

Issue Date: 27-03-2020 Revision: 0	 COVID-19 Delivery Driver Protocols	J McCann & Co Limited SAFE OPERATING PROCEDURE SOP20
Approved by: B. Feltham		Page 1 of 1

Keeping Safe and Stopping the spread of COVID-19

In order to protect the health and safety of all those that work and visit McCann sites, we ask all delivery drivers to follow these simple protocols that will reduce the risk of spreading and catching COVID-19.

Delivery Driver Duties

- Delivery Drivers to be issued a copy of these protocols in advance of attending site.
- Delivery drivers are required to follow the Principle Contractor requirements in addition to our own requirements. Where these cannot be issued in advance, they will be issued to the Delivery Driver upon arrival to site.
- Any Delivery Driver attending site must ring their site contact 1 hour in advance of delivery and confirm that they are free from one or more of the following symptoms:

A new, persistent Cough	A fever or high temperature
A tightness across their chest	Feeling feint
- Any Driver developing symptoms whilst on route, should abort the delivery and inform their employer and our site contact immediately.
- Loads should be placed on vehicles to allow the preferred mechanical means of removal, manual lifting of the load from the vehicle is allowed by the Delivery Driver. Our operatives will not be allowed to assist the Delivery Driver with a 2 person manual lift.
- Delivery times will be staggered by the site teams to avoid congestion in delivery areas.
- The Delivery Driver shall remain in their cab until approached by site contact, the site contact will communicate, preferably by phone call, that it is safe to exit the vehicle.
- Items such as PPE, hand sanitiser, pens etc must not be shared between Delivery Drivers and site operatives.
- Delivery Drivers should demonstrate that they have cleaned their hands or put on disposable gloves before touching the delivered items.
- During unloading, the Delivery Driver and assisting site operatives must, keep a minimum of 2m distance between each other.
- To avoid contact, we will not sign delivery documents, it is deemed sufficient that the Delivery Driver writes down the name of site operative who assisted with unloading in the signature box.
- Where digital delivery tickets cannot be sent, hard copies will be handled by site operatives wearing disposable gloves.
- High standards of hygiene must be maintained at all times during the Delivery Driver's time on site, any tissues used must be binned immediately and then hands washed in welfare facilities.
- Site Operatives are instructed to avoid touching or entering the delivery vehicle.
- Delivered loads will be left for a minimum of three days to reduce the likelihood COVID-19 being present on the loads surface.
- During their visit to site, Delivery Drivers are welcome to use the welfare facilities provided.
- **Any drivers not observing these protocols will be asked to leave site immediately.**
- **If any delivery cannot be completed safely following these protocols, the delivery will be halted and the driver will be asked to return to their depot.**