



SAFE OPERATING GUIDELINES FOR COVID LEVEL3

This document has been designed to give our clients peace of mind and confidence in dealing with us, and relevant authorities the necessary proof that as a company we are a "Safe Level 3" operator. All guidelines below have been endorsed and implemented by staff and management.

- *All sales reps and visitors are prohibited from entering our premises. The only permitted persons are drivers delivering and collecting freight.*
- *No retail trade conducted onsite. All trade is now either Contactless delivery, or online purchasing.*
- *All inwards goods are unloaded outside the warehouse and taken in after delivery*
- *All outbound parcels are put in a collection area which has been set up away from building.*
- *Maximum staff number of 3 permitted at building. 2 in office and 1 in warehouse*
- *Inward goods sanitized on receipt, outwards goods sanitized at time of packing.*
- *PPE worn in warehouse to include gloves and masks, and hand sanitizer stations installed, hand sanitizer to be used when gloving up and de-gloving*
- *Office staff to maintain 2m rule at all times and use hand sanitizer periodically.*
- *All staff become part of the bubble and operate within that bubble.*
- *Detailed daily time sheets/travel log to be filled out by all staff to enable accurate contact tracing in the event of any personnel presenting symptoms*
- *All client orders can be placed by phone, txt, whatsapp or email for contactless delivery direct to site.*
- *Any necessary F2F contact with suppliers or clients will be conducted via "Zoom meetings".*
- *As the Covid19 alert level system moves we will adapt our operating procedures to be compliant with Govt and MPI recommendations at all times.*

Unite
against
COVID-19

17/04/2020.

Authorised by the directors of Stratacote Limited and used as a standard operating procedure until further review.