

## Coronavirus Action Policy

If you feel unwell with any COVID-19 symptoms (new persistent cough, high temperature) you must stay at home and follow the government guidelines re: self-isolation.

As a worker who must travel to work you are entitled to a COVID-19 test. Apply for the test on your first day of sickness.

Social distancing should be practiced at all times and in all settings. Failing to follow this may result in disciplinary procedures.

## Office Protocol

- Wash your hands after arriving at work and as often as possible through the day.
- Office door to be wedged open for ventilation and reduce contact with door handle.
- Each of the two PC workstations are to be used solely by the designated user. Use of anybody else's desk space and any equipment on it (keyboard, pens, phone etc) is strictly prohibited. In the event this is not possible all desk and equipment is to be cleaned with antibacterial spray.
- Workstations to be 2 metres apart.
- Avoid contact with vehicle keys and fuel cards. If this is not possible clean these with antibacterial spray before contact.
- Office desk and PC equipment to be cleaned with antibacterial spray at the end of every shift.

## Distribution Officers' Protocol

- When arriving at work (06.55) please wash your hands with soap and water for more than 20 seconds, or alternatively use hand sanitizer.
- Please ask permission before entering the office. Only one driver at a time is allowed in the office and must be as quick as possible. Only the driver of each specific vehicle must obtain the key and fuel card and remove the vehicle from the warehouse following the current egress policy.
- Each driver MUST ensure he has the correct PPE with them. You may not continue with the daily distribution run without PPE. PPE includes: face covering or shield; rubber gloves;



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antibacterial spray; hand sanitizer gel). Ensure that you take your antibacterial spray and cleaning materials with you on distribution runs.

- Upon arriving at your destination, you should put on your face covering or shield and gloves, spray your gloves with antibacterial spray and thoroughly wash your gloves. Carry out your normal routine keeping your distance (2 metres) from anyone else and avoid touching your face whilst wearing the gloves.
- If you are encroached upon by a member of the public or venue staff breaking the 2 metre rule please ask them politely to observe to 2 metre social distancing rule. If they fail to do this, please move away to maintain 2 metres, returning when it is safe to do so. Clean the display with antibacterial spray.
- Upon returning to the van, before touching the van spray the gloves with antibacterial spray and wash your gloves again. Open the van. Remove your gloves before you remove your face covering / shield.
- Please thoroughly wash your hands with soap and hot water (for more than 20 seconds) or hand sanitizer whenever you have the opportunity to do so.
- If the venue has closed/locked doors do not try to gain access. Temporarily, there is no need to call the office if a site is closed, simply move on to the next venue. Please write on the daily run sheet the reason for no access.
- Follow this procedure for every stop or venue you service.
- In case of an accident please follow the current accident procedure(s) whilst maintaining social distancing. Use PPE to exchange any documents.
- The van cab hard surfaces must be cleaned with antibacterial spray at the end of every shift.
- Uniforms to be washed every day where practicable.

## Deliveries / Third Party Delivery Drivers on Info Display Premises

- Delivery drivers must call in advance to book in deliveries to Info Display.
- Deliveries turning up without prior booking must stop at the temporary barrier and call the number on the temporary barrier to be allowed access.



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- Delivery drivers will be instructed on the phone at either pre-booking or barrier about the Info Display policy and social distancing.
- Delivery driver's name, company and date of delivery to be recorded.
- Drivers must get out of their cab to open their vehicle to allow access to Info Display.
- Once the access is opened the driver must return to their vehicle or maintain 2 metre distance whilst Info Display unload the vehicle.
- Once Info Display have finished unloading the vehicle and returned inside the warehouse the driver may then closed the vehicle for departure.
- If the driver has paperwork to sign, the paperwork must be left on the designated countertop whilst observing social distancing. Info Display staff will then put on disinfected gloves and, using their own pen, provide a signature. Once signed, the gloves and pen should be disinfected.
- Once the Info Display staff member has moved to social distance, the driver may obtain the paperwork and leave the premises. The counter should then be cleaned.
- If a delivery driver wishes to use toilet facilities they must use the disabled/ladies toilet. Info Display staff will not use this toilet until further notice. Once the toilet is vacated, Info Display staff will disinfect with antibacterial spray the following: door handle (both sides); both sink taps; toilet seat; flush handle; and hand dryer.
- Deliveries coming into the warehouse should be placed on racking for at least 72 hours where possible. Where this is not possible, PPE should be used to open the pallet. Face covering/shield and gloves sprayed with antibacterial spray should be used to remove packaging. Packaging should then immediately be placed in the refuse bin.

## Warehouse Protocol

- Maintain 2 metres social distancing at all times.
- Wash your hands regularly.
- Kitchen surfaces should be cleaned regularly with antibacterial spray.

# Info display

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- Gloves should be worn to pack Gold run boxes and sprayed with antibacterial spray after every box.
- All staff should arrive at the warehouse at 06.55 and initially wash your hands. Take out your own van. Only the designated driver for each van may touch the key and fuel card. Please check your own van and spray the cabs with disinfectant spray at the end of the day before garaging.
- If drivers arrive back to the warehouse and find the temporary barrier in place, the driver must put on their gloves and spray with antibacterial spray before undoing for access.
- Where possible only one person per aisle. If this is not possible, 2 metres social distance rules apply.
- FLT to be cleaned daily. Where possible only one designated driver should use the truck. If this is not possible all touched services must be cleaned with antibacterial spray.
- Info Display toilet facilities to be cleaned regularly.
- Public/third party toilet facility must be cleaned after every use.