

## **Safe system of work to minimise staff risks Under COVID-19**

- Set questions to be asked by the operations team during pre-move call to document if the customer or any of their family have Covid-19 symptoms or have had the Covid-19 virus in the last 14 days the answers will be documented. If the answer is yes the move will be rescheduled
- Any customer considered to be in a high-risk category should not be on site and a representative may need to be appointed in their place.
- During the move, although it will be inevitable that the crew cannot socially distance from each other, the customer must always maintain the 2m spacing from the crew, preferably the customer should remain in one room or leave the premises completely.
- Operators should stagger the start times of their crews to minimise the number of staff present at the beginning and end of each shift pattern
- Operators to ensure that teams are consistently working together (i.e. maintain the same crew pairings) so far as is possible in order to minimise staff having multiple/varied work partners
- Operators to maintain wellness checks at the start of each day, to include temperature readings being taken/reported each morning. A log to be kept. Anyone who records a temperature higher than 37.8C will be sent home immediately.
- Staff to be reminded of the need for good hand and respiratory hygiene, and to avoid touching their face. Wash hands and forearms on a regular basis.
- Staff who are unwell with symptoms of Coronavirus must not present themselves for work or, in the event that they do, they must be sent home.

Mess rooms to have restricted access, all tables and chairs to be restricted to prevent gatherings and operational staff to have access to office areas only when social distancing can be maintained. All staff to provide their own cup, plate and cutlery, this must be cleaned immediately after use and removed from the mess room and not stored in the drawers or cupboards. Staff are responsible to sanitise and clean any shared equipment. If you are unsure if you were the last to touch it then clean it.

- Washrooms to be equipped with soaps and paper towels or blow driers. Showers to be provided where possible.
- PPE to be provided to all crew members and to include items from the following list; disposable or washable facemasks or similar, safety glasses or visor, work gloves and hand sanitising gel.
- Each crew to carry alcohol hand sanitiser and disinfectant spray and disposable paper towel, stocks to be replenished as/when required.
- Staff to catch coughs and sneezes in tissues and to dispose of used tissues in a responsible manner.
- When travelling in the cab of the vehicle, ensure that windows are opened slightly and that facemasks/glasses or visors are worn.
- No more than 2 staff to travel in the cab of the vehicle at any one-time, additional crew members should travel separately to/from site.
- Plan overnight stops to ensure that all necessary facilities are available to the crew.
- Where possible, utilise local BAR Members to provide portering assistance for distance moves.

- Crew to maintain social distancing measures as far as is possible when working and should avoid passing in restricted spaces such as hallways, staircases, and landings, and also to wait for the co-worker to leave vehicle load area before entering where possible.
- Every time that a 2-man carry is required, then the crew members should use the eye protection and facemask provided.
- Crew should wash their hands thoroughly on a regular basis and frequently sanitise the work gloves.
- The back of the vehicle must be “misted” with virucidal cleaner at the end of the shift to include all vehicle blankets (woollen and/or paper). Sack trucks and trollies and other shared equipment should be wiped using virucidal cleaner and disposable paper towels.
- Vehicle cabs should be cleaned and sanitised before use once a day to include the steering wheel, dashboard, seats and door handles, radio, sat nav, tacho and window winders or switches.
- Limit smoking breaks and take well away from the vehicle or residence. Wash hands immediately afterwards.
- If a different team uses a van for a night away the pod and sleeping area must be fully cleaned and sanitised before use.

***For removals to and from Europe (in addition to the points made above)***

- Carry on board enough provisions to maintain a high level of hygiene.
- Avoid crowded places, only leave the cab in places with high concentration of people if absolutely necessary and if so, wear the PPE as directed.
- In areas of high alert/restricted areas, the authorities may not have limited the movement of trucks and vans so that business can continue. However, they will certainly check the trip routing documentation in order to prove the reason for the vehicle to be where it is.
- In order to have an uninterrupted travel to the destination, make sure the trip documentation folder includes any specific travel orders that may be required for that journey together with the trip schedule showing all deliveries/collections planned.
- Ensure that there are enough ‘contingency’ copies of all paperwork.

***Instructions for personal behaviour in an epidemiological coronavirus situation (to be shared with staff)***

1. Limit as much as possible any contacts with people – this is the most important condition for staying healthy. Go directly from home to work and then back home. Even if your journey is short, do not use public transportation unless absolutely necessary.
2. Wash your hands as often as possible with soap or use alcohol-based disinfectants. Use alcohol wipes if you do not have access to a sink.
3. Eat at home and bring your own food at work.
4. If you are returning from an area with high risk of contamination but you have no symptoms call your doctor, and ask for advice on what to do. Inform your office immediately.

5. Do not shake hands! Use the knuckles of your fingers to touch the light switches, lift buttons, etc. When at a petrol station, hold the fuel pump handle with a paper towel or use a disposable glove. Open doors with your elbow or otherwise, not your palm. Use work gloves or, if you do not have your work gloves, use disinfectant wipes. Work gloves should be washed/disinfected daily and crew to carry spares.
6. When you return home or to your place of work, and have been with other people, wash your hands with soap for 20 seconds and/or use a minimum 60% alcohol-based hand sanitizer. Always bring with you a disinfectant, incl. put one near the front door of your home and in your car for use after visiting a petrol station or touching dirty items when you cannot immediately wash your hands.
7. Cough or sneeze in disposable towels and throw them away.
8. Use your gloves. Wash/disinfect them on a daily basis.
9. If you are using disposable gloves, at the end of work, when you take them off, immediately wash your hands thoroughly.