

Goods In/Out Covid-19

<u>Government Suggestions</u>	<u>Our Plan</u>
Revising pick-up and drop-off collection points, procedures, signage and markings.	We are to use our standard goods in point. No deliveries to be accepted through reception.
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic prebooking.	We have already started letting couriers sign for parcels on our behalf instead of sharing devices/paperwork.
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	I will ensure I am minimising delivery drops by grouping deliveries together where possible. This may come at a cost but worth taking.
Where possible and safe, having single workers load or unload vehicles.	Only forklift drivers unload loads.
Where possible, using the same pairs of people for loads where more than one is needed.	Only forklift drivers unload loads.
Enabling drivers to access welfare facilities when required, consistent with other guidance.	We are not going to do this. I believe letting drivers out of vehicles would cause a high risk. Our drivers will have hand sanitizer in the van.
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	All POs sent out will have a line included asking suppliers to ask their couriers to remain in the cab.

All forklifts will also have anti-bac spray and wipes on. All forklift drivers know they must clean down the forklift before and after they use it.