

Jays Logistics inbound deliveries COVID -19 (CORONAVIRUS) procedure Goods in / out Warehouse



With the continued concerns and issues associated with the Coronavirus we are taking precautionary steps to limit exposure and protect against infection

We are closely monitoring the situation as it evolves in relation to accepting visitors and deliveries at our site

In order to protect the health and wellbeing of our employees we must take a proactive and preventative approach and with this in mind the following in steps must be taken when dealing with deliveries into Jays Logistics Highbridge.

- 1 – Request that the driver keeps a distance of at least 2 meters**

- 2 – Wear gloves if accepting paperwork**

- 3 – Driver must prepare the vehicle for unloading by opening curtains etc**

- 4 – Driver to be asked to return to vehicle cab and wait until fully unloaded / loaded**

- 5 – Driver prepares vehicle to leave**

- 6 – Return any paperwork to driver**

- 7 – Wash hand and clean hands with hand sanitiser**



Pandemic influenza Contingency plan 2020



Pandemic Viral Disease Contingency plan

Background

- **Government agencies have prepared contingency health plans for a number of scenario's**
- **Chief medical offices advise that the "worst case reasonably foreseeable scenario" is 80% of the population affected with up to 500,000 persons seriously affected or fatality**
- **Vaccines available in limited quantity within 9 months**
- **General vaccine availability at about 1 year**
- **Pandemic viral disease could circulate for 5 years**
- **Mutation is possible – mortality rates could increase**



Pandemic Viral Disease Contingency plan

Core Strategy

Appoint pandemic coordinator – AE / MW

Identify and prioritise key customers – JW / KM / MI / DK

Identify low priority haulage / contracts – SAME AS ABOVE

Identify all non LGV staff with LGV license –AE/MW/DK/KM/MI

Negotiate priority agreements with agency staff providers – DK

Identify sub contractors with capacity – DC / JW / JJ / AB

Contingency plan to move LGV's from other geographical areas – SK / JW



Pandemic Viral Disease Contingency plan

Core Strategy

Raising employees awareness of the pandemic threat

Brief all employees on basic precautions to reduce risk

Do not give rise to panic

Health surveillance – line manager reports

Increased office / Vehicle hygiene

Identify any high risk employees (underlying health issues)

Each site to have pandemic action plan



Pandemic Viral Disease Contingency plan

Workplace Strategy

Social distancing – 1 metre from colleagues

No shared use of phones or mobiles

Avoid face to face meetings

Necessary meetings – 1 metre apart

Employees to avoid lifts and gatherings

Avoid public transport at peak times

Transport to work for employees dependent on public transport

On return to work employees will have high immunity to Corona Virus

Enable working from home if at all possible



Pandemic Viral Disease Contingency plan

Driver advice

- **Regular hand washing is an excellent control**
- **Avoid hand shaking and unnecessary contact**
- **Maintain a minimum 1 meter distance from other personnel**
- **Clothes and PPE should be clean and washed regularly – hot wash or tumble dry kills virus**
- **Sneezing – cover mouth and nose with tissue or use your sleeve**
- **Dispose of tissue and wash hands immediately**
- **Avoid touching eyes / nose and mouth**
- **On customer sites follow any protection measures the customer has in place**
- **Key customers are insisting that drivers showing any viral symptoms do not present themselves onsite**
- **On customer sites truck drivers should stay in the cab and avoid contact with other persons as much as possible**
- **Avoid public places if at all possible, such as public gatherings, lifts, and public transport**

This advice sheet is to be distributed to all drivers



Corona Virus precautions – Traffic teams and Offices

Instructions for office managers

- Note the download link for the NHS advice video
- Print off 1 copy of slide 2 (precautions) for each member of staff
- Place the corona virus NHS video on a computer, or go online and ask each member of staff to watch through during the course of the day (9 minutes)



Corona Virus precautions – Traffic teams and Offices

- Social distancing – keep at least 1 metre from colleagues
- Sneeze into tissues or sleeve and immediately wash your hands
- Dispose of any tissues immediately
- Wash your hands frequently
- Try not to touch mouth, nose or eyes
- Avoid close contact with any ill persons
- Keep your fingernails short
- No hand or wrist jewelry except simple band – it can inhibit hand washing and harbor virus
- Wash your clothes & PPE more often (keep them clean)
- Hot washing, ironing and tumble drying kills virus and bacteria
- Keep your desk environment clear and clean
- Clean keyboards mouse and phones often
- Clear waste bins as often as possible
- Use single use paper towels or hand driers
- Use a thorough hand washing technique (see the video)
- Take extra care if you have a weakened immune system or any underlying health issue
- Symptoms are coughs or sneezes, a high temperature and a shortness of breath
- If you have these symptoms call 111 immediately for advice

Print this advice sheet off and display it