



For the future you want

# Edinburgh College Coronavirus

## Travel Guidance - Staff

This document provides guidance for staff on how to travel safely to Edinburgh College campuses. It sets out government guidelines on using public transport, and provides advice and information on walking, cycling, and driving. More detailed advice can be found on the Scottish Government website [here](#). **If you are experiencing any symptoms of Covid-19, have tested positive or are isolating you should not travel into campus, and follow government advice.**

### Summary

- The majority of Edinburgh College staff will continue to work from home for the start of session 2021/22 as part of a planned phased return to safely introducing more on-campus activity.
- If you are traveling to campus, then you should try to walk or cycle, where possible.
- When using public transport, you should plan ahead and avoid travelling at peak times where possible. The wearing of face coverings is mandatory on public transport unless you have an exemption.
- If you are driving to College, you should plan ahead and try to avoid travelling at peak times. The College has currently suspended the need to display a parking permit when parked in campus car parks, due to the low number of students and staff planned to be on campus for the beginning of session 2021/22. More information is included later in the document.

## Planning your journey

A personalised travel planning tool is available on the [college website](#). It will give you a detailed breakdown of all the travel options available from your home postcode to your campus, based on the date and time you need to arrive by. You'll then be sent an email with the best travel options for you.

## Walking and Cycling

Where possible, we would recommend walking or cycling to campus. If you live close enough, walking and cycling will likely be the easiest and most reliable way to get to college. Plus, it's cheap and healthy!

### Routes

There are several signposted "quiet routes" for pedestrians and cyclists throughout Edinburgh. These keep you away from busy main roads and pavements. The City Council website has an [interactive map](#) which shows these routes, as well as cycle parking locations. To add to this network, the City Council are also introducing temporary road closures, cycle lanes, and wider pavements to make it easier to walk and cycle whilst following physical distancing. You can see information about all these closures [here](#).

You can also use [Cyclestreets](#). This is a useful journey planner for active travel, as there are options to see quieter routes, set your expected speed, and see a profile of the routes you can take (e.g. how hilly it is; how many traffic lights you'll need to stop at). Don't let the name fool you, you could use this for mapping out a quiet walking route too, the only difference would be the time it would take.

### On-campus facilities

There are a range of facilities at the College to help you cycle. If you're using your own bike to get to campus, you can request access to our secure cycle storage areas by speaking to a member of the Security team at reception - you will just need to show your staff card. There are also showers and changing areas on all campuses, which you can also enquire about at reception. The communal changing facilities in sports areas will be open, and there are facilities specifically for cyclists and runners, if you need to come onto a campus. These will be cleaned regularly as part of improved campus cleaning processes put in place across the College.

Regular Dr Bike events, where you can get your bike fixed on campus for free, will be scheduled soon - keep an eye out for more details.

Puncture repair kits and bike pumps are kept at reception desks for staff and students to use. Some bike storage areas also have a pump.

### Getting a bike

If you don't have your own bike, you can use the City's [Just Eat Cycles](#) to travel to our Sighthill and Milton Road campuses. College staff can buy an [annual pass](#) at a discounted rate. It costs just £40 for a year of unlimited one-hour rides.

The college participates in the government's Cycle to Work scheme. This is a salary sacrifice scheme which enables staff to obtain a bike and/or cycling accessories while making tax savings from their gross pay. For more information go to the [Edinburgh College Cycle to Work scheme page](#).

If you have an old bike gathering dust at home, you can now get £50 worth of free professional repair and maintenance work to help you make it roadworthy again, thanks to funding by the Scottish Government. For more information, see the [Cycling UK website](#).

## Public Transport

**Face coverings are currently a legal requirement when travelling on public transport** (unless you have an exemption), so plan for this.

From Monday 9 August, the legal requirement for physical distancing is no longer in place. That said, we still encourage those using public transport to give space to others, where possible.

