual means of transport.

Note that all of the specific measures to be implemented by the tourist transport operators are compatible with the basic stipulations of the system leaders for rail (SBB) and road (PostBus). Specific further developments and stricter stipulations for tourist services are possible and must be laid out in the specific stipulations which follow.

- From 6 July 2020, there will no longer be a reduction of capacity on boats to 50% of the normal maximum.
- For on-board catering, the guidelines laid down by GastroSuisse/Hotellerie Suisse apply. Among other stipulations, the guidelines of GastroSuisse require compliance with distancing rules.
- The on-board restaurant must record the contact details of guests to enable the tracing of any infection chains. The contact details to be recorded are: first name, surname, place of residence, telephone number, date, time and table number.
- Boats are not affected by the prohibition or restrictions of ticket sales on vehicles.
- The locations where passengers embark and disembark are deemed hotspots and must be optimally managed by the transport companies as far as possible in the event of large numbers of passengers. (see point on Distancing).
- Customers must be made aware of predicted levels of occupancy on individual routes at specific times with appropriate measures (information on websites, digital reservation opportunities etc.) before departure and should be managed as far as possible.
- Navigation companies operating in waters forming a border with another country must align their protection plan with the instructions of the authorities of the neighbouring country and make modifications if necessary.
- For group travel, see the scope of application given in Annex B of this protection plan.

**Non-public journeys**

Services not published according to the timetable, such as special event or themed trips, with mandatory prior registration of passengers are subject to the same protection plan or the protection plan of GastroSuisse.
F. TICKET SALES BY BUS DRIVERS

Scope of application
This annex to the protection plan applies to transport companies running buses on which drivers sell tickets.

Basic rules
The rules of the public transport protection plan apply, and the following points must also specifically be followed. The individual transport companies are responsible for running and planning sales to secure income and provide customer access to public transport in agreement with the authorities which order the services.

Recommended protection measures

Measures to be taken inside the vehicles
- Boarding via the front door is only to be made possible for passengers who need to purchase a ticket. Drivers may also open one side of the door only. All other passengers must board via the rear doors. Exception: the visually impaired may continue to board via the front doors.
- Passengers may only alight via the rear doors.
- The front rows of seats will remain blocked off for passengers to ensure distance from the driver is maintained. These seats will be blocked to the right and left along the main aisle.
- Floor markings along the first row of seats (seat rests) will also remind people standing to maintain distance.
- To influence customer behaviour, information posters must be placed on the front doors and also inside the bus towards the front to make passengers aware of these measures.
- Alternatively, the driver’s cab may be fitted with a protection screen. Retrofitted protection screens must meet the requirements of the Ordinance on technical requirements for road vehicles (Vordnung über die technischen Anforderungen an Strassenfahrzeuge (VTS)).

Measures affecting ticket sales
- Based on the hygiene and distancing rules of the Federal Office of Public Health (FOPH) and if no protective screens are in place, drivers are to wear a face mask at least for the duration of ticket sales procedures.
- Hands must be washed regularly with hand sanitiser.
- Based on the requirement to wear masks and with reference to the applicable hygiene and distancing rules of the FOPH, passengers must also wear a face mask when purchasing tickets.

Recommended accompanying measures
- Measures for increasing passenger awareness of the protection measures, urging them to buy tickets in advance via digital channels where possible (mobile ticketing apps / online) or – where available – to purchase at ticket machines at stations or stops; for example, by providing information on screens on board vehicles, on websites and/or by requiring drivers to hand out information cards when selling tickets.
- Information for transport company points of sale and control staff
- Enable contactless payment