

PROTOCOLAU AR GYFER RHANNU CERBYD

Mae'r Protocol hwn yn berthnasol i holl gerbydau'r Brifysgol, cerbydau hurio a cherbydau personol a ddefnyddir ar weithgareddau cysylltiedig â gwaith y Brifysgol. Nid yw'n cynnwys teithio i'r gwaith ac yn ôl.

Nodyn: Mae rhannu cerbydau am gyfnod byr ar gyfer Gwasanaethau Campws yn destun asesiad risg a phrotocol ar wahân.

Yn gyntaf, tynnit sylw at y ffaith na ddylid rhannu cerbydau, lle bo hynny'n bosibl, a lle bynnag y mae dewis arall realistig. Dim ond mewn amgylchiadau eithriadol, lle nad oes dewis arall credadwy ac ymarferol ar gael, y dylid rhannu cerbydau.

Lle bo hynny'n briodol, gellir rhannu cerbydau ar yr amod bod y mesurau diogelwch ychwanegol canlynol yn cael eu cymryd:

- Cadwch nifer y bobl yn y cerbyd i ddim mwy na 2.
- Lle bynnag y bo modd, defnyddiwch systemau paru sefydlog, fel eich bod chi'n rhannu gyda'r un bobl.
- Glanweithwch eich dwylo cyn mynd i mewn i'r cerbyd, ac eto wrth adael y cerbyd.
- Rhaid i bob preswlydd wisgo gorchuddion wyneb a sgwrsio cyn lleied â phosib.
- Cadwch bellter cymdeithasol gyda'r teithiwr yn y sedd gefn, lle mae ar gael.
- Cynyddwch yr aer sy'n mynd i mewn ac allan trwy agor ffenestri blaen a chefn ar gyfer y daith.
- Sicrhewch fod y cerbyd yn cael ei lanhau'n rheolaidd rhwng defnyddwyr, yn enwedig ar fannau cyffwrdd fel handlenni drysau.

Rhaid i deithwyr fod yn ymwybodol y bydd rhannu cerbyd yn golygu eu bod yn cael eu hadnabod fel cyswllt agos pe bai'r person arall yn profi'n positif am Covid-19, ac felly bydd gofyn iddynt hunan-ynysu.

Dylid cymeradwyo'r holl rannu cerbydau yn unol â phrotocolau cymeradwyo gweithgarwch Covid-19 a weithredir gan y Gwasanaeth Proffesiynol cymwys ac Ysgolion/Colegau Academaidd.

PROTOCOLS FOR VEHICLE SHARING

This Protocol applies to all University vehicles, hire vehicles and personal vehicles used on University work-related activities. It does not include commuting to and from work.

Note: Short-duration vehicle sharing for Campus Services is subject to a separate risk assessment and protocol.

Firstly, it is highlighted that where possible and wherever there is a realistic alternative, vehicles should not be shared. Vehicle sharing must only be undertaken in exceptional circumstances where no credible and practicable alternative is available.

Where appropriate, vehicle sharing can be undertaken provided the following additional safety measures are undertaken:

- Keep the number of people in the vehicle to a maximum of 2.
- Wherever possible, use fixed pairing systems, so you share with the same people.
- Sanitise your hands before getting into the vehicle, and again when leaving the vehicle.
- All occupants are to wear face coverings and keep conversation to a minimum.
- Incorporate social distancing with the passenger in the rear seat, where available.
- Increase the ventilation by opening front and rear windows for the journey.
- Ensure regular cleaning between users, especially on touch points such as door handles.

Passengers must be aware that their sharing a vehicle will result in them being identified as a close-contact were the other person to test positive for Covid-19 and will therefore be required to self-isolate.

All vehicle sharing should be approved in-line with covid-19 activity approval protocols implemented by the applicable Professional Service and Academic Schools/Colleges.