

Covid-19 – Staff Guidance

This guidance is in addition to the government advice on staying safe outside of work.

General

Please always observe the 2m social distancing

On arrival to site, wash your hands and use the hand sanitiser provided

No more than 3 people in canteen

No more than 2 people in smoking shelter

Use open areas outside if possible, during break or when waiting for loads

We recommend all staff avoid leaving site for break

Warehouse staff

One-way system to warehouse

Wipe down equipment after use.

Avoid visits to the office, keep main contact through phone email

No more than one person in warehouse kitchen

Wash all utensils after use

Driving Staff

Clean and wipe down vans at the end of shift

Remove all rubbish from vehicles

Wait in vehicles when load is not ready

Observe the social distancing rules in place at delivery points, alert office if any delay at delivery location above 10 mins

Office Staff

Enter/Exit building through main reception

No more than 1 person in kitchen