



Covid-19 Working Guidelines – Delivery Drivers

Firstly, can I ask that you all be considerate to your team members, this has been an unsettling time for everyone, and you may not be aware of how another person has been affected by the situation. These are new ways of working for everyone and it is important we support each other as much as possible during this time. If you feel vulnerable or unsafe at any time, please notify your line manager.

In order to reduce any contamination whilst at work, you must adhere to the following government requirements/recommendations:

1. Please do not come to work if you or an individual you have been in contact with has Covid-19 or has symptoms of Covid-19 – Speak with your line manager immediately via a phone call.
2. Please note, in an emergency, people do not have to stay 2 metres apart
3. Hands must be sanitised upon entering any Woodforde's premises or vehicles.
4. Practice social distance whenever possible in your working day – Government recommended distance at time of writing is two metres.
5. Social distancing must also be adhered to whenever possible when you are not in your vehicle such as break rooms, depots and generally outside the vehicle where people can tend to congregate.
6. You must adhere to any notices indicating “only 1 person may be in this room at a time”.
7. Wash your hands frequently and for at least 20 seconds each time.
8. Only use your own pen for any paperwork, do not use a customers and do not lend your pen to customers.
9. Drivers to open windows and have good ventilation if more than one person in them.
10. Remove any rubbish from the vehicle at the end of each working day.
11. Regular cleaning of cab interior is required including, keys, door handles and petrol cap's. Please dispose of any used cleaning materials quickly and safely.
12. Vehicles should not be shared if possible.
13. Arrival times at the depot should be staggered if possible.
14. Use face masks and gloves when required.
15. Carry stock of surface cleaners and sanitiser and to notify a manager when stock of these items needs to be replenished.
16. Use fixed pairings as much as possible for any 2-person job's to reduce risk of contamination.
17. Minimise any physical contact during your working day.
18. Understanding the protocol for deliveries for you and customers. Ring ahead where possible to advise customers of your planned arrival time, giving them an opportunity to prepare and helping to reduce the time you spend at drops.
19. Woodforde's will provide an “in vehicle guide” as a reminder on what to do, (provide a laminated “please santise your hands regularly” small A5 signs for cab interiors.
20. If at any point during your working day you feel uncomfortable, please contact your line manager with your issue so we can address it promptly.

Please be aware these rules are subject to change via government advice and will be updated and reissued accordingly.