As you will be able to see from the links below, all public transport providers have measures in place to reduce the risk of using their services. These should therefore still be considered as a reasonable transport option, to avoid increased congestion from increased single-use cars on the roads. To access up to date travel times and routes for Lothian Buses and Edinburgh Trams you can download the *Transport for Edinburgh* app on Apple or Android.

### Buses

The [Lothian Buses website](#) and [First Buses website](#) both have a wide range of information about timetables, journey planning, and ticket pricings. **Guidance** surrounding safe travel on both services differs slightly, so check out [Lothian Buses](#) and [First Buses](#) information depending on which buses you'll be using.

A Lothian Buses Ridacard can be good value if you use the buses and trams a lot - but do remember that you are likely to be travelling less than usual, so it might be cheaper to just buy tickets for the day you travel, rather than a season ticket.

Now that restrictions are starting to be relaxed, there are also likely going to be roadworks and diversions due to any necessary roadworks. We'd therefore suggest you check the [Council website](#) to see if there will be any delays on your route.

## Trains

Train timetables are currently subject to change at 90% of normal capacity, so Scotrail recommends checking your service 24 hours before you travel. You can book tickets as usual on [their website](#), where they also have [guidance on how to travel safely](#).

There are train stations near almost all of our campuses:

- Brunstane station is approximately a 5 minute walk from Milton Road campus
- Eskbank station is approximately a 5 minute walk from Midlothian campus
- Edinburgh Park station is approximately a 15 minute walk from Sighthill campus

No stations are within easy walking distance of Granton campus, however there are multiple Lothian bus routes (24, X37, 47, 113) that arrive at the campus from near Haymarket and Waverley stations.

## Trams

If you are travelling to **Sighthill** campus, there is also the option of taking the tram (the Bankhead stop is a few minutes walk away). Lothian Bus Ridacards can be used on the trams, as long as you activate your card on the tram platform before you board. You can also buy individual tickets (£1.80 for a single or £3.40 for a return) on the platform before you travel. More information about the trams is available on the Edinburgh Trams [website](#), along with their [Covid-19 guidance](#).

Even if you are travelling to a different campus, the tram line might still be a useful link in your journey. They run from the West of the city to the city centre (as shown in the line map below), where you can then get bus links to all other campuses whilst still using the same day-pass:



## Driving

### Lift sharing

If an occasion arises where you need to travel with people out with your household, you should:

- keep to small groups of people at any one time
- maintain good ventilation by keeping the car windows open if possible
- ask everyone to wear face-coverings
- clean your hands before and after your journey
- if the vehicle is your responsibility, clean the door handles and other areas that people touch
- alternative transport arrangements should be considered in case the driver develops symptoms or is notified as a close contact whilst on campus.

### Parking at Edinburgh College

To be able to park in the College car park, you must have a staff parking permit. These must be displayed clearly in your car so they can be viewed by enforcement officers. Although anyone can get a permit for free, this does not guarantee you a space in the car park, as they are first-come-first served.

### Staff using college vehicles

All college vehicles are now supplied with a cleaning kit (consisting of antibacterial spray and blue roll tissue) that will be issued along with the keys for the vehicle by the security guards at reception of each Campus. The driver of the vehicle is responsible for cleaning down the vehicle surfaces (door handles, steering wheel, vehicle controls, seat belt, charge lead/card, keys and vehicle folder) before and after use. If cleaning materials run out, please notify security when returning vehicle keys.

If you display any of the COVID-19 symptoms prior to, during or after your journey in a college vehicle, please inform the Transport Co-Ordinator so additional vehicle cleaning can be carried out. Please refer to [‘Health and Safety Guidance for staff’](#) document for full guidance on reporting procedures.

## **International Travel**

If you are returning to the UK after a holiday, you may need to [self-isolate](#) for 14 days upon your arrival. The only exception to this requirement is if you are travelling from one of the countries specified on this [Scottish Government webpage](#). For information on what you must do before and after arriving in Scotland (including a link for the passenger locator form) visit [this webpage](#